

Kelsale-cum-Carlton Parish Council
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**MINUTES OF THE VIRTUAL COUNCIL MEETING HELD ON
WEDNESDAY 27th 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 6th 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 16th 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 22nd 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 25th January 2021.

All requests for payment were approved.

13.2 To approve and sign the bank statements: The Bank Statement to 31st 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, 24th February 2021 at 7.00pm virtual/hybrid.
Councillors to be informed of arrangements re meeting by the 17th February 2021.

The Chair closed the meeting at 9.05pm.

Signed: Chairman Dated:

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**MINUTES OF THE VIRTUAL COUNCIL MEETING HELD ON
WEDNESDAY 24th FEBRUARY 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 | Cllr Mark Stewart |

In attendance: 0 members of the public.

Welcome by the Chairman.

11334 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.

11335 Reports

Report by County Councillor Richard Smith

Richard Smith said that he had a few items to mention, SCC met in full on the 11/02/21 to discuss the budget, an increase of 3.99% has been agreed in the Council Tax but no service cuts are planned; Sizewell C is quiet at the moment, the Planning Inspectorate has sent a letter outlining the timings of their early stages of the process, this will be starting at the end of March, which is not welcome for the Politicians who are standing again for election, the whole of April will be spent canvassing for votes and then there is a Purdah period; there are two County Council initiatives that are gathering pace, the Quiet Lanes Scheme and the delayed cutting of grass verges to encourage wildlife and wild plants, both are going well; the Election has been confirmed as the 6th May and also the Police and Crime Commissioner elections will also take place on the same day, the Government are still working on the details and will be clarified shortly; finally thanks must go to the Saxmundham surgery for doing a splendid job in rolling out the Covid vaccination.

Cllr Dickerson reported that the delay in verge cutting has been running for over a year in Kelsale, this works very well, and the cutting takes place in Autumn.

Report by District Councillor Burroughes submitted a report by email, and this was circulated to all.

Stephen Burroughes sent his apologies.

Nicola Jenner – East Suffolk Council Community Partnership

Nicola Jenner showed the Councillors a short presentation listing the information available through the Community Partnership. Framlingham, Wickham Market, and villages is the

largest partnership. The community partnership offers a wide range of support – Community Safety, Anti-social behaviour management, Health & Wellbeing, Neighbourhood Plans, funding and grants, 'East' bags etc.

Funds of £35,000 have already been allocated to projects, with £25,000 available from years 2020 – 23. IP17 GNS and District Cllr Stephen Burroughes are represented on the Community Partnership.

Cllr Burslem asked if there was any further information available on the East bags, as it would be good to share on the community Facebook page.

Nicola Jenner agreed to forward some information on the East bags to the Clerk to circulate to all.

Cllr Revell thanked Nicola Jenner for attending the meeting and commented that there will be items over the next few years where this kind of assistance would be needed.

Nicola Jenner left the meeting at 7.27pm.

The Chair formally opened the meeting at 7.28pm.

11336 To receive apologies for absence – Cllr Major and District Cllr Burroughes.

Cllr Revell read out an email from Cllr Major, formally stating her resignation from the Parish Council.

11337 To accept apologies for absence – Accepted

11338 To record absence without apologies – None

11339 Declarations of Interest – None

11340 To consider any dispensations – None.

11341 To consider the Approval of the draft minutes of the Parish Council meeting held on 27th January 2021.

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 Harker and agreed by all.

11342 Parish Clerk's Report

SID – Mr Lodge has informed me that the site for the new post for the SID, has been amended due to a nearby junction; he has also asked if some of the information from the speed sign may be placed on the website. The Clerk asked if this could be transferred to a written document that could be placed in the Newsletter. It is hoped that this may encourage more people to become interested in the speeding and safety issues in the village. Updates will follow when they are available. Footpath – no response has been received and the information has been passed to Cllr Buttle to follow up. This is an item on the agenda. Signatories – Both the new signatories have been approved and one of the existing signatories has v=been removed. Thanks to Cllr Harker and Cllr Holden for agreeing to do this. Playspace fund – the Clerk reported that she had contacted Sarah Shinnie regarding the application, she reported that it had not been received. Cllr Buttle has organised a replacement form. Meetings – there has been a lot of discussion between SALC/NALC regarding the ending of remote meetings, currently the date for this is the 7th May. SALC/NALC are lobbying to have this date extended. It has been suggested that the APM is held virtually as this may encourage more people to attend. The APM date is set for the 7th April, and the time limit for the meeting is the 1st March – 1st June. Policies – there are some policies to re-adopted on the agenda, the only change is to the Standing Orders and this involves the section 18, Financial Control and Procurement, that amount of money involved has changed. ID badges – one cheque has been received as payment for this, is anyone else intending to pay by cheque?

11343 Clerk's Report on urgent decisions

None

11344 Matters arising from the Clerk's report

Cllr Revell commented that if anyone required the bank details to pay for their ID badges, could they please phone the Clerk.

Annual Parish Meeting (APM) - it was agreed not to hold the APM on the 7th April, but to postpone it. It would be better to hold this after the 21st June when the lockdown restrictions may be lifted. The APM is always well attended. More information is needed regarding the dates for this.

ACTION: Ask SALC for advice re the APM, place on the agenda for March.

Cllr Buttle reported that she has had confirmation that the Playspace application has been received. Currently it is uncertain how much money may be received.

Cllr Galloway asked what information Mr Lodge could supply regarding the speeding data from the SID. If a sample could be gathered and sent through, it could be considered as to whether it could be placed on the website.

ACTION: Clerk to email Mr Lodge for the Speed sign data.

11345 Matters arising from the Parish Council meeting held on Wednesday 27 January 2021.

10.1 Spinney Pocket – County Cllr Richard Smith commented that he had spoken with the Head Teacher in the Autumn, it was agreed to talk further when Schools had returned to normal. This meeting will now not take place until after the election.

ACTION: Visit of a County Councillor to be reviewed at the June meeting.

10.2 Portfolio Holders – Cllr Burslem had circulated a report regarding the Emergency Planning group to all the Councillors. Any report that is to be placed on the website needs to be short and concise. A report will be put forward for the next meeting. A named person is required for this.

Cllr Revell said that this project is important and needs to be carried forward. It is quite an involved portfolio with a wide range of items to be covered. It could be possible to look outside the Council to volunteers from the village.

Cllr Dickerson asked if other PC's had Portfolio Holders?

Cllr Burslem reported that Saxmundham does not have an Emergency Plan, IP17 GNS would be called to support if necessary.

ACTION: Clerk to forward Emergency Plan from Snape & Orford to Cllr Revell and Cllr Burslem.

10.3 Sandy Stiltball Fungus– Cllr Dickerson commented that a report had been circulated from the Biodiversity Group meeting held on the 22/02/21. There is a draft management plan, this is for a protected species. It is agreed that debris should be kept clear of the footpath for the pedestrians, the area should not be cut using machinery, but cut manually, with no use of pesticides. This may not be cut during 1st March and 31st August due to nesting birds. It is proposed to put a small round sign on site to explain what is growing there. The Biodiversity group propose to carry on with this if the PC agrees.

Cllr Buttle asked what the height of the hedge would be? 10ft would be a reasonable height.

Cllr Dickerson reported that last year it was cut down to 4ft

Cllr Revell said that 10ft is a reasonable height, last year it was cut back for a management reason to enable the footpath to be kept clear for pedestrians. The area needs to be kept manageable.

Cllr Dickerson agreed to amend the plan to state a height of 10ft. The small signs would be a cost of around £50.

Cllr Ransome said that he would be willing to present a design for the signs, which would save money.

Cllr Galloway said that there is a budget for printing the proposed leaflets, but the signage would need to be considered.

10.4 Councillor Identity Lanyards – Cllr Buttle reported that all Councillors and the Clerk had received their ID badge, the cost of this is £4.96 per person. The cost in the future would be £8.09 as ordering an individual will cost more postage. Maybe we could suggest a discount for new members.

Cllr Holden suggested that this could be optional for new members.

It was agreed by all that for new members the ID badge could be optional, as new members should be encouraged and a cost for an ID badge could discourage people.

10.5 Recreation Ground Fence – Cllr Burslem reported that the builder dealing with the quote was experiencing some computer issues, it will be circulated when it arrives. Mr Pulham had been contacted regarding the ownership of the fence, but no response had been received.

11346 Parish Council Matters

- 11.1 Portfolio Holders:** Cllr Revell reported that it had been mentioned to sort the portfolios and maybe remove some. Some of the items are particularly important.
Cllr Burslem commented that there are 30 portfolio's and only 10 Councillors, this is a lot of commitment from individuals.
It was agreed to review the portfolios at the AGM in May, when representatives could be discussed.
- 11.2 Re-adoption of policies – Standing Orders, Financial Regulations, Electronic Communication & Social Media, and GDPR Risk Assessment:** Cllr Dickerson proposed that the PC re-adopts the listed policies, this was seconded by Cllr Buttle and agreed by all.
- 11.3 Kelsale Village Hall:** Cllr Revell said that a report had been circulated from the KVH.
- 11.4 Quiet Lanes:** Cllr Galloway said that it is all going through, and the parish is now in the SCC Public Consultation which will be until the 15th March, and then the PC will receive an update.
- 11.5 Sizewell C:** Cllr Galloway reported that a proposed timetable has been received, also some information has been received stating that the Planning Inspectorate has already done a tour around the area including Kelsale-cum-Carlton to look at the proposed site of the link road. There is to be a meeting in March with EDF to speak with them under controlled circumstances, we know who the attendees are to be from EDF, this will be a listening event on the basis that they have not responded to any of the PC queries. An update will be circulated after the meeting. Many residents have emailed concerned about the impact of Sizewell C.
Cllr Revell said that the residents should be aware of what the PC is doing in relation to Sizewell C.
Cllr Galloway said that the survey information has been placed on the website, although some of the survey work has already taken place.
ACTION: Update from meeting with EDF to be given at the next PC meeting.
- 11.6 Main Road Hedge Footpath:** Cllr Buttle commented that Cllr Holden and herself had met with the landowner adjoining the footpath regarding the overgrown hedge. A summary of the meeting had been circulated to all.
Cllr Holden commented that the landowner did not agree that there was a problem with the hedge.
Cllr Buttle said that an email would be sent to the landowner to see if the hedge could be trimmed before the 1st March.
Cllr Revell commented that this is a safety issue, as he had witnessed a member of the public coming off the footpath at that point as there was not enough space to walk in the footpath. The hedge needs cutting and the soil needs scrapping back off the footpath.
Cllr Buttle said that paperwork relating to what needs to be completed had been given to the landowner. Also, Highways had been contacted regarding another footpath near Tiggins Lane and Curlew Green that is totally overgrown and needs to be reinstated.
- 11.7 Recreation Ground:** Cllr Buttle reported that she had met with a working party on the recreation ground. The group are to remove the existing matting under the climbing frame and replace it with topsoil and the matting that allows the grass to grow through. The topsoil is to be free, and there is a possibility that the grass seed may be donated also. This is to take place on the May Bank Holiday.

11347 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/21/0285/PN3 – North Green Farm, North Green, Kelsale-cum-Carlton, IP17 2RL

Prior notification – Conversion of agricultural barn to residential.

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

Cllr Ransome reported that this is a black painted single storey building.

The Planning Group recommended no objection; 5 Councillors agreed with no objection, 2 abstentions and 1 against.

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

DC/21/0368/FUL – Westhome, East Green, Kelsale-cum-Carlton, IP17 2PH

Alterations to existing roof to provide additional first floor accommodation and rear garden room extension.

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

Cllr Revell reported that this property had undertaken a lot of changes and increase in size over the past years.

The Planning Group recommended an objection to this proposal as it is an over development.

All the Councillors agreed to object to this application.

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

DC/21/0565/FUL – Plot 2 Adjacent to Spindles, Carlton Road

Construction of a single dwelling.

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

Cllr Ransome commented that this is a mirror image of the development already being undertaken.

The Planning Group recommended a response of no comment.

All the Councillors agreed to respond with no comment.

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

DC/21/0458/LBC – Oak Tree Farm, Clay Hills Road, Kelsale-cum-Carlton, IP17 2PW

Listed building consent – Creation of a new doorway into Bed 5 so that it can be accessed from main staircase to second floor, in addition to current steep staircase. We have planning permission (C10024) from 22 June 1988 (partially implemented) to create a shower room on the second floor. There are currently two doors which access this space. Under the planning permission one of these two access ways was blocked off and the other used to access the shower from Bed 6. We are seeking permission to change this so that we block off the access from Bed 6 and use the current access door from the main section of the second floor.

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

Cllr Ransome commented that this is all internal work.

The Planning Group recommended a no comment response.

All the Councillors agreed to respond with no comment.

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

DC/21/0559/AME – Land adjoining Hilltop, Carlton Road, Kelsale-cum-Carlton

Non-Material Amendment of DC/19/5008/FUL - New Detached dwelling - Addition of new velux windows (4) in aspects not facing neighbouring properties (west and south), changing master bedroom window to double doors and Juliet balcony, new window on north face of garage roof, no change to existing building footprint, full details provided in cover letter attached.

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

Cllr Galloway commented that this is an amendment to the building under construction at the moment. The neighbour is very distressed by this, ESC is trying to assist but they are not very explicit.

Cllr Revell reported that this application is very contentious, due to the edge of the property being close to the boundary fence of the neighbour.

ACTION: Clerk to contact ESC Planning Team to ask for advice, guidance relating to the

neighbour's comments.

11348 Financial Matters

13.1 Financial Statement since the November meeting. See Updated Finance Report of 19th February 2021.

Cllr Burslem proposed the payments, this was seconded by Cllr Galloway and agreed by all with one abstention.

13.2 To approve and sign the bank statements: The Bank Statement to 31st January 2021 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.

The Quarterly accounts were noted by all the Councillors.

13.4 Internal Auditor – It was agreed by all the Councillors to use SALC for the annual internal audit.

11349 To Receive Reports from Portfolio Holders and Liaison Representative

E1 – Biodiversity Group

Cllr Dickerson commented that the cost of 250 leaflets would be £149, these would then be available in the village hall for people to pick up.

Cllr Dickerson proposed that the expenditure for the leaflets is allowed, this was seconded by Cllr Buttle and agreed by all.

Cllr Buttle asked if the number of copies should be increased and then one could be placed in every copy of the Newsletter.

Cllr Dickerson reported that the footpath leaflet is not quite ready yet. Could some money from this year's budget be placed in an Earmarked Fund for next financial year?

Cllr Revell agreed with this idea and suggested that the footpath leaflet be passed to Cllr Ransome for his assistance.

ACTION: Cllr Dickerson to ask for a quote for 750 & 1000 copies of the leaflet, and to present this at the next meeting.

B7 – Trees and Green Spaces

Cllr Revell reported that dog fouling and dogs off leads was becoming a problem on the recreation ground. Should the PC continue to allow dogs on the recreation ground?

ACTION: Place the recreation ground on the agenda for the next meeting.

Cllr Revell reported that he had looked at the road signs on Low Road to assess whether an additional sign could be placed on them. Some measurements had been taken, and a quote would be sought from Leiston Press.

The Clerk reported that Highways had been contacted regarding this, but it is in fact Norse that deals with this. Norse was contacted and they have agreed to look at the existing signs to see whether an additional sign can be placed there and inform us of the cost.

ACTION: Place on the agenda for the next month.

11350 Items for consideration for Inclusion on the next agenda

Recreation ground fence, recreation ground, signs for Low Road, EDF meeting,

11351 Correspondence

Resignation of a Councillor – The Clerk reported that a letter had been received from Cllr Burslem, stating that he would be resigning formally from the PC at the next meeting.

Cllr Revell thanked Cllr Burslem for all his support over the past years.

Annual Inspection for the play equipment – The Clerk reported that the quote to inspect the

two play areas had been received, the cost for this is £139.

Cllr Harker proposed that the PC accepts the quote, this was seconded by Cllr Holden and agreed by all.

ACTION: Clerk to notify the Play Inspection Company of the PC's decision to accept the quote.

11352 To consider excluding the public and press

No considerations were necessary.

11353 Excluded items

There were none

11354 Date of the next meeting

The next meeting to be held on Wednesday, 31st March 2021 at 7.00pm virtual/hybrid.
Councillors to be informed of arrangements re meeting by the 24th March 2021.

The Chair closed the meeting at 9.19pm.

Signed: Chairman Dated:

Kelsale-cum-Carlton Parish Council
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**MINUTES OF THE VIRTUAL COUNCIL MEETING HELD ON
WEDNESDAY 31st MARCH 2021
AT 7:00PM VIA ZOOM**

Present at the meeting:

| | |
|--------------------------|-----------------------------------|
| Cllr Alan Revell (Chair) | Cllr Edwina Galloway (Vice-Chair) |
| Cllr Keith Dickerson | Cllr Chris Burslem |
| Cllr Claire Buttle | Cllr Rob Holden |
| Cllr Mark Stewart | Cllr Simon Ransome |

In attendance: 1 member of the public.

Welcome by the Chairman.

11355 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 member of the public was interested in the discussion relating to Low Road.

11356 Reports

Report by County Councillor Richard Smith

Richard Smith said that he had a few items to mention, currently the County Councillors are in the time of Purdah, leading up to the elections in May. Next week will be the start of the election campaigning. COVID – it is good news that we are starting to move out of lockdown restrictions, although there is concern about the numbers of people attending the beaches. A few people have not received their first vaccinations, but some are getting their second. Emergency Planning – Keith Faulkner-Simpson is extremely helpful, the costs of these are covered by the ESC/SCC. It is good to update the PC Emergency Plan and the SCC will support this. Sizewell C – Richard commented that he had attended a PC meeting with some representatives relating to some of the issues individual PCs are experiencing. The proposed link road is causing some concern, some residents wish for the road to become permanent, others wish for it to be removed after completion. This link road is to cost a lot to build and a lot to be removed. SCC say that the road should be removed when construction is complete. There is to be another hearing on the 14/04/21, which Richard will attend if possible.

Cllr Revell thanked County Cllr Smith for his support.

Cllr Galloway said that within the latest Community News there was a questionnaire relating to Sizewell, about 500 questionnaires have been distributed. The feedback from these questionnaires will be collated.

County Cllr Smith commented that in Middleton where questionnaires had been circulated, 47 residents are in favour of removing the link road. SCC do not wish to have the upkeep costs of this road should it remain.

Cllr Burslem asked what reason would there be to keep the road?

County Cllr Smith replied that in Middleton Moor the traffic will be substantial.

Cllr Stewart commented that when he was delivering the leaflets, most of the residents

he saw, agreed that the link road should be removed.

Cllr Revell said that all the Cllrs agree the link road should be removed. The results will be conveyed when they are gathered in.

Report by District Councillor Burroughes submitted a report by email, and this was circulated to all.

Stephen Burroughes sent a report which was circulated to all. Purdah restriction are applying to ES Cllrs. The Council Tax letters have been sent out, ESC has a 0% increase, people have had a tough time over the last 12 months. ESC is evolving their customer services in order to ensure contracts deliver the best value for money. The vaccinations are going ahead, Suffolk has done very well. The business grant support has done very well and supported many local businesses. The “stay at home” has been changed since Monday, although we all need to keep to the boundaries. Thank you for the plans for the Post Office and Emergency Plan, funding to help with this will be looked at in April. The Community Partnership may also be able to assist with funding the project. ESC are also in favour of the removal of the proposed link road after completion of the construction.

Cllr Revell thanked District Cllr Burroughes for his support with the Emergency Plan.

Cllr Galloway asked if the link road response could be clarified.

District Cllr Burroughes said that the link road should be removed when no longer required.

Cllr Burslem asked if there was a time limit for this? Will it be 2 years after construction?

County Cllr Smith said that the construction time is unknown at the moment.

District Cllr Burroughes said that this will be monitored very carefully when construction is completed, so it will be done as soon as possible.

County Cllr Smith said that this link road will cost a lot of money to build and remove.

Cllr Galloway said that at the Preliminary meeting, ESC put forward the PC responses, but they have not been involved with the PC, how can they give our views?

District Cllr Burroughes commented that he will arrange for the ESC representative to contact Cllr Galloway.

Cllr Dickerson asked if they had new roads built when Hinkley was constructed?

County Cllr Smith commented that the roads that were constructed for Hinkley, were useful and there was nothing controversial.

ACTION: District Cllr Burroughes to arrange for ESC representative for Sizewell to contact Cllr Galloway.

County Cllr Richard Smith and District Cllr Stephen Burroughes left at 7.27pm.

The Chair formally opened the meeting at 7.28pm.

11357 To receive apologies for absence – Cllr Harker and Cllr Ellis.

11358 To accept apologies for absence – Accepted

11359 To record absence without apologies – None

11360 Declarations of Interest – None

11361 To consider any dispensations – None.

11362 To consider the Approval of the draft minutes of the Parish Council meeting held on 24th February 2021.

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 Buttle and agreed by all.

11363 Parish Clerk's Report

Policies – there is one policy to adopt, this is the Internal Control Statement; this has been reviewed by SALC; I will require a volunteer, preferably not a signatory to go through the check list at the back. Sizewell – Cllr Galloway and I attended a Teams meeting with representatives

from Sizewell; I have typed some notes from this meeting should anyone wish to have a copy. Low Road – the gazetteer has confirmed that East View now has Low Road added to the address; a quote of £410 +VAT has been received to add 'East View' to the existing road signs. Badger Building – I received a complaint regarding the large vehicles going on site, the contractors concerned will be contacted; there are also to be 24-hour traffic lights near the site for 8 weeks to allow for drainage work. Tiggins Lane – there has been large lumps of soil dropped on Tiggins Lane; the contractors concerned have been notified. Dog waste bins – a resident contacted to say the Fido bins are not being emptied regularly; Norse was contacted, and they have agreed to look into it. End of year accounts – these will hopefully be ready for approval at the next meeting; it will then be sent to SALC for the internal audit.

11364 Clerk's Report on urgent decisions

None

11365 Matters arising from the Clerk's report

Cllr Revell commented that the gazetteer has been very useful in getting the Low Road added to the East View address. This will of course take some time to filter through the system.

The member of the public commented that it would improve if additional name plates stating were placed at each end of Low Road.

Cllr Revell agreed that the name plates would assist. The quote received was too complicated, having investigated it three name plates from Leiston Press would be much cheaper, and just as effective. Looking at the posts currently in position, the name plates would be the same format.

The member of the public commented that when he is expecting a delivery, he places a name plate out in the road to assist the delivery driver, but very often this does not help, it is a problem with the Sat Nav notifications.

Cllr Revell said that the Sat Nav notification is out of the PC remit. East View does have its own postcode. The PC will investigate the possibility of purchasing the road name plates. This may take some time to follow through.

11366 Matters arising from the Parish Council meeting held on Wednesday 24 February 2021.

10.1 Spinney Pocket – Cllr Revell commented that this meeting with the County Cllr and the Head Teacher will now not take place until after the election.

ACTION: Visit of a County Councillor to be reviewed at the June meeting.

10.2 Portfolio Holders – Cllr Burslem had circulated a report. The Clerk had sent Cllr Burslem some reports from other PC's, although their circumstances were different, the ideas had been taken on board.

Cllr Revell thanked Cllr Burslem for his assistance with the Emergency Plan.

10.3 Recreation Ground Fence – Cllr Burslem reported that the quote to repair the fence had been received, and it would be £1,169.02; about £500 materials, which can be purchased directly, and the VAT could be reclaimed. It would be beneficial to find out who the owner of the fence is.

Cllr Buttle asked who advised the change of materials to willow. This is an expensive way to repair the fence, posts and rail would be cheaper.

Cllr Ransome commented that the willow panels are not very long lasting.

Cllr Dickerson suggested that the PC states what it is prepared to pay to have the fence repaired.

Cllr Galloway commented that the Village Hall needs to have work done on it, so not sure if the PC should contribute to the fence.

Cllr Burslem said that he had tried to contact Mr Pulham re ownership of the fence but had not been successful.

Cllr Revell said that repairing the fence could set a legacy for the future, ownership needs to be established. Thanks to Cllr Burslem for obtaining the quote.

ACTION: Cllr Revell to contact Mr Pulham concerning the ownership of the recreation ground fence.

10.4 Biodiversity Group – Cllr Dickerson reported that he had obtained quotes for printing

leaflets from Leiston Press; 500 leaflets would be £144, 750 - £159 and 1,000 - £173.

Cllr Dickerson proposed that 1,000 leaflets were printed, this was seconded by Cllr Ransome and agreed by all with one abstention.

Cllr Dickerson proposed that the Sandy Stiltball Fungus signs are printed at a cost of £66 for 4 signs, this was seconded by Cllr Burslem and agreed by all.

10.5 Low Road – This item was discussed in 11365.

11367 Parish Council Matters

11.1 Kelsale Village Hall: Cllr Revell said that a report had been circulated from the KVH. A volunteer treasurer is required, and this is in the Community News, so hopefully the vacancy will be filled shortly.

11.2 Quiet Lanes: Cllr Galloway said that the consultation has now finished. This has been a lengthy process as the rules have changed and the directional signposts are not allowed to be used. Some new posts will be required, highways are currently investigating how many signs are on each post. The cost for a post could be £600. The discussion regarding the signage may go on for some time, a reply will be heard from ESC. Many residents would prefer reduced speed limits.

Cllr Revell thanks Cllr Galloway.

11.3 Power projects/Sizewell C: Cllr Galloway reported that a meeting had taken place with representatives from Sizewell, questions were asked, and relevant representations were addressed. It was asked if some of the local businesses would receive compensation, if the tourism industry was given compensation, then no other business outside that remit would; with 10,000 vehicle movements, if there was an emergency at Sizewell could the safety of the residents be guaranteed. There has already been a two-day preliminary hearing, and further three days next week, with lots of work taking place after April for 6 months. This is to be a large impact on the area, as it is an area of special interest. The community impact on Kelsale-cum-Carlton needs to be addressed.

Cllr Stewart reported that the members of the public/residents are upset by all the proposed development.

Cllr Revell thanked Cllr Galloway.

11.4 The Climate & Ecological Emergency (CEE) Bill: Cllr Dickerson shared a short presentation, this related to keeping the pressure on the government to ensure that by 2025 everything was carbon neutral, and by 2030 there would only be electric cars. There is a group of 11 MP's proposing this bill.

Cllr Revell asked if the reduction in carbon will be in favour of nuclear.

Cllr Dickerson replied that there are alternatives to nuclear.

Cllr Revell said that the individuals supported the CEE Bill.

11.5 Community Newsletter: Cllr Galloway commented that the latest edition of Community News was in circulation, thanks to Liz Flight. Liz wished to thank all the residents who regularly contribute to the newsletter. The newsletter is growing and could do with more pages, could local businesses advertise in it? If businesses did advertise the newsletter could become a magazine.

Cllr Revell agreed that a magazine would be a good idea; if advertising could be obtained from local businesses to cover the cost of the magazine, then it should go ahead.

Cllr Galloway commented that Liz had offered to write a small leaflet to encourage local businesses to advertise in the newsletter. This was agreed by all.

ACTION: Clerk to email Liz, to thank her for the Newsletter and to comment that it is appreciated by all the residents.

11.6 Recreation Ground: Cllr Revell said that thanks to Cllr Buttle placing new signs at each end of the recreation ground, there are now less dogs running free. It is important to educate the few that still allow the dogs to run free and the mess that is left behind.

Cllr Buttle reported that there had been less dogs mess left on the field.

Cllr Galloway suggested that a reminder is placed on social media.

Cllr Revell commented that since the pandemic there has been lots of rubbish left in parks and

on beaches, people must be encouraged to clean up their own mess.

Cllr Buttler commented that it had been mentioned to rope off the football pitch to avoid the mess on it.

Cllr Galloway said it is encouraging to see the football pitch used more.

ACTION: It was agreed by all to monitor the dogs off leads and the dog mess on the recreation ground.

- 11.7 Annual Parish Meeting:** After some discussion it was agreed by all to hold the Annual Parish Meeting on the 17th May 2021 at 7pm by Zoom. The Clerk reported that following advice from SALC/NALC face-to-face meeting could take place after the 17th May if the reduced lockdown schedule continues.

Cllr Galloway asked if the Biodiversity Group would still be willing to produce a presentation and to produce a flyer to promote the evening.

Cllr Burslem agreed to place an advertisement on the Facebook page.

Cllr Buttler to ask the newsletter deliverers if they would be willing to deliver a leaflet about the APM to the residents.

ACTION: Cllr Burslem to place advertisement on the Facebook page. Cllr Buttler to contact the deliverers about a leaflet drop and to source the banners. Cllr Dickerson to work with the Biodiversity group to produce a leaflet and a presentation.

- 11.8 Footpaths/hedges:** Cllr Holden reported that the footpath on the wildlife area of the recreation ground is very well used, there is some space behind the brambles to increase the length of the footpath at minimal cost.

Cllr Buttler said that it would cost £60 approximately in the first year to spray the weeds, then a small fee every year to keep the weeds under control. There is no need to remove all the brambles, just cut them back.

It was agreed by all the Councillors to clear another footpath.

Cllr Buttler commented that the footpath on the Main Road, near Kelsale Manor had been passed to SCC Highways to deal with, as the resident had not responded to any email.

Cllr Revell commented that the footpath has been widened near the new bridge as you head towards the A12.

Cllr Buttler said that SCC highways have acknowledged the footpath from Curlew Green to the pedestrian gate on the recreation ground, so hopefully this will be cleared.

- 11.9 KcC Emergency Plan:** Cllr Burslem reported that he had circulated an Emergency Plan, the funding for this final plan for the village hall is hinged on the response from the Post Office. The Community Partnership may be able to assist with the funding.

ACTION: A report to be circulated to all next month.

- 11.10 Internal Control Statement:** Cllr Revell has agreed to complete the questionnaire tick chart at the back of the policy.

ACTION: Clerk to forward a copy of the Internal Control Statement to Cllr Revell,

- 11.11 One good job deserves another:** Cllr Buttler said that it would be appropriate to say thank you to the Saxmundham Health centre for all their hard work in vaccinating the community. The surgery reported that they wish to support the Unicef project, to help less fortunate countries.

Cllr Revell said that the PC is unable to donate to this as the money the PC has is public money and we have a donations policy in place that states any money must benefit the whole community.

Cllr Holden said that an article could be placed in the newsletter. Members of the public or residents could donate.

Cllr Revell suggested that it is promoted on social media as well.

Cllr Galloway suggested that a letter of thanks is written to the surgery.

ACTION: Clerk to write a letter of thanks to the surgery.

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/21/0980/FUL – Peakhill Farm, Honeypot Lane, Kelsale-cum-Carlton, IP16 4TG

Small touring campsite for up to 10 touring caravans or campervans.

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

Cllr Holden reported that the Planning Group had looked at the application, and there is no objection as the site is to remain small. There is permission for 5 caravans at the moment. All Councillors supported this application.

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

DC/21/1394/FUL – Denny's Farm, East Green, Kelsale-cum-Carlton, IP17 2PH

Single storey extension and replacement porch.

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

Cllr Holden commented that the Planning Group had looked at the application, and it was suggested not to object.

All the Councillors agreed not to object to this application, with one abstention.

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

Carlton Park Industrial Site – Cllr Revell commented that the amount of HGV's and traffic to the site is not as large as it was some years ago. Vehicles over 7.5 ton are not able to use the Carlton Road they must access from the North.

Cllr Galloway said that at the meeting they was mention of the development being for builder's merchants.

Cllr Revell said that this should be encouraged as it may provide employment for the area.

11369 Financial Matters

13.1 Financial Statement since the November meeting. See Updated Finance Report of 26th March 2021.

Cllr Buttles proposed the payments, this was seconded by Cllr Galloway and agreed by all.

13.2 To approve and sign the bank statements: The Bank Statement to 28th February 2021 and a financial reconciliation were brought to the meeting and would be signed by the Chairman when a meeting with the Clerk takes place.

11370 To Receive Reports from Portfolio Holders and Liaison Representative

E1 – Biodiversity Group

Cllr Dickerson commented that the footpath trail leaflets would require some assistance from Leiston Press, these have been deferred for the moment.

The pit at the end of Bridge Street, is part of the old vineyard, the owner has approached Badger Homes to fill it with soil. There is some Biodiversity interest in the site. Lots of rubbish has been dumped in there and it could involve a working party to clear it. The site is about 200m across, and some has been filled in, as a compromise could 25% of it be filled and the rest could be a conservation area. At the moment it looks an eyesore.

Cllr Buttles asked why the rubbish could not be removed.

Cllr Dickerson said the owner is proposing to cover the rubbish with soil.

B7 – Trees and Green Spaces

Cllr Buttles reported that confirmation of the funding for the play equipment is still ongoing.

11371 Items for consideration for Inclusion on the next agenda

Recreation ground fence ownership, AGAR, End of year accounts,

11372 Correspondence

The Clerk reported that an email had been received concerning a footpath, when circulated to all Cllr Burslem suggested that we encourage the community to assist the PC with these problems.

Cllr Galloway suggested that the Alde Valley Ramblers Association is contacted to see whether they may be able to assist.

ACTION: Clerk to contact the Ramblers Association.

A member of the public had sent an email regarding some missing directional signage for the Carlton Meres.

ACTION: Clerk to contact the Carlton Meres to inform them of the missing signage.

Cllr Galloway thanked Cllr Burslem for his support with the Emergency Plan and the continuation of it on behalf of the PC following on from his resignation.

11373 To consider excluding the public and press

No considerations were necessary.

11374 Excluded items

There were none

11375 Date of the next meeting

The next meeting to be held on Wednesday, 28th April 2021 at 7.00pm virtual/hybrid.
Councillors to be informed of arrangements re meeting by the 21st April 2021.

The Chair closed the meeting at 9.34pm.

Signed: Chairman Dated:

Kelsale-cum-Carlton Parish Council
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**MINUTES OF THE VIRTUAL COUNCIL MEETING HELD ON
WEDNESDAY 28th APRIL 2021
AT 7:00PM VIA ZOOM**

Present at the meeting:

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

In attendance: 1 member of the public.

Welcome by the Chairman.

11376 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 member of the public wished to talk on the planning application for Quebec Cottage. It was explained that this was a re-submission of the planning application previously withdrawn. The purpose of the application was to replace a temporary aerial with a more substantial mast, which will give better coverage. The maximum height of the mast is 12m, when retracted it is 7m. In the first application the mast was 18m, and the location has moved slightly. Having consulted with the neighbours this seems a good compromise.

Cllr Revell commented that should the neighbours wish to comment on the application they should contact ESC.

11377 Reports

Report by County Councillor Richard Smith

Richard Smith gave his apologies.

Report by District Councillor Burroughes

No report received from Stephen Burroughes.

The Chair formally opened the meeting at 7.19pm.

11378 To receive apologies for absence – None.

11379 To accept apologies for absence – None.

11380 To record absence without apologies – Cllr Ellis

11381 Declarations of Interest – None.

11382 To consider any dispensations – None.

11383 To consider the Approval of the draft minutes of the Parish Council meeting held on

31st March 2021.

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 Buttle and agreed by all. One abstention from Cllr Harker.

11384 Parish Clerk's Report

Policies – there is one policy to re-adopt, this is the risk assessment, there has been no changes to this policy. SID – an update has been received, as yet, the new post is not in position, a Bluetooth connection for the SID is being investigated, more information will follow in this regarding cost and efficiency. Webinar – this was in relation to 'Breakthrough Communication', it was in relation to providing the wider public an insight into council meetings, sharing them on You Tube, etc. It was designed for larger Councils. APM – the invitation has been sent out and responses have started to be received. Unfortunately, some groups will not be attending. A written risk assessment has been completed; this explains why it is not feasible to hold it face-to-face. VAT Claim – a VAT claim has been submitted for a refund of £729.57. Phone call – a call was received from a family wishing to replace a cross on their grandparent's grave, I asked that this request be put in an email and I have passed it to the Church warden. End of year accounts – after the approval of some paperwork this evening, I will be submitting the internal audit paperwork to SALC at the end of the week.

11385 Clerk's Report on urgent decisions

None

11386 Matters arising from the Clerk's report.

Cllr Revell said that last meeting the additional signs for Low Road were discussed and a response from the Highways department stated, 'Unfortunately due to the lay out of the road, as it's named Low Road we won't be able to put a new sign 'East View' on the original signs.' Having looked at the existing road signs and fixings, there is space for an additional sign to be placed on each stating 'East View'. A quote from Leiston Press has been sought and this is £91 for three signs. Cllr Revell and Cllr Holden agreed to fix the signs to the existing posts. This would also assist the emergency services when locating the houses.

Cllr Holden proposed that the PC purchases the three signs at a cost of £91, this was seconded by Cllr Buttle and agreed by all.

ACTION: Clerk to email the resident regarding the signs.

The Risk Assessment is straight forward re-adoption.

SID we will await an update from our representative.

11387 Matters arising from the Parish Council meeting held on Wednesday 31 March 2021.

10.1 Sizewell– Cllr Galloway reported that two documents had been received from ESC regarding Sizewell C, these required input from the PC, comments have been added and re-submitted.

Cllr Dickerson thanked Cllr Galloway for all her work on this.

10.2 Recreation Ground Fence – Cllr Revell circulated an email to all the Councillors; it is the decision of the PC if they choose to replace the fence and what materials are used. Ownership of the fence is hard to establish.

ACTION: Cllr Stewart to complete some research into the fence ahead of the next meeting.

10.3 Community News – The Clerk confirmed that an email of thanks had been sent to the Editor.

10.4 Recreation Ground – Cllr Galloway asked if the amount of dog's mess on the recreation ground had decreased.

Cllr Buttle said that there seems to be less.

Cllr Galloway suggested that a reminder be placed on the social media.

Cllr Revell said that a note could also be placed in the Community News to remind people to clear up after their dogs. Alcohol on the recreation ground has been a problem in the past, but not drugs, this is a new concern.

Cllr Harker reported that the drugs equipment was very well hidden on the recreation ground.

ACTION: Monitor the recreation ground for any issues.

10.5 KcC Emergency Plan – Mr Burslem had emailed a report to the Clerk who had circulated to all Councillors.

Cllr Dickerson reported that the Post Office are sympathetic to the need to move the wall to allow for a disabled toilet, and a quote is required for the work.

Cllr Galloway wondered if the Community partnership would be able to fund part of the work.

Cllr Revell said that the need to recruit more Cllrs is needed to assist with the portfolio work.

It is good that the PO are willing to support this proposal.

10.6 Internal Control Statement – The Clerk reported that the Internal Control Statement had been completed by Cllr Revell and placed on the website.

10.7 One Good Job Deserves Another – The Clerk reported that a letter of thanks had been sent to the Surgery.

Cllr Revell said that the campaign appears to be doing well.

Cllr Stewart said that the campaign is raising a lot of money.

10.8 Footpath – Cllr Galloway reported that the Clerk received a response from the Ramblers Association, and this was passed to the concerned resident. Cllr Dickerson has agreed to work with this.

10.9 Carlton Meres Signage – The Clerk reported that no response had been received from Carlton Meres, although two emails had been sent.

ACTION: The Clerk to liaise with Mr Hannah regarding the next step, should the PC put up some signage.

11388 Parish Council Matters

11.1 Kelsale Village Hall: The Clerk reported that there was no report from the Village Hall this month but there would be a report for the APM. If there were any questions the Chair of the Village Hall would be happy to answer them.

11.2 Quiet Lanes: Quiet Lanes: Cllr Galloway said that despite lots of support one objection had been received to the Quiet Lanes Consultation by Suffolk County Council. The residents main concern was that the signs would increase the risk to pedestrians as it would encourage more use, the resident was also unsure if the traffic surveys had been completed by professionals. Highways requested some feedback as to whether the PC wish to proceed with all the areas being put forward for approval or to remove this one and proceed with the rest. This scheme has been extremely popular, so there is currently no funding left. As a consequence, we have been asked to help spread the Quiet Lanes initiative as far as possible by making a voluntary contribution of £450. We had already agreed at a previous meeting that we would allow up to £600 towards the project so this was in 'budget'. Cllr Galloway proposed that the PC pay the voluntary contribution of £450, this was seconded by Cllr Dickerson and agreed by all.

Cllrs discussed if it could be riskier to have a Quiet Lanes Sign on the lane, the basis of the scheme is 'expect and respect', this gives drivers the heads up that someone may be walking, cycling, riding etc. It is intended for residents, not lots of tourists. An email with comments from Highways on points of interest raised by the Parish Council on Quiet lanes has been circulated.

Cllr Dickerson commented that the area objected to is a windy piece of the road, you are not able to speed on that section.

Cllr Revell said that all the signs and speed signs are deemed necessary.

After discussion, Cllr Galloway proposed that all the lanes are submitted to SCC, this will mean if the person who objected does not withdraw their objection a report will be made to Cabinet for them to decide. If that occurred the Parish Council would wish all the rest of the Quiet Lanes to proceed without delay.

The Cllrs unanimously agreed that the full list of Quiet Lanes should be submitted. Should cabinet decide not to proceed with this one area the Parish Council would not wish to delay the rest and would then reconsider how best to deal with this area..

Cllr Revell thanks Cllr Galloway.

- 11.3 Power projects/Sizewell C:** Cllr Galloway reported a draft document has been circulated to the Parish Council. Over the next six months there are various short timescales and deadlines for documents to be submitted. Could Cllrs please comment on the draft Written Representation circulated as soon as possible, as although the deadline for this is the 2nd June, it would be an advantage to have time to show it to residents who have contributed. An issue was raised in respect of Middleton-cum-Fordley PC (McF PC) regarding Fordley Road and the proposed Sizewell link Road (SLR). It would appear McF PC wish for Fordley Road to remain open which would enable volumes of traffic to come through our Parish. McF PC have a meeting with EDF tomorrow. Cllr Revell has written a draft response to this which was circulated. Cllr Dickerson asked if KcC require the road to remain open. Cllr Galloway commented that this could mean substantial traffic coming through the village. It was agreed for the Chair to send a letter to McFPC expressing concern. All the Cllrs agreed to sign the letter to send to McF PC.
- Cllr Galloway commented that the Planning Inspectorate (PI) may visit KcC so they can get a sense of the area affected. There may be some questions from the PI regarding the Parish. Cllr Revell thanked Cllr Galloway and her husband for all their work on this subject, could all the Cllrs ensure that any email received from Cllr Galloway requesting a response is answered quickly. Cllr Galloway commented that the key thing is to all work together. Cllr Revell said that the neighbouring PC's should stick together with their responses to the project.
- 11.4 Recreation Ground:** Cllr Buttle reported that the funding for Carlton Green play area has been accepted.
- Cllr Revell thanked Cllr Buttle and Cllr Holden for their work on this.
- 11.5 Community Newsletter:** Cllr Revell commented that an email from the Editor had been circulated to all. This proposes the change of the newsletter into a A4 size booklet. This would enable the magazine to have space for advertising, which would make the newsletter self-funding. This change would happen on the Autumn edition.
- Cllr Ransome asked when changing the size of the newsletter, what is the advantage.
- Cllr Revell said that he had thought that, could additional pages be added to the smaller sized newsletter.
- Cllr Buttle suggested that a trial of the newsletter takes place, starting in the Autumn for one year. This was agreed by all the Councillors.
- ACTION: Clerk to notify the Editor of the Councillors decision.
- 11.6 Re-adoption of the Risk Assessment:** It was agreed by all the Councillors to re-adopt the Risk Assessment.

11389 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/21/1678/FUL – Disused Barn North of Brabbins Farm, Kelsale-cum-Carlton

Conversion of barn to dwelling.

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

Cllr Holden reported that the Planning Group had tried to look at the application, but it had disappeared from the planning portal. The barn would need rebuilding not converting.

Cllr Revell suggested that the PC respond as before, with an objection. This was agreed by all the Councillors.

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

DC/21/1770/FUL – Quebec Cottage, Curlew Green, Kelsale-cum-Carlton, IP17 2RA

Installation of a retractable lattice mast in rear garden to support amateur radio antennas. Maximum height of 12m.

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

Cllr Holden commented that members of the Planning Group had been on site, the proposal is improved with the height of the mast being reduced from 18m to 12m. There are high hedges around the property and when retracted this will go down to 7m.

Cllr Revell commented that it is important to respond on planning grounds only. Neighbours should contact ESC planning department should they wish to make a comment.

A vote was taken 3 objections, 4 support.

Cllr Buttle is to notify the neighbours of the Cllrs decision.

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

11390 Financial Matters

13.1 Financial Statement since the March meeting. See Updated Finance Report of 21st April 2021.

Cllr Buttle proposed the payments, this was seconded by Cllr Dickerson and agreed by all.

13.2 To approve and sign the bank statements: The Bank Statement to 31st March 2021 and a financial reconciliation were brought to the meeting and would be signed by the Chairman when a meeting with the Clerk takes place. All Councillors agreed the reconciliation.

13.3 To approve and note the end of year accounts: The Councillors agreed the end of year accounts, the Clerk commented that the Council had completed the year with a surplus from the budgeted amount.

13.4 To approve AGAR Section 1 & 2: The Clerk reported that all the Councillors had a copy of the AGAR form. The Councillors agreed Section 1 & 2 of the AGAR.

13.5 To approve the asset register: The Clerk commented that she had made one amendment to the asset register, this was in relation to the Clerk's laptop.

Cllr Galloway commented that the Doomsday book is now at the school, and the maps have also been relocated.

ACTION: Clerk to amend the asset register.

11391 To Receive Reports from Portfolio Holders and Liaison Representative

E1 – Biodiversity Group

Cllr Dickerson commented that the leaflet advertising the APM and the Biodiversity Leaflet are to be distributed at the same time. The Pit mentioned at the last meeting, a compromise has been agreed, the area with the rubbish is to be covered with soil, and the rest of the pit is to remain clear for the wildlife etc.

B7 – Trees and Green Spaces

Cllr Buttle reported that the banners advertising the APM are ready, these will be erected two weeks before the meeting, with the help of Cllr Holden. This Saturday a group of volunteers will be working on the recreation ground to remove and replace the safety area around the play equipment.

Cllr Revell thanked the volunteers for assisting with the recreation ground.

Cllr Ransome reported that he had fixed the access gate onto the recreation ground.

Cllr Holden said that positive emails had been received about the extended footpath on the recreation ground. There is bark to go down on the footpath, when it arrives, this is all free of charge.

Cllr Stewart asked if there had been an update on the footpath near the main road.

Cllr Buttle reported that she had sent a follow up email asking for a response, but nothing had been received from Highways.

Cllr Revell said that this is a safety issue with people walking in the road.

A17 – Suffolk Constabulary

Cllr Holden reported that he had attended a Police Locality meeting, this enables PCs to ask questions. If anyone has an issue they would like raised, could it be emailed to Cllr Holden. Cllr Dickerson asked if there are still PCSO's?
Cllr Holden said he had not seen any for a while but would raise it at the next meeting.

B8 – Safeguarding

Cllr Harker reported that she will feed back information to the other Councillors regarding drugs advice, when it is received.

11392 Items for consideration for inclusion on the next agenda

Sizewell, Quiet Lanes, Recreation Ground Fence,

11393 Correspondence

The Clerk reported that an email had been received from SARS asking for a donation. Cllr Revell proposed that a donation for £50 is sent to SARS, this was seconded by Cllr Stewart and agreed by all.

11394 To consider excluding the public and press

No considerations were necessary.

11395 Excluded items

There were none

11396 Date of the next meeting

The next meeting to be held on Monday, 17th May 2021 at 7.00pm via Zoom. This is the Annual Parish Meeting. The Annual General Meeting is to be held on the 26th May 2021 at 7pm, this will be held in the Village Hall.

The Chair closed the meeting at 9.12pm.

Signed: Chairman Dated:

Kelsale-cum-Carlton Parish Council
21 Ferry Road, Orford, Woodbridge, Suffolk, IP12 2NR,
Tel:07595757380 E-mail: clerkkelsalepc@gmail.com
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**MINUTES OF THE ANNUAL GENERAL MEETING HELD ON
WEDNESDAY 26th MAY 2021
AT 7:00PM IN THE MAIN HALL OF THE VILLAGE HALL**

Present at the meeting:

| | |
|--------------------------|-----------------------------------|
| Cllr Alan Revell (Chair) | Cllr Edwina Galloway (Vice-Chair) |
| Cllr Keith Dickerson | Cllr Simon Ransome |
| Cllr Claire Buttle | Cllr Rob Holden |
| Cllr Mark Stewart | |
| | |

In attendance: 0 members of the public.

Welcome by the Chairman.

11397 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.

11398 Reports

Report by County Councillor Richard Smith

Richard Smith wished to pay tribute to the Liberal Democrat member who came second, the other member made no visit to the area in the campaign to gain votes. There are 31 new Councillors, whom all should meet tomorrow at Wherstead Park. It is the Annual Meeting and new cabinets will be announced. At the end of the 4 years, it is likely that the Blything division will not continue. The new boundary will go as far South as Rendlesham. This is not definite at the moment. Highway's meeting is to take place with Peter Sparrow the new engineer, many of the issues regarding footpaths/roads will be mentioned. Sizewell C – there has been public hearings, Richard Smith was given 5 minutes to talk, and a clear script was written for this. D2 is a better route but at the moment EDF are not considering this. A passing loop at Campsea Ashe for the railway should be considered. The effect on the landscape is very high, there are to be 2 concrete domes with chimneys, very unsightly. The effect on the environment is high, for example Minsmere.

KcCPC had a very well written response. The Queens Platinum Jubilee is to take place in June 2022, there are 12 parishes in the Blything group and Richard Smith is to offer £500 out of his Locality Funding for this event. It is suggested that each village marks this event with a memorial of some kind. Costings of the event and consultation with Richard Smith will be required to ensure funding.

Cllr Revell asked if the Blything name would be continued?

Richard Smith replied that this may not remain in 4 years' time, there will be a re-shuffle due to the number of Councillors.

Cllr Revell commented that he had seen a map from the 1500 and the Blything name was marked on the map. A meeting with Peter Sparrow was mentioned and the KcCPC has a couple of issues with footpaths.

Cllr Buttle said that Peter Sparrow has placed the footpath near the main road on the Enforcement List. The other footpath has been acknowledged but is currently under a lot of undergrowth. This will take a lot of work to reinstate it.

Richard Smith said that Highways will need to find funding in order to reinstate the footpath.

Cllr Buttle asked where do the KcCPC go next?

Richard Smith said he will mention the footpaths at his meeting with Peter Sparrow and feed back to the PC.

Cllr Galloway asked if there was any progress with the Quiet Lanes as these have been placed on hold whilst the elections were taking place.

Richard Smith commented that he heard nothing but would ask tomorrow at his meeting.

Report by District Councillor Burroughes

No report received from Stephen Burroughes.

The Chair formally opened the meeting at 7.20pm and thanked the Village Hall Cttee for the use of the hall and Cllr Ransome for setting up the room.

11399 Election of Chair for 2021/22 and signing of Declaration of Acceptance of Office Form

The Clerk asked for nominations for Chair. Cllr Holden proposed that Cllr Revell remained as Chair, this was seconded by Cllr Ransome and agreed by all.

Cllr Revell was duly elected as Chair. The Declaration of Acceptance of Office Form was duly signed.

11400 Election of Vice-Chair for 2021/22 and signing of Declaration of Acceptance of Office Form

Cllr Revell asked for nominations for Vice-Chair. Cllr Buttle proposed that Cllr Galloway remained as Vice-Chair, this was seconded by Cllr Dickerson and agreed by all.

Cllr Galloway was duly elected as Vice-Chair. The Declaration of Acceptance of Office Form was duly signed.

Portfolio Holders

11400a Cllr Revell asked if everyone was happy with the portfolio that they had.

Cllr Galloway commented that she wished to handover the website, and the Clerk should be the most suitable person to take this on.

The Clerk agreed to take the role of webmaster on.

Cllr Revell suggested that the Clerk contact Melbeck Technology to obtain the level of cover that is provided with them as webmasters.

ACTION: Clerk to phone Melbeck Technology re website cover.

Cllr Ransome commented that the Village Enhancement group did have 8 members but now only has 4. There has only been one meeting.

Cllr Stewart said that he was happy to join the Village Enhancement Group.

Cllr Dickerson said that he was the only representative on the Patient Participation Group.

11401 To receive apologies for absence – Cllr Ellis and Cllr Harker.

11402 To accept apologies for absence – Accepted.

11403 To record absence without apologies – None

11404 Declarations of Interest – None.

11405 To consider any dispensations – None.

11406 To consider the Approval of the draft minutes of the Parish Council meeting held on 28th April 2021.

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 Galloway

and agreed by all.

11407 Parish Clerk's Report

VAT refund - £729.57 has been received. Badger building – several residents had contacted regarding various issues concerning the building development on the Main Road. Emails had been sent to Badger Building, also a phone call made to the office, which was not very helpful. A meeting is to take place onsite with Cllr Harker and the Clerk in the morning. Internal Audit – the report has been received and a reviewed AGAR form is on the agenda for approval. Training, home/office allowance and the car allowance should not be added on the staff costs. Abandoned car was reported to Norse. Thanks to the village hall for the use of the room. Insurance renewal is on the agenda, this is the second year of three. The cost has increased by 51p. Signs, an email has been received from a resident of East View, thanking the PC for assistance with the road name. Cllr Revell has received a quote to obtain name plates with fittings on, the cost of this is £162.

11408 Clerk's Report on urgent decisions

None

11409 Matters arising from the Clerk's report.

Cllr Revell said that the meeting on site is a good idea.

Cllr Galloway commented that Badger Building had ignored the comments even when photo evidence was included.

Cllr Revell said that approval would be required for the additional expenditure for the road name plates.

Cllr Revell proposed that £162 is spent on the three road name plates, this was seconded by Cllr Holden and agreed by all.

ACTION: Cllr Revell to contact Leiston Press with the agreement of the road name plates.

Cllr Dickerson commented that the Sandy Stiltball Fungus signs are ready to be placed, Cllr Revell agreed to assist with this.

Cllr Revell agreed to monitor the abandoned car in the car park.

11410 Matters arising from the Parish Council meeting held on Wednesday 28 April 2021.

12.1 Low Road – Cllr Revell commented that this was discussed above.

12.2 Recreation Ground Fence – Cllr Revell thanked Cllr Stewart for investigating the ownership of the fence.

ACTION: Clerk to write to the owner of the adjoining house stating that the evidence confirms the fence belongs to them.

12.3 Recreation Ground – Cllr Buttle said that she was unsure if there had been any increase in the amount of dogs mess on the recreation ground.

Cllr Revell commented that the issue of the dog's mess should continue to be monitored. The email from the concerned resident regarding banning of dogs on the recreation ground is a valid point, but the posters are there to deter the leaving of dog's mess. It would be a shame to ban the dogs just because a few people do not tidy up after their dogs.

ACTION: Monitor the recreation ground for any issues.

12.4 Carlton Meres Signage – Cllr Revell reported that no progress has been made regarding the missing signs at the entrance to the Mere road, also the sign directing traffic right as they come out of the Meres has not been erected.

ACTION: Contact a nearby resident re the missing signage, what they suggest is needed.

12.5 Community Newsletter – The Clerk reported that an email had been sent through to the editor regarding the size of the issues of newsletter.

12.6 Asset Register – The Clerk reported that the asset register had been amended.

11411 Parish Council Matters

- 13.1 Kelsale Village Hall:** The Clerk reported that there was no report from the Village Hall this month as one was submitted for the APM on the 17th May and there are no updates.
- 13.2 Quiet Lanes:** Cllr Galloway reported that she was awaiting some information from a SCC meeting, which had not been held yet due to the election.
- 13.3 Power projects/Sizewell C:** Cllr Galloway reported that the final draft of Written Representation in respect of Community impacts for the Parish had been circulated to all the Councillors. All agreed to the submission to the Planning Inspectorate of the final version.

Cllr Revell reported that a good meeting was held with Middleton-cum-Fordley Parish Council and was good to hear the opinions of their new Chair. Cllr Revell commented that there appeared to be a split of opinion with the Fordley Road residents, some in favour of the principle of a potential road closure with it being accessible for cyclists and pedestrians and some not as the needed access to farm equipment. The Chair felt we should be as supportive to the residents of Fordley Road as we could bearing in mind it adjoins our parish. Cllr Galloway said that currently there are no formal plans/proposals received for the Fordley Road, although we have been told there are plans in existence for Pretty Road details of which have not been shared with the PC at present.

Richard Smith suggested that the PC needs to support the views of the resident in KcC.. It was agreed by all, with one abstention, to have a neutral stance regarding Fordley Road until specific proposals have been received.

The Sizewell banners have been erected.

- 13.4 Queens Green Canopy:** Cllr Galloway reported that an email had been circulated regarding this event next year. It is suggested that some trees may be planted.

Cllr Revell suggested that the Biodiversity Group should be involved.

ACTION: Cllr Dickerson to discuss ideas with the Biodiversity Group and feedback to the PC. Cllr Dickerson asked to confirm that the PC had agreed for Charles Cuthbert to be the tree warden for the village. Cllr Galloway confirmed that this had been agreed some time ago.

- 13.5 Footpath main road towards Curlew Green:** Cllr Revell commented that this had been covered in a previous item 11398. The footpath the other side of the road remains very narrow. Cllr Buttle commented that as it is bird nesting season now, not much will be happening in the way of clearing.

Cllr Revell suggested that the footpath on the Curlew Green side of the road was placed there when the road was the A12, therefore it is the responsibility of the Highways department.

ACTION: Cllr Buttle to talk with the residents nearby to see what they recall about the footpath.

- 13.6 Electricity and water to the recreation ground:** Cllr Stewart commented that an up-to-date quote had been requested from UK Power Networks, and there is no quote from the water company yet. Has the PC ever considered placing a pavilion on the site?

Cllr Revell commented that this had been considered in the past.

Cllr Stewart said that a water fountain or a post with a tap would be useful.

Cllr Revell asked if the PC dug the hole for the pipe works would this be cheaper?

Cllr Stewart said that the power connection may have to be rethought if it is too expensive.

ACTION: Cllr Stewart to circulate quotes ahead of the next meeting.

11412 Planning Matter

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

14.2 New planning applications since the last meeting:

DC/21/2064/FUL – Town Farm, Town Farm Lane, Kelsale-cum-Carlton, IP17 2RJ

Change of use of existing farm buildings to a combination of E(g) uses which can be carried out in a residential area without detriment to its amenity (iii) Industrial Processes, B8 Storage and retention of use of a vehicle repair workshop.

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

Cllr Ransome reported that the Planning Group had tried to look at the application, this would be a splitting of the existing buildings.

Cllr Galloway asked if the biodiversity had been considered.

Cllr Stewart said that this would improve the look of the site.

Cllr Revell suggested that the PC votes on recording no objection to this proposal. 3 Councillors were in favour of the 'no objection', 2 abstained and there was 1 against.

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

DC/21/2205/FUL – Waveney Cottage, Low Road, Kelsale-cum-Carlton, IP17 2NU

Single storey side extension.

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

Cllr Dickerson commented that this is the second extension to the cottage, and they are using the same kind of materials as before, so it is in keeping with the existing building. All in favour of no objection.

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

DC/21/2448/FUL - Holly House, Carlton Road, IP17 2QE

Demolition of garden room and porch. Structural alterations. Erection of a single storey extension and replacement porch and new detached ancillary building.

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

Cllr Ransome said that he had not been able to look at this application.

Cllr Revell suggested that the Clerk emails out the details of the planning application for people to consider and then reply via email to the Clerk.

ACTION: Clerk to email reference number to the Councillors and await response to send to ESC.

11413 Financial Matters

15.1 Financial Statement since the April meeting. See Updated Finance Report of 26th May 2021.

Cllr Dickerson proposed the payments, this was seconded by Cllr Buttle and agreed by all.

15.2 To approve and sign the bank statements: The Bank Statement to 30th April 2021 and a financial reconciliation were brought to the meeting and were signed by the Chairman. All Councillors agreed the reconciliation.

15.3 Review of AGAR figures: The Clerk reported that following on from the Internal report received from SALC, the AGAR figures for the staff costs needed to be amended and the training, working from home and car allowances be removed from the final figure. This was agreed by all and signed by the Chair.

15.4 Insurance renewal: The Clerk reported that the renewal had been received for this year and the cost was £406.65.

It was agreed by all to accept the cost of the insurance renewal.

Cllr Revell asked if Cllr Ransome was aware of the cost of the village hall insurance.

Cllr Ransome said he was aware that the insurance premium had increased due to the value of the village hall increasing.

Cllr Revell said that having spoken with the Clerk, there was some concern that £600 was placed in the budget and a possible total of £700 would be requested.

Cllr Galloway proposed that the PC pays the extra £100, this was seconded by Cllr Holden and agreed by all.

11414 To Receive Reports from Portfolio Holders and Liaison Representative

A14 – Kelsale Village Hall & Centre

Cllr Ransome reported that he would be sorting the planters outside the village hall shortly.

E1 – Biodiversity Group

Cllr Dickerson commented that he would pass on thanks to the other members regarding the presentation at the APM. Tiggins Meadow is to be open to the public on the 13th June 2021.

A2 & A3 Community, Energy and Health

Cllr Dickerson reported that he had attended a meeting of the PPG on the 19th May. The surgery has delivered over 12,000 doses of the Covid vaccine. Currently the average waiting time to speak to someone at the surgery is 35 minutes, this is from his experience when he dials the surgery. The surgery have promised to update their call handling system to allow an option to be selected earlier in the process.

Cllr Galloway commented that the surgery is full, and the school has a waiting list.

Cllr Dickerson said that this will improve as there is a new Doctor starting shortly.

B7 – Trees and Green Spaces

Cllr Buttle reported that the rubber matting was still on the recreation ground as they are awaiting further information from Norse.

Fingerpost – Cllr Holden reported that the fingerpost is still awaiting to be re-attached. The previous quote for this was about £600, a second quote should be obtained.

Cllr Buttle suggested that when the signpost is replaced, it should be moved back slightly from the edge of the road, to prevent it becoming knocked off again.

ACTION: Cllr Holden to obtain another quote for repairing the fingerpost sign.

Cllr Revell said that in an email from a previous Councillor, the car park maintenance programme had been mentioned. The Clerk has contacted Mr Ruth and awaiting a response.

It was agreed to wait for the maintenance work on the car park until after the summer.

11415 Items for consideration for inclusion on the next agenda

Sizewell, Quiet Lanes, Recreation Ground Fence,

11416 Correspondence

The Clerk reported that an email had been received from St Elizabeth Hospice requesting a donation. It was agreed that no donation could be offered at the moment, but a mention of the request could be placed in the next Newsletter.

11417 To consider excluding the public and press

No considerations were necessary.

11418 Excluded items

There were none

11419 Date of the next meeting

The next Meeting is to be held on the 30th June 2021 at 7pm, this will be held in the Village Hall.

The Chair closed the meeting at 9.10pm.

Signed: Chairman Dated:

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

**MINUTES OF THE PARISH COUNCIL MEETING HELD ON
WEDNESDAY 30th JUNE 2021
AT 7:00PM IN THE MAIN HALL OF THE VILLAGE HALL**

Present at the meeting:

| | |
|--------------------------|-----------------------------------|
| Cllr Alan Revell (Chair) | Cllr Edwina Galloway (Vice-Chair) |
| Cllr Caroline Harker | Cllr Simon Ransome |
| Cllr Claire Buttle | Cllr Rob Holden |
| Cllr Mark Stewart | |
| | |

In attendance: 0 members of the public.

Welcome by the Chairman.

11420 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.

11421 Reports

Report by County Councillor Richard Smith

Apologies received from Richard Smith.

Report by District Councillor Burroughes

Written report received from Stephen Burroughes, and apologies received.

Cllr Revell thanked the representatives of the BSR Energy for attending this evening.

The representatives gave a brief introduction of their role in the development of the Solar Park at Town Farm Lane. The total area is to be approximately 70 acres, a EIA screening application has been submitted to ESC planning. There will be a community consultation when all the surveys have taken place. The energy will feed directly into the national grid. The land is currently used for arable farming. Construction access is directly off the A12. There will be some screening around the site to prevent the visual impact of the panels, although much of the area is covered by hedges/woodland. The government are encouraging these sites to reduce the carbon issues. It is anticipated there will be 6-8 vehicle movements per day during the construction period.

Cllr Galloway commented that this lane is designated as a 'Quiet Lane', to encourage walkers, cyclists etc. How will the connection to the grid be implemented?

The representative replied that this will be on site. The construction period will be 4-6 months. The key point is how would be best to have a public consultation. There is a community benefit for the village, if there should be any projects the village would like to complete this money should assist with it, this is regardless of whether the PC supports the proposal or not. There will be two buildings on site. Happy to email photos of completed sites.

There will be a letter drop in the village to make the community aware of the proposal. If this proposal gets the go-ahead construction will start spring next year. It is important to work with the PC during

the consultation process.

ACTION: Representatives to send photos of completed sites to the Clerk for circulation.

Cllr Revell thanked the representatives for attending.

The Chair formally opened the meeting at 7.45pm.

11422 To receive apologies for absence – The Clerk, Cllr Ellis and Cllr Dickerson.

11423 To accept apologies for absence – Accepted.

11424 To record absence without apologies – None

11425 Declarations of Interest – None.

11426 To consider any dispensations – None.

11427 To consider the Approval of the draft minutes of the Parish Council meeting held on 26th May 2021.

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, with one abstention.

11428 Parish Clerk's Report

Badger Building – a useful meeting took place between the site manager, Cllr Harker and myself. This has given us a direct line of communication, which has worked successfully when a comment was received about parking, the site manager resolved this issue the same day. External Audit – this has been completed and all the necessary paperwork has been sent to PKF Littlejohn on the 2nd June. Abandoned car – The car which had been left in the car park has now been removed. Car Park – a quote has been received from Mr Ruth for repairing the car park the cost of which is £400 +VAT. Keep Britain Tidy – the Council agreed to sign a petition about the deposit return scheme. An acknowledgement email was received, and this petition will be presented to the Government. Road Diversion – Cllr Galloway asked if the Clerk could investigate the possibilities of the village roads/lanes being used as a diversion route should there be an issue with the A12, both the Highways and the Police would not schedule a diversion through the village, but should an emergency occur, they would make it known that this route is not advisable. ASB recreation ground – any reports of ASB on the recreation ground should be reported directly to the Police via 101. Policies to be re-adopted this evening do not have any changes. Rural Coffee Caravan – a phone call was had with the lady that runs the caravan, she is willing to attend the village and offers a cuppa and a piece of cake. This has been very useful for some villages to try and encourage people back into the community. Hybrid meetings – Stephen Burroughes has kindly offered some funding towards hybrid meetings should the Council wish to hold them. Annual Leave – please note that the Clerk is on Annual Leave on the 16th and the 19th July 2021.

11429 Clerk's Report on urgent decisions

None

11430 Matters arising from the Clerk's report.

Cllr Revell said that it is useful to have a form of communication with Badger Building.

The expenditure for the car park of £400 will need to be agreed, having spoken with Mr Ruth some time ago it was agreed that some form of maintenance would be needed on the car park surface.

Cllr Holden proposed that the quote of £400 + VAT to repair some areas of the car park was accepted, this was seconded by Cllr Ransome and agreed by all.

ACTION: Clerk to contact Mr Ruth to formally accept the quote for the car park repairs.

ASB Recreation Ground, if anyone should spot anything please phone 101 and report it, there are several incidents occurring at the moment, benches being broken, evidence of alcohol consumption etc.

Policies – Complaints Policy, Data Retention Policy, Data Breach Policy and the Donations

Policy, Cllr Galloway proposed that all the policies are re-adopted, this was seconded by Cllr Ransome and agreed by all.

Rural Coffee Caravan – it was agreed by all that the Coffee Caravan should attend the village.

ACTION: Clerk to contact the Rural Coffee Caravan and invite it to the village, preferably the car park site.

Hybrid meetings a good idea for the future, need to find out what funding is available and move forward with the technology needed.

ACTION: Clerk to contact Stephen Burroughes and comment that the PC would like to consider this, and what funding is available.

11431 Matters arising from the Parish Council meeting held on Wednesday 26 May 2021.

10.1 Website – Clerk to contact Melbeck regarding the level of support for the PC website.

ACTION: To carry over to the next PC meeting.

10.2 Low Road Signage – Cllr Revell reported that he has chased the delivery of the signs, as they have not arrived. Cllr Ransome offered to help put the signs on the posts, Cllr Holden offered to go to Leiston Press to collect the signs, also the Sandy Stiltball signs.

ACTION: Update to be provided at next meeting.

10.3 Recreation Ground Fence – Cllr Stewart commented that he has spoken with a legal adviser concerning the fence ownership, the land registry map shows a 't' sign which usually indicates the ownership. If the Clerk writes to the legal adviser, they will investigate and give us a response to the ownership. This may cost £150.

ACTION: Cllr Stewart to email the Clerk with the details of the email to be sent to the legal adviser.

Removal of safety matting – Cllr Buttle commented that three quotes had been obtained for the removal of the rubber safety matting, Norse is the most reasonable quote. It was agreed by all the Councillors to accept the quote from Norse.

ACTION: Cllr Buttle to contact Norse and ask for the removal of the rubber safety matting as soon as possible. The inspection report has not been received, so the area is unable to be opened to the public. Cllr Holden offered to chase the company for the report.

ACTION: Cllr Holden to contact the inspection company for the report for the play area.

10.4 Carlton Meres Signage – Cllr Revell suggested that the Clerk contact a resident regarding the signage, ask if it has been replaced and if not what they recommend the PC should do.

ACTION: Clerk to contact the resident regarding the signage.

10.5 Queens Green Canopy – Cllr Revell reported that Cllr Dickerson would discuss ideas with the Biodiversity Group.

ACTION: Cllr Dickerson to discuss ideas with the Biodiversity Group and feedback to the PC.

10.6 Footpath main road towards Curlew Green – Cllr Revell commented that something needs to be done about this footpath as it has now become a Health and Safety issue with pedestrians walking in the road as there is no space on the footpath. Highways do not seem to have moved forward with this, we have asked County Councillor Richard Smith to chase this but the situation of people walking in the road as the footpath is not wide enough has become serious. Cllr Buttle reported that she had received a response from the Highways engineer today, stating that the enforcement team are working on the issue. Cllr Buttle has photographs showing the extent of the safety issues, which she has sent onto Highways. Cllr Galloway suggested that the Clerk sends an urgent email to the Highways stating that this situation has got very dangerous for pedestrians and needs to be sorted now.

ACTION: Cllr Buttle to email the details to the Clerk so she may send a letter to Highways stating the safety issues around the footpath.

10.7 Electricity and water to the recreation ground – Cllr Stewart reported that the quote to place electricity on the recreation ground is around £10,000 and the water connection is £2-3,000. It was agreed that this is quite expensive to put an electricity connection on the recreation ground but the water connection could be considered for a drinking water fountain. A factor to consider is that a water fountain may be vandalised, as many items have been on

the recreation ground recently. A tap on the outside of the village hall is being considered, these may have a locked box around to tap to help prevent vandalism.

ACTION: Clerk to place this on the agenda for the next meeting.

10.8 Fingerpost sign – Cllr Holden reported that there was no update at this present time, he will take photographs to send with the request for the quotes.

ACTION: Cllr Holden to take photos of the fingerpost sign and obtain quotes.

11432 Parish Council Matters

11.1 Kelsale Village Hall: Cllr Ransome reported that there was a couple of points, the village hall is now open for business there is a yoga class on a Wednesday morning; secondly there is a village show planned for the 18th September. The School is to be involved also, with a colouring competition. There is to be a flower festival in the Church at the same time.

11.2 Quiet Lanes: Cllr Galloway reported that she has received notification from SCC that every quiet lane that was recommended has approval.

The Councillors thanked Cllr Galloway for her work on this project.

11.3 Power projects/Sizewell C: Cllr Galloway reported that there are to be some large hearings to take place over the next couple of weeks. One item being considered is the bridge on Pretty Road. In the Community newsletter there is a short paragraph encouraging residents to air their views on Fordley Road. The potential Sizewell link road will cause issues on this road, this has provided some varying views from residents. Most of the residents in the Kelsale-cum-Carlton parish wish for the Fordley Road to be closed off, but this may cause problems for the farmers.

11.4 Grass cutting and verges: Cllr Galloway reported that an email had been circulated to all relating to the grass verges,

ACTION: To place on the agenda for the next meeting.

11.5 Government deposit return scheme: Cllr Galloway commented that this was voted on by email and the petition had been signed on behalf of the PC.

11.6 Re-adoption of the Complaints Policy, Data Retention Policy, the Data Breach Policy and the Donations Policy: Already agreed in 11430.

11433 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/21/2529/FUL/FUL – Carlton Park Industrial Estate, Main Road, Saxmundham, IP17 2NL.

Erection of 4 No. commercial units (B8).

This application had been circulated to all Councillors.

The PC had no objection to this development.

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

DC/21/2803/FUL – The Barn, North Green Farm, North Green, Kelsale-cum-Carlton, IP17 2RL

Conversion of agricultural barn to residential dwelling including the erection of a detached double garage and new vehicular access.

This application had been circulated to all Councillors.

Cllr Revell took a vote on this application, there was one objection, and one abstention and no objection from all the other Councillors.

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

SCC/0052/21SC – Pitfield, Butchers Road, Kelsale-cum-Carlton, IP17 2PG

Partial infilling of a disused sand pit with inert soils.

This application had been circulated to all Councillors.

Cllr Buttle commented that all the fridges should be removed before the pit is filled in, this will also mean a loss of habitat for some wildlife.

Cllr Revell suggested that there should be no objection as long as the biodiversity is checked

and any fridges removed.

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

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

Appeal hearing for the use of land for the stationing of 50 no. static holiday caravans, children's play area, recreation space and associated facilities.

This appeal had been circulated to all the Councillors.

It was agreed by all that the previous comments were still relevant, so nothing further to submit.

Cllr Revell produced a plan of the site of Carlton Meres, which was shown to people when the Carlton Meres development was started, this shows signage, direction of traffic etc....

DC/21/2943/EIA – Town Farm, Town Farm Lane, Kelsale-cum-Carlton

Screening opinion – the erection of a 21MWp solar PV development.

This application had been circulated to all Councillors.

It was agreed by all that the ecology should be explored carefully.

11434 Financial Matters

13.1 Financial Statement since the May meeting. See Updated Finance Report of 29th June 2021.

Cllr Holden proposed the payments, this was seconded by Cllr Buttle and agreed by all.

13.2 To approve and sign the bank statements: The Bank Statement to 31st June 2021 to be carried over to the next meeting.

13.3 To note and approve the quarterly accounts. To be carried over to the next meeting.

11435 To Receive Reports from Portfolio Holders and Liaison Representative

E4: Kelsale Village Enhancement & Conservation Area Group

Cllr Ransome reported that there are several plans for the centre of the village, some of which requires a submission/application to ESC, if the PC submitted this there would be no cost.

Cllr Revell reported that the PC are the custodians of the Village Hall. If the Village Hall Management Cttee ceased to exist, the charity commission would take over the responsibility of finding someone to manage it. The Trustees own the village hall in Trust for the benefit of the entire community.

A2 & A3 Community, Energy and Health

Cllr Galloway reported she had received an email from the School requesting a donation from the PC for a defibrillator to be placed on the outside of the building for use by the whole community. The Clerk had forwarded a suggestion for an amount of money.

Cllr Holden said that there was some money already put aside for a second defibrillator.

Cllr Galloway said that the money was never put aside for another defib.

ACTION: More information required from the School, carry item over to the next meeting.

Cllr Galloway reported that emails had been circulated regarding the proposed boundary changes, could the Councillors email her with any suggestions.

A11: Footpaths and Rights of Way

Cllr Galloway reported that an email was circulated relating to the additional signs for the footpath signs, it was asking if anyone would be able to assist with the task of adding the signage. Cllr Ransome and Cllr Holden agreed to assist with this.

B6: Emergency Planning

Cllr Galloway reported that Chris Burslem had sent a report to say that the changes in the village hall to turn the area into respite facility are ongoing.

Cllr Ransome reported that they may now have found a builder who will do the changes to the village hall.

B7: Trees and Green Spaces

Cllr Buttle commented that a load of bark mulch had been delivered to the recreation ground, it is hoped to organize a working party with equipment to move this into the required sites.

C1: Bonfire Party Team

Cllr Buttle reported that she has started to book things for the bonfire night, now is the time to start to get things organised.

11436 Items for consideration for inclusion on the next agenda

As listed within the minutes.

11437 Correspondence

None

11438 To consider excluding the public and press

No considerations were necessary.

11439 Excluded items

There were none

11440 Date of the next meeting

The next Meeting is to be held on the 28th July 2021 at 7pm, this will be held in the Village Hall.

The Chair closed the meeting at 9.30pm.

Signed: Chairman Dated:

Kelsale-cum-Carlton Parish Council
21 Ferry Road, Orford, Woodbridge, Suffolk, IP12 2NR,
Tel:07595757380 E-mail: clerkkelsalepc@gmail.com
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**MINUTES OF THE PARISH COUNCIL MEETING HELD ON
WEDNESDAY 28th JULY 2021
AT 7:00PM IN THE MAIN HALL OF THE VILLAGE HALL**

Present at the meeting:

| | |
|--------------------------|-----------------------------------|
| Cllr Alan Revell (Chair) | Cllr Edwina Galloway (Vice-Chair) |
| Cllr Keith Dickerson | Cllr Simon Ransome |
| Cllr Claire Buttle | Cllr Rob Holden |
| | |

In attendance: 2 members of the public.

Welcome by the Chairman.

11441 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 comments from the members of the public.

11442 Reports

Report by County Councillor Richard Smith

Richard Smith reported that Sizewell C is still a concern, at the recent hearings he was impressed by the inspector's thoroughness of questions to EDF. The Stop Sizewell C group were also very good at asking questions. This stage of the proceedings must be completed by October. There is to be more dates for hearings in August. The local community has put together a good case against the Sizewell C project.

Cllr Galloway said that the hearings have been very good, and they are now considering the biodiversity implications of the project.

Richard Smith said that they inspectors have three months after October to put forward their recommendations. Then there is an issue of how Sizewell C is to be paid for.

The footpath case that Cllr Buttle has mentioned, this has clearly not been maintained. Richard has £2,500 in his budget available to assist with the excavation to locate the footpath. It is not much money, but the budget given is £25,000 over four years for thirteen parishes. Hopefully this will reveal the footpath so that Highways will have to maintain it.

Cllr Galloway asked if the Highways team are considering ways of mitigating the noise from the predicted additional traffic created by Sizewell C. EDF stated that there had been meetings with Highways to look at re-surfacing and bunds.

Richard Smith commented that he was not aware of anything. There is a SCC & ESC community mitigation fund, he will investigate this and report back.

Cllr Galloway asked about the verges and wildlife. There is a lot of discussion about this at the moment. What is your opinion?

Richard Smith said that he welcomes the longer verges and the wildlife, there are now some areas that have signs to show this.

Cllr Buttle asked how the PC claims the money for the assistance with the footpath?

Richard Smith said that Highways need to be asked to do the excavation, the funding can

only be used with Highway's contractors. This will be expensive, and the PC will need to put some money towards this. This will enable the PC to choose the starting point for the excavation. Highways does not really have the money to spend on this project. The meeting that was held with Peter Sparrow, Richard stated he believes that there is a footpath there.

ACTION: Place on the agenda for the next month's meeting.

Richard Smith left at 7.18pm

Report by District Councillor Burroughes

Written report received from Stephen Burroughes, and apologies received.

Cllr Dickerson commented that in Stephen's report it mentions a new development in Felixstowe, and it states that this will be energy efficient properties.

The Chair formally opened the meeting at 7.20pm.

11443 To receive apologies for absence – Cllr Ellis, Cllr Harker and Cllr Stewart.

11444 To accept apologies for absence – Accepted.

11445 To record absence without apologies – None

11446 Declarations of Interest – None.

11447 To consider any dispensations – None.

11448 To consider the Approval of the draft minutes of the Parish Council meeting held on 30th June 2021.

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 Holden, Seconder Cllr Buttle and agreed by all, with one abstention.

Cllr Revell and the Clerk thanked Cllr Holden and Cllr Harker for their assistance with recording the meeting in the absence of the Clerk.

11449 Parish Clerk's Report

External Audit – further information has been requested and sent. Car Park – contact has been made with Mr Ruth and he has agreed to complete the work on the car park in September. Policies – there are three policies to re-adopt and there are no changes to them. Parish Online – I contacted Parish Online to see how much the subscription would be, this is free for a trial period and then it would be £67.20 per month. Bottle bank in the car park – the bottle bank was overflowing, I contacted Norse and advised them of this, also stated that the contact details on the side of the bank were incorrect. This has now been rectified. Dog waste bins – I was contacted regarding overflowing dog waste bins. This has been rectified but if the PC wishes to have additional emptying it will cost £52 per year. TENS licence – The TENS licence has been approved for the Bonfire night. Grass cutting – a concerned resident emailed regarding the height of the grass on the play area at Carlton Green. Norse was contacted but they gave a quote for grass cutting this year and it did not mention the Green. A response has been received from the solicitor regarding the ownership of the recreation ground fence. Rural Coffee Caravan – this is to attend the village on the 7th September between 10-12. Ditch alongside the playing field – an email has been received stating that the ditch needs some maintenance. Sizewell C/Power projects – a virtual meeting was held between Sizewell representatives, Cllr Galloway and me on Monday afternoon. Spinney Pocket – an email has been received from a resident who comments that some of the trees are overhanging their garden. Carlton Meres – communication is taking place with a nearby resident regarding the missing signage. Annual Leave – please note that I will be on Annual Leave on Friday the 20th August.

11450 Clerk's Report on urgent decisions

None

11451 Matters arising from the Clerk's report.

Cllr Galloway said the Parish Online was a mapping service, which may be useful, but it is difficult to justify £60 per month.

Cllr Revell said that the bins do not get very full in some areas of the village. Cllr Holden said the one near the recreation ground is always full. It was agreed not to pay for the extra emptying.

Cllr Revell suggested that grass cutting of Carlton Green should continue to be chased, as it is important to know this is cut on a regular basis.

ACTION: Chase Norse for a response to the grass cutting.

Cllr Buttle commented that the ditch mentioned alongside the recreation ground has water run into it from Kelsale Court.

Cllr Ransome said the ditch goes across the land to the river.

Cllr Buttle said that the area of ditch along the side of the road does need sorting.

ACTION: Cllr Buttle and Cllr Holden to look at the ditch and report back to the PC.

Cllr Revell said that Melbeck would assist with any computer website issues if and when they occurred and would charge accordingly.

Cllr Galloway said that she had spoken with the Clerk and arranged a way forward with the website.

Cllr Revell said that the overgrown tree in Spinney Pocket needs looking at.

Cllr Dickerson said that the proposed management plan by the Biodiversity group was agreed but the PC did not have any money to fund the work.

Cllr Buttle said that there is £150 in the budget for essential tree work.

Cllr Revell said that some quotes need to be obtained to give an idea of the cost.

Cllr Buttle agreed to gain some quotes for the tree work to be carried out.

ACTION: Quotes to be obtained and discussed at the next meeting. Money for Spinney Pocket to be placed in the budget for next year.

Cllr Dickerson commented that Carlton Meres has invited the Biodiversity Group to attend the site and complete a survey.

11452 Matters arising from the Parish Council meeting held on Wednesday 30 June 2021.

10.1 Website – Cllr Galloway and the Clerk to work together on this.

10.2 Low Road Signage – Cllr Revell reported that the signs for East View have arrived and he will erect them on the Low Road posts. Cllr Ransome and Cllr Dickerson to erect the Sandy Stiltball signs. Cllr Buttle commented that the footpath alongside the Sandy Stiltball area needs to be cut back, could the Biodiversity Group complete this.

10.3 Recreation Ground Fence – Cllr Revell commented that a response had been received from the solicitors, following on from the agreement by all to investigate the ownership of the fence. The response stated that it is difficult to ascertain definitive ownership of the fence. Cllr Revell did not feel happy to spend the money on a fence if it was not necessary, this may set a precedent for future years. The neighbour could place a new fence on his boundary should he wish to do so.

Cllr Dickerson commented that the plan showed a T mark on showing ownership.

Cllr Ransome said this map is not definitive, when the land was given, it was a stipulation to keep it fenced. This is just an assumption. Could there be a compromise?

Cllr Revell said that the PC needs to justify its spending on the parish, as it is there money. The PC does not want to set a precedent for the future.

Cllr Revell proposed a vote 'Do we agree not to contribute to the new fence on the recreation ground'. 5 were in favour and 1 abstention. A letter should be written to the neighbour stating the PC's decision.

ACTION: Clerk to draft a letter to the neighbour for circulation to all Councillors for approval before sending.

Removal of safety matting – Cllr Buttle reported that the rubber matting has been removed.

Play area inspection: Cllr Revell commented that the inspection has been completed.

Cllr Holden suggested that there could be signs on the fence stating where you are in case of

emergencies. It could also have the Clerks details to report any defects.

Cllr Revell suggested asking Leiston Press to make some signs.

Cllr Holden said that there are some comments/actions to be completed in the report.

ACTION: Cllr Buttle and Cllr Holden to look at report and bring actions to the next meeting.

10.4 Carlton Meres Signage – Cllr Revell said that the comments given from the resident near Carlton Meres should be taken on board. If the appeal is won, then Carlton Meres will have to replace the necessary signage.

ACTION: Clerk to place on the item on the next agenda.

10.5 Queens Green Canopy – Cllr Dickerson reported that he had a Biodiversity Group meeting on the 12th July. A tree can be entered in October, so this is ongoing.

10.6 Footpath main road towards Curlew Green – Cllr Buttle said the work on the hedge has been completed. SCC Highways have been asked for a management plan.

10.7 Electricity and water to the recreation ground – Cllr Stewart absent so this item is to be carried over.

ACTION: Clerk to place this on the agenda for the next meeting.

10.8 Fingerpost sign – Cllr Holden reported that there was no update at this present time, he will take photographs to send with the request for the quotes.

ACTION: Cllr Holden to take photos of the fingerpost sign and obtain quotes.

10.9 DSR Energy – Cllr Revell reported that no photographs of completed solar parks have been received.

ACTION: Clerk to chase DSR Energy for the photographs.

10.10 Maintenance on the car park – Cllr Revell reported that this has been all agreed with Mr Ruth and the work will be completed in September.

10.11 Rural Coffee Caravan – Cllr Revell commented that the caravan is coming to the car park on the 7th September between 10-12.

11453 Parish Council Matters

11.1 Kelsale Village Hall: Cllr Ransome reported that there was a meeting on the 14th July. The Village Hall is still solvent with the bills having been paid. At the moment the Cttee are Investigating funding for the respite centre. On the 18th September there is to be a village show, this is in connection with the Church and the Social Club, preparations are ongoing.

It is proving difficult to obtain quotes for work, it has been agreed to try and tidy the outside of the building. A quote has been given to relay the paving slabs near the Cttee Room, but this is very expensive. Bookings for the hall are increasing.

11.2 Quiet Lanes: Cllr Galloway reported that the lanes have been given approval, although there was one objection. The village is at the end of the queue for the Wave 1 signage.

11.3 Power projects/Sizewell C: Cllr Galloway reported that she had circulated three reports and would appreciate a response from everyone by tomorrow morning, as they needed to be submitted. A meeting had taken place on Monday afternoon with the Clerk, Cllr Galloway and some representatives from the Sizewell team. This was not very useful, EDF have ruled out a bridge in Fordley Road.

Cllr Revell asked if the Planning Inspectorate can accept specific questions.

Cllr Galloway said that at the hearings there was some very good information from Biodiversity Groups, Natural England, etc.

Cllr Revell said that the traffic is going to cause a big problem with noise and pollution.

Cllr Galloway said that the new proposed roundabout will be lit, this will cause heavy light pollution. There may be a list of compensation available, but only selected properties may receive this. There are many issues, road surfacing, bunding, triple glazing, loss of business, that could be considered for compensation.

There is a vote required on Fordley Road, there is a pressure to make a decision. EDF are not keen on the bridge. The Councillors should read the comments from Middleton-cum-Fordley PC.

Cllr Revell said that the documents you have written are fine and should be approved and submitted.

- 11.4 Grass cutting and verges:** Cllr Galloway reported there is a lot of information relating to grass verges. Lots of the grass verges are not cut, unless for a safety reason. Should the PC ask for grass verge area's not to be cut unless for safety.

Cllr Revell said that he likes to see the central areas of the village cut and kept tidy. The bus shelter area requires some tidying. Other verges on the way from Saxmundham and near the School needs to be tidied up better.

Cllr Ransome suggested that a map is drawn up with the agreed designated areas highlighted and circulated to all, including SCC, ESC and Norse.

Cllr Revell said that the Quiet Lane verges should be allowed to grow apart from where safety is an issue.

ACTION: Cllr Ransome to draw and organise a village map.

- 11.5 Defibrillator on school site:** Cllr Revell said that there is no update.

ACTION: To be placed on the agenda for the next month.

- 11.6 Boundary Changes:** Cllr Galloway said that some work had been completed by a resident regarding the boundary changes. The proposed change puts us in the North Suffolk area, but the parish is in an area affected by the power projects. The Boundary Review requires the PC to come up with an alternative, not just 'the PC doesn't like it'. The PC needs to look at alternatives, maybe some of the Northern areas/villages. Some of the residents are not comfortable with this change.

Cllr Ransome said that the bulk of Kelsale-cum-Carlton parish is the village hall side of the A12.

Cllr Galloway said that the boundary changes relate to the population figures. It is all about balancing figures. If the PC disagrees with the change, then an alternative needs to be suggested.

ACTION: Clerk to write a letter of thanks to the resident for their investigation work.

- 11.7 Re-adoption of policies; Subject Access Request, Subject Access Policy, Subject Access Procedure.**

Cllr Galloway proposed that the Parish Council adopt the above mentioned policies, this was seconded by Cllr Buttle and agreed by all.

11454 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/21/2982/FUL – Fordley Meadows, Butchers Lane, Kelsale-cum-Carlton, IP17 2PH.

Conversion of a redundant barn to one bedroom dwelling – to allow onsite management of Suffolk horses and improve security of livestock.

This application had been circulated to all Councillors.

The PC agreed to object to this development.

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

DC/21/3516/FUL – Hedgerows, Rosemary Lane, Kelsale-cum-Carlton, IP17 2QT

Single storey side extension and remodelling.

This application had been circulated to all Councillors.

Cllr Revell suggested that the planning group look at this application and circulate a suggested response to all Councillors to agree before submission to ESC. This was agreed by all the Councillors.

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

11455 Financial Matters

13.1 Financial Statement since the May meeting. See Updated Finance Report of 23rd July 2021.

Cllr Holden proposed the payments, this was seconded by Cllr Ransome and agreed by all.

13.2 To approve and sign the bank statements: The Bank Statement to 31st May and 30th June 2021 and a financial reconciliation were brought to the meeting and were signed by the

Chairman. All Councillors agreed the reconciliation.

13.3 To note and approve the quarterly accounts.

Cllr Galloway reported that the CIL money that is in the PC account makes it look as if the PC has lots of money, this funding is ring-fenced and may only be used for certain things, but maybe rolled over to use in another financial year.

Cllr Galloway proposed the quarterly accounts as a true valuation, this was seconded by Cllr Holden and agreed by all.

11456 To Receive Reports from Portfolio Holders and Liaison Representative

E1: Biodiversity Group

Cllr Dickerson reported that a meeting of the group had been held, and it was agreed to rethink the footpath trail leaflet. The group are concerned that Norse has not kept to the original plan for the grass cutting on the recreation ground, maybe it requires a more detailed plan.

Cllr Buttler said that she had requested an onsite meeting with Norse to explain the plan, but Norse assured her it would be cut correctly.

Cllr Galloway wished to thank the Editor of the Community News for another successful edition.

11457 Items for consideration for Inclusion on the next agenda

As listed within the minutes.

11458 Correspondence

New road name – Cllr Revell said that the PC has been asked to contribute a suitable name/name for the new development on the main road. After some discussion it was agreed to suggest Artillery Field, this was following on from a recommendation from the Village Recorder who said that the field was used by the Artillery in 1914. Another suggestion was Rosemary Gardens.

ACTION: Clerk to notify Badger Building of the suggestions.

Cllr Revell informed the PC that a resident of Rendham Road had reported that there had been a pollution incident in that area. The Environment Agency was called. Residents were no happy about this as it related to part of a water course that runs by some of the houses. There was a group of contractors who sandbagged the stream. The water was then pumped out, the chemical involved was to do with the sewage treatment. At the moment the discharges of sewage treatment are clear, one of the previous owners of the site, the discharge was not clear. The issue is all sorted now.

11459 To consider excluding the public and press

No considerations were necessary.

11460 Excluded items

There were none

11461 Date of the next meeting

The next Meeting is to be held on the 25th August 2021 at 7pm, this will be held in the Village Hall.

The Chair closed the meeting at 8:51pm.

Cllr Revell passed on his apologies for the next meeting.

Signed: Chairman Dated:

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

**MINUTES OF THE PARISH COUNCIL MEETING HELD ON
WEDNESDAY 25th AUGUST 2021
AT 7:00PM IN THE MAIN HALL OF THE VILLAGE HALL**

Present at the meeting:

| | |
|-----------------------------------|--------------------|
| Cllr Edwina Galloway (Vice-Chair) | Cllr Mark Stewart |
| Cllr Keith Dickerson | Cllr Simon Ransome |
| Cllr Claire Buttle | Cllr Rob Holden |
| Cllr Caroline Harker | |

In attendance: 3 members of the public.

Welcome by the Chairman.

11462 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 for the PC to make a note that the Gull needed clearing, it is quite overgrown by the bridge.

Cllr Galloway reported that the PC would seek advice from the Environment Agency.

Cllr Ransome said that the Environment Agency cut the Gull back about a year ago.

Cllr Dickerson commented that the winter rainfall scours this area out anyway.

ACTION: Cllr Buttle to look at the Gull area and report back to the PC.

Two members of the public wanted to talk about the proposed extension of the Carlton Industrial estate.

11463 Reports

Report by County Councillor Richard Smith

Richard Smith asked if the PC could consider moving the meeting back to the room downstairs as Stephen Burroughes is unable to walk upstairs and does not like using the stair lift. August is a frustrating month as many people are on holiday. Endeavour House are planning to have 50% of their staff returning to the office by mid-September. A full SCC meeting is to take place soon, with 75 Councillors, staff and members of the public.

Richard Smith has attended a tour of the non-recycling plant where waste is burnt. The PC could attend a tour if they were interested. Sizewell C – there has been more hearings, EDF seem to be more organised. This is to continue until mid-October.

Cllr Galloway wished to thank Steve Perry from ESC, for his support. If there are to be quiet road surfaces available, Kelsale-cum-Carlton would like the A12 to be considered for this resurfacing.

Richard Smith commented that the quiet surfaces are very expensive and do not last long, this would need negotiating with EDF to ask them to pay for it. The de-salination plant was discussed about 4 years ago. The water was not sufficient to support the plant back then.

Cllr Galloway said that the plant was ruled out in January but has now re=appeared.

Richard Smith said that people are very tired of responding to all the various deadlines with the power projects.

Cllr Dickerson said that he wished to send his praise for the non-recycling plant, it is very good.

Richard Smith said that half of the plant is a filter system. The sites daily emissions are on the website.

Cllr Buttle said that the planting of trees and bunds could be another solution to traffic/road noise.

Richard Smith said that all the different measures would be taken into account.

Richard Smith left the meeting at 7.20pm.

Report by District Councillor Burroughes

Written report received from Stephen Burroughes, and apologies received.

The Vice-Chair formally opened the meeting at 7.22pm.

Cllr Galloway asked the members of the public if they would like to make comments to the PC now, was in relation to a current planning application?

The members of the public commented that they would like to gain the support of the PC in opposing the proposed application to increase the size of the Carlton Road Industrial Estate, which is believed to be 11 further units.

Cllr Galloway said that this development was put into the Local Plan.

The member of the public commented that the noise can be heard from the industrial estate now, and it is a distance away, there is also to be a sewage planr built quite near the house, which will cause an odour.

Cllr Stewart suggested that the couple speak to their Solicitor as they should have completed a survey and informed them of the potential extension of the industrial site.

The member of the public asked if this extension could be scaled down.

Cllr Galloway said that the new housing development on the other side of the main road was in the Local Plan, even though the PC objected to this it still gained approval. Maybe the couple should write to ESC. When the planning application is presented to the PC, the Councillors will take a vote on it. When the formal application is received maybe the couple should write to the planning officer dealing with the application.

Cllr Dickerson said that the Bio-Diversity Group may be able to suggest something to the planning department.

Cllr Galloway said that it is important for everyone to comment, if they wish, as the PC response is counted as one reply.

11464 To receive apologies for absence – Cllr Ellis, District Cllr Burroughes and Cllr Revell.

11465 To accept apologies for absence – Accepted.

11466 To record absence without apologies – None

11467 Declarations of Interest – None.

11468 To consider any dispensations – None.

11469 To consider the Approval of the draft minutes of the Parish Council meeting held on 28th July 2021.

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 Ransome and agreed by all, with one abstention.

11470 Parish Clerk's Report

External Audit – no report has been received yet. Policies – there is one policy to be re-adopted and this has no amendments, the Data Protection Statement. Ditch alongside the playing field – joined a company called Linesearch as it was requested to locate the pipework/cables that may be in that area, three utility companies have contacted me, and copies of maps will incur a cost to the PC. Speeding – the SID representative emailed to say the new main road site shows many speeding vehicles. Thank you – a resident of East View thanked the PC for the placement of the additional signs showing East View. Coffee morning – these are well attended. Noticeboard keys – there appears to only be one key for the noticeboard on the village hall, going to locate a couple of keys as Cllr Ransome said he would paperwork in the noticeboard if I was unable to attend. Road name – the Badger Building company said they would put forward the name of Artillery Meadow for the new development. Clerk's expenses – one is for the Microsoft licence and the other is for printing ink.

11471 Clerk's Report on urgent decisions

None

11472 Matters arising from the Clerk's report.

Cllr Galloway asked if the name Artillery Meadow had been agreed. The Clerk said that this name had been put forward but no formal decision had been made.

11473 Matters arising from the Parish Council meeting held on Wednesday 28 July 2021.

10.1 Grass cutting of Carlton Green – Cllr Buttle said that she is trying to contact Norse and will continue to do this.

ACTION: Cllr Buttle to contact Norse.

10.2 Main Road Ditch – Cllr Buttle said that had managed to obtain one quote, the work requires traffic control, the closure of the footpath etc. The quote is £4,340 +VAT. There will be two more quotes for this work. This is a long ditch area, and all the trees alongside have TPO's on them. It has been suggested to try Hollesley Bay to see if they have a group who would be able to complete this work. A visit was made to Kelsale Court who agreed to tidy their area of the watercourse.

ACTION: Cllr Buttle to obtain further quotes, carry over to next month.

10.3 Spinney Pocket – Cllr Buttle commented that she had met with many contractors on site to look at the area. One quote has been received for £450. It is proving difficult to find someone to clear the overhanging trees.

Cllr Dickerson commented that the Bio-Diversity Group would be willing to organise a management plan for the area, but the cost would be £2,000 for the first year.

Cllr Buttle said that the tree cutting is important.

Cllr Galloway commented that the trees should be dealt with as a priority.

Cllr Dickerson said that the Bio-Diversity group has no funding for this.

Cllr Galloway said that the Clerk will be compiling a draft budget in October, so this may be considered.

ACTION: To carry over to the next month.

10.4 Recreation Ground Fence – The Clerk confirmed that an agreed response had been sent to the neighbour of the recreation ground, but no response has been received.

ACTION: Clerk to update the Councillors when a response is received.

10.5 Play area inspection – Cllr Buttle reported that the inspection report would be looked at before the next meeting. There are to be some signs placed on the recreation ground with the exact location on, and a disclaimer following on from the accident on the play equipment. The Clerk has contacted the insurance company to see if there are any advised wording for the disclaimer. The signs are £67 for the two, but with additional wording on may be slightly more. Cllr Galloway proposed that there is a budget of £100 for the signage, this was agreed by all.

ACTION: Cllr Buttle to organise the signage for the recreation ground and give feedback from the play equipment inspection report.

10.6 Carlton Meres Signage – Cllr Galloway reported that this is still ongoing. Residents in that area have reported abuse from visitors using Rendham Road as a short cut.

10.7 Electricity and water to the recreation ground – Cllr Galloway reported that having

spoken with Cllr Stewart it was agreed to remove this item from future agendas.

10.8 Fingerpost sign – Cllr Holden reported that there was no update at this present time, he will take photographs to send with the request for the quotes.

ACTION: Cllr Holden to take photos of the fingerpost sign and obtain quotes.

10.9 DSR Energy – The Clerk reported that no photographs had been received yet but would circulate on arrival.

ACTION: Clerk to circulate photos to all.

10.10 Grass cutting and verges – Cllr Ransome reported that he has drawn a map showing a few of the areas of verge that are to be left.

Cllr Dickerson said that he has a map from Norse that he obtained two years ago.

Cllr Ransome said that the areas of verge and grass needed to be specified, there are lots of wildflowers.

Cllr Dickerson proposed that the grass should not be cut until the Autumn unless there is a safety issue, this was seconded by Cllr Stewart and agreed by all.

ACTION: SCC & ESC to be notified of the PC's decision.

10.11 Boundary Changes – The Clerk confirmed that a letter of thanks had been written to the resident, for the information regarding boundary changes.

10.12 Queens Green Canopy – Agreed to defer until October.

11474 Parish Council Matters

11.1 Kelsale Village Hall: Cllr Ransome reported that the village hall report had been circulated to All. A quote for the respite centre had been received and the Committee are trying to obtain grants to assist with the cost. The coffee mornings are well supported. 18th September is the village show, posters advertising this will be put up shortly.

Cllr Galloway reported that she had spoken with Stephen Burroughes, there may be some funding available to assist with the respite centre, also there may be funding available from the Community Partnership. The PC may use some of the CIL money to assist with the project and if the invoice is addressed to the PC, the VAT may be reclaimed.

Cllr Ransome commented that the pre-planning had been accepted.

Cllr Dickerson said it would be useful to make the village hall more disabled accessible.

Cllr Ransome said that making the hall more disabled friendly would be something to consider in the future.

11.2 Power projects/Sizewell C: Cllr Galloway reported that the Energy Alliance had written a letter that 30 PCs could sign. KcCPC and Walberswick have been asked to sign the letter on behalf of the others.

All the Councillors voted in favour of signing the Alliance letter.

Cllr Galloway had spoken at an issue specific hearing about the potential road noise etc. A leaflet from the Sizewell team state that new roads would be paid for to have the less noise surfacing on, but not existing roads. There are many deadlines for responses to Sizewell issues.

Cllr Stewart said that a decision should be made regarding Fordley Road.

The proposal stated 'Kelsale-cum-Carlton Parish Council proposes that Fordley Road be blocked off on the condition that access for cyclists, horse riders and pedestrians remain.'

A vote was taken, and all the Councillors agreed.

Cllr Galloway commented that the Quiet Lanes signs should be in place soon.

11.3 Defibrillator on School Site: Cllr Galloway proposed that the PC donate £500 towards a publicly accessible defibrillator, Cllr Dickerson seconded it and it was agreed by all.

11.4 Funding for the recovery of the footpath: Carry over to the next meeting.

11.5 Re-adoption of the Data Protection Statement: All the Councillors agreed to the re-adoption.

11.6 Co-option of a Councillor: The Clerk reported that a request to join the Council had not been received.

Cllr Dickerson proposed that Susan Major returns as a Councillor, Susan agreed and duly signed the declaration of office form.

ACTION: Clerk to forward emails to Cllr Major and notify ESC of the co-option.

11475 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/21/3743/FUL – Cherry Tree Cottage, Curlew Green, Kelsale-cum-Carlton, IP17 2RA.

Installation of a Manse for private use.

This application had been circulated to all Councillors.

The PC agreed not to object to this development, with one abstention.

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

DC/21/3563 – 4 Church Close, Kelsale-cum-Carlton, IP17 2PA

Attic conversion and front extension.

This application had been circulated to all Councillors.

The PC agreed not to object to this application.

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

AP/21/0030/REFUSE – North Green Farm, North Green, Kelsale-cum-Carlton, IP17 2RL

Appeal against ESC due to the refusal of planning application to erect 1 no. single storey dwelling (DC/21/1127/FUL).

This had been circulated to all the Councillors prior to the meeting.

The PC had no further comments to add to the appeal.

AP/21/0029/REFUSE – Land South of Carlton Road, Kelsale-cum-Carlton

Appeal against ESC due to the refusal of the outline application for the construction of a dwelling with garage (DC/20/4380/OUT).

This had been circulated to all the Councillors prior to the meeting.

The PC had no further comments to make to the appeal.

DC/21/3611/FUL – Unit 15, Carlton Park Industrial Estate, Ronald Lane, Kelsale-cum-Carlton.

Change of use from D2 to wholesale warehouse D8.

This application had been circulated to all Councillors.

The PC agreed not to object to this application.

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

DC/21/3646/FUL – Haven Rise, Carlton Road, Kelsale-cum-Carlton, IP17 2NP

Rear extension to bungalow.

This application had been circulated to all Councillors.

The PC agreed not to object to this application.

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

11476 Financial Matters

13.1 Financial Statement since the July meeting. See Updated Finance Report of 25th August 2021.

Cllr Stewart proposed the payments, this was seconded by Cllr Harker and agreed by all.

13.2 To approve and sign the bank statements: The Bank Statement to 31st July 2021 and a financial reconciliation were brought to the meeting and were signed by the Vice-Chairman. All Councillors agreed the reconciliation.

11477 To Receive Reports from Portfolio Holders and Liaison Representative

E1: Biodiversity Group

Cllr Dickerson reported that there are a couple of dead trees on the recreation ground, what are the plans to replant them

Cllr Buttle commented that these trees have been donated by villagers, this will be investigated.

Cllr Dickerson said that the footpath leaflet is ready for printing, a donator is willing to part fund this if the PC funds the rest.

ACTION: Cllr Dickerson to obtain a quote for the printing.

Cllr Dickerson reported that a survey had taken place on 2 acres of land at Curlew Green, it is yet to be established what the owners intend to do with the site. The plan for the Biodiversity Group to go to complete a survey at Carlton Meres is progressing.

C1: Bonfire Party Team

Cllr Buttle requested that the Bonfire event be placed on the agenda for the next meeting.

ACTION: Clerk to place Bonfire event on the agenda.

11478 Items for consideration for inclusion on the next agenda

As listed within the minutes.

11479 Correspondence

SID representative – Cllr Holden reported that he had some of the data from the SID, between 1st June-22 July at the bottom of Carlton Road, 6,500 vehicles were above the speed limit.

Cllr Galloway said that the speeding is a concern, would it be possible to have the up-to-date data for the speeding at the next meeting.

Cllr Dickerson reported that he had seen the Police mobile speed patrol on the main road in the village several times.

Cllr Holden said that some form of traffic calming on the main road is required, this could be in the form of a chicane.

Cllr Galloway said maybe the Highways or the Police could give a suitable suggestion to the speeding issue on the Main Road.

ACTION: Cllr Holden to speak with Highways or the Police to source a solution to the speeding on Main Road.

Resident, thank you – Cllr Galloway commented that a resident had sent a thank you to the PC for organising the additional road signs. The resident also had a query relating to the bonfires on the allotments. This email was sent to the Allotment committee for comment.

Cllr Galloway commented that the ESC bonfire leaflet had been forwarded to the resident.

11480 To consider excluding the public and press

No considerations were necessary.

11481 Excluded items

There were none

11482 Date of the next meeting

The next Meeting is to be held on the 29th September 2021 at 7pm, this will be held in the Committee Room of the Village Hall.

The Vice-Chair closed the meeting at 8:32pm.

Signed: Chairman Dated:

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

**MINUTES OF THE PARISH COUNCIL MEETING HELD ON
WEDNESDAY 29th SEPTEMBER 2021
AT 7:00PM IN THE MAIN HALL OF THE VILLAGE HALL**

Present at the meeting:

| | |
|-----------------------------------|----------------------|
| Cllr Alan Revell (Chair) | Cllr Mark Stewart |
| Cllr Edwina Galloway (Vice-Chair) | Cllr Caroline Harker |
| Cllr Claire Buttle | Cllr Rob Holden |
| Cllr Susan Major | |

In attendance: 1 member of the public.

Welcome by the Chairman.

11483 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 who wished to listen to the comments from the Councillors in relation to Pitfield, Butchers Road.

Cllr Revell said that the agenda item Pitfield, would be moved forward on the agenda.

11484 Reports

Report by County Councillor Richard Smith

Richard Smith commented that Sizewell C are approaching the final stages of the consultation process. There is to be meetings at the Snape Maltings. One part of the next stage is the need to find funding, £20billion. It is not going to be easy to raise this amount of money, and we hope that the government doesn't decide that this area needs to pay. The Chinese have been ruled out of the funding. It has been felt that the enquiry has been conducted well with members of the public given time to respond. Middleton Parish Council has not arrived at the same conclusion to close the Fordley Road. Richard Smith with help to resolve this issue as well as he can. There is to be a review of the HGV routes within the area, this will start on the 22nd October; the PC will be asked to comment. It has been 10 years since the last review. If the PC decides to say no to a route, they need to have an alternative route in mind. This review will close on the 17th December, and the paperwork will be analysed in the New Year.

Cllr Revell said the outcome of the decision not to close of Fordley Road was disappointing.

Richard Smith said unless the PC's decided to have the united opinion to close Fordley Road, then it would remain open.

Report by District Councillor Burroughes

Written report received from Stephen Burroughes, and apologies received.

Cllr Revell introduced 4 members of the Nautilus Group to give a presentation to the PC. The presentation should take 30 minutes.

The group thanked the PC for inviting them and urged the Councillors to attend the open sessions at Thorpeness and Saxmundham.

Nautilus Interconnector is designed to connect Belgium and the UK. Large cables will be brought onto the beach, with big substations. As much as possible the connections will take place offshore, but converter stations are still needed. National Grid Ventures are the project developer. The Electricity System Operator are assessing the connection in Leiston with the proposed site in Friston. If these sites do not go ahead, then alternatives will be assessed. Electricity Transmission deals with the pylons. Prices of electricity have increased. The interconnector would need an area of 5 hectares (12 acres), All cables are to be underground with converters above ground.

Richard Smith asked why the site needs to be so big.

Nautilus responded that the size of the equipment requires such a large site.

It was asked when the preferred route is chosen?

Nautilus responded that are still a lot of studies to take place, feedbacks to consider. All this work will not affect the marine life or sterilise the ground above.

Richard Smith asked why this area, these are physically undesirable projects. This area is being hit and the residents need adequate answers.

Nautilus commented that this is the location of the offshore windfarms. These areas have been identified, connection to the Leiston area with the ESO. Friston may not be given the go ahead.

Richard Smith said that he would be talking to other cabinet members about this.

For further information regarding this project please go to;

www.nationalgrid.com/group/about-us/what-we-do/interconnectors-connecting-cleaner-future/nautilus-interconnectors

Cllr Revell thanked the group for attending and giving the presentation, and Richard Smith for showing his support to the Parish Council.

The Nautilus Group and Richard Smith left the meeting at 8.00pm.

The Chair formally opened the meeting at 8.00pm.

11485 To receive apologies for absence – Cllr Ellis, Cllr Ransome, Cllr Dickerson and District Councillor Stephen Burroughes.

11486 To accept apologies for absence – Accepted.

11487 To record absence without apologies – None

11488 Declarations of Interest – None.

11489 To consider any dispensations – None.

11490 To consider the Approval of the draft minutes of the Parish Council meeting held on 25th August 2021.

There was one amendment from Cllr Galloway.

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 Holden, Seconder Cllr Galloway and agreed by all.

Cllr Revell welcomed Traci Weaver to the meeting and thanked her for applying to become a Cllr. It was agreed by all to co-opt Traci Weaver as a Councillor to Kelsale-cum-Carlton Parish Council. Cllr Weaver duly signed the declaration of acceptance of office form.

11491 Parish Clerk's Report

External Audit – the report has been received from PKF Littlejohn and is published on the website, members of the public may make an appointment to view the accounts with the Clerk.

Policies – there are three on the agenda to re-adopt, with no changes to them. Badger building – contact regarding the filling of the Pitfield and the burnt hedge on the main road. No update received from either of the issues. Norse – contact was made to remove an armchair from the bus shelter. BT Phoneline – A new contract has been set up with BT, this will start shortly and will be £21.40 + VAT per month. Coffee Morning – a resident spoke to me about bales being carted through the village and dispersing pieces of straw. I said that Highways could be contacted but did not think they would do anything to tidy it up. Advertising Revenue – 6 invoices have been sent to local businesses for the advertising in the Newsletter. This is an income of £425. The editor is trying to persuade more companies to advertise in the newsletter. Clerks' expenses – this is for two keys for the noticeboard on the village hall, one key has been given to Cllr Ransome. Internal Transfer – I have transferred £1,000 to the current account to cover the expenditure, when the funding I received for the play equipment, this money will be transferred back to the savings account. Annual Leave – please note that I will be on Annual Leave on Monday 4th October.

11492 Clerk's Report on urgent decisions

None

11493 Matters arising from the Clerk's report.

Cllr Holden proposed that the Equality & Diversity Policy, Health & Safety Policy and the Freedom of Information Policy be re-adopted, this was seconded by Cllr Galloway and agreed by all.

Cllr Revell commented that there was a report of someone living in the bus shelter, the armchair has been removed and all the rubbish has been taken away.

Cllr Holden commented that there are litter pickers in the billie box if needed for clearing the rubbish.

11494 Matters arising from the Parish Council meeting held on Wednesday 25 August 2021.

10.1 Grass cutting of Carlton Green – Cllr Buttle said that she is continuing to try and contact Norse, but they are not responding to emails or phone messages, the grass is still being cut.

ACTION: Cllr Buttle to continue to try and contact Norse.

10.2 Main Road Ditch – Cllr Buttle said that NJB Contractors quote had been approved and the company has been given the go ahead, but not sure on a start date yet.

ACTION: Cllr Buttle to update the Council with a start date for the work when given.

10.3 Spinney Pocket – Cllr Buttle said that both hedges have been cut back. Still awaiting a quote to manage the area. An email has been sent to Hollesley Bay to see if they have any volunteers that could assist with the work in Spinney Pocket.

Cllr Revell said that the volunteers would need to be supervised all the time.

ACTION: To carry over to the next month.

10.4 Recreation Ground Fence – Cllr Revell suggested that this item is removed from the agenda. This was agreed by all.

10.5 Play area inspection – Cllr Buttle reported that the new disclaimer signs for the play area had been collected and awaiting erection.

ACTION: Cllr Buttle & Cllr Holden to erect the signs at the play areas.

10.6 Carlton Meres Signage – Cllr Revell suggested that this should be postponed until the planning appeal has been confirmed, where one of the conditions was further signage.

10.7 Fingerpost sign – Cllr Holden reported that there was no update at this present time, he will take photographs to send with the request for the quotes.

ACTION: Cllr Holden to take photos of the fingerpost sign and obtain quotes.

10.8 DSR Energy – The Clerk had circulated the photos of Solar Parks.

10.9 Grass cutting and verges – Cllr Revell said the SCC and ESC had acknowledged the email stating the grass cutting wishes of the PC.

Cllr Galloway said that SCC will cut grass verges where there is a safety issue.

10.10 The Gull – Cllr Buttle reported that she had looked at the Gull and it didn't look any different to the rest of that area. When the heavy rain occurs, it will wash the undergrowth away. The Environment Agency will monitor this and clear if required.

10.11 Biodiversity Group – Agreed to defer until October.

10.12 SID representative – Cllr Holden said this is ongoing, the latest data showed about 1,000 vehicles in a week, the highest speed recorded was 75mph. Traffic calming measures do need to be considered.

11495 Parish Council Matters

11.10 Pitfield, Butchers Road.

Cllr Revell said that this item was brought forward as it was of interest to the member of the public in attendance. Following on from many emails, it was clear how much distress was being caused to the residents of Bridge Street by the constant movement of dumper trucks filling the pit. The PC formally apologises to those residents for the disruption they have suffered. The issue is with all these types of projects, it does cause a problem somewhere. The PC acted in the best interest of the biodiversity in that area, and SCC granted the application. The way forward would be to ensure residents on route of these projects are properly informed. There were several dumpers loads, and if this amount of soil was to be moved elsewhere it would have been many lorry loads.

The member of the public commented that there was at least 8,000 tonnes of soil moved to landscape this site. The SCC enforcement officer came out and he was worried about one tree. SCC should have sent out letters to all of the residents notifying them of the proposed disruption.

Cllr Revell said the PC always tries to act in the best interest of the village. More communication in such projects could be the way forward. There will be an apology to the residents in the newsletter.

The member of the public left the meeting at 8.30pm.

11.1 Kelsale Village Hall: Cllr Revell reported that a report had been circulated from the Village Hall Committee.

Cllr Galloway said that if Stephen Burroughes had attended the meeting he would like to talk about the refurbishment of the village hall, this he hopes to do via a Zoom meeting with the committee. He would like a second quote to complete the work.

Cllr Revell said that the flowerpots have been moved out the front of the hall, it does look better. That area needs the slabs levelling and a couple of benches would look nice out the front.

ACTION: Cllr Harker to mention the benches and tidying the area at the next Village Hall meeting.

11.2 Power projects/Sizewell C: Cllr Galloway reported that this phase of the consultation ends on the 14th October. There is a meeting about the desalination plant on the 6th October. Cllr Revell thanked Cllr Galloway for her continued support and work with this project.

11.3 BSR Energy Proposed Solar Park – Cllr Galloway informed the PC that a letter had been received from BSR Energy, this offered the PC £21,000 as a one-off payment if the proposed solar park is given the go-ahead. A response must be submitted by the 7th October, should the PC accept this, would people see it as a potential bribe, we are not the first PC to be offered this sort of payment. There is to be 160 acres of solar panels. Cllr Revell proposed that the PC accept the offer of £21,000, as ESC will make the final decision as to whether the project is given the go-ahead, this was agreed by all the Council.

11.4 Nautilus Interconnector – Cllr Galloway commented that the PC needs to respond to the consultation. The proposed site is near Peakhills, which is in a Quiet Lanes area, opposite a small campsite. This is a compulsory purchase site. The map shown in the presentation was circulated before, therefore why is the PC being consulted now.

Cllr Revell said that the interconnector is a very large building.

Cllr Weaver said that she would put a response together to submit to Nautilus.

11.5 Funding for the recovery of the footpath: Carry over to the next meeting.

11.6 Trees on the Car Park: Cllr Buttle commented that a resident of the houses next to the car park had sent an email about the size of the trees on the edge of the car park. These trees

are very large and need topping.

ACTION: Cllr Buttle to obtain quotes to top the trees on the edge of the car park.

- 11.7 Bonfire event:** Cllr Buttle commented that the organising of the event is going well. The glow sticks for the event need to be purchased. It was agreed by all to allow a budget of £50 for the purchasing of the glow sticks.

- 11.8 Carlton Green Play Area:** Cllr Buttle commented that all the work has been completed, with the safety matting being put in place and the swings refurbished. New play equipment installed; basket swing funded by East Suffolk Outdoor Play space Fund.

- 11.9 Dark Sky Site in Kelsale-cum-Carlton:** Cllr Galloway commented that Cllr Dickerson had circulated some information relating to a dark sky site. People like to visit the site and look up at the stars. Cllr Dickerson had offered the use of his garden. It was agreed by all to accept the offer of the use of Cllr Dickerson's Garden for a Dark Sky Site.

- 11.11 Re-adoption of the Equality & Diversity Policy, Health & Safety Policy and the Freedom of Information Policy –** Please see item 11493.

11496 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/21/4328/VOC – Town Farm, Town Farm Lane, Kelsale-cum-Carlton, IP17 2RJ.

Variation of condition No 1 of DC/20/3805/PN3 – Prior notification – The building will be converted to provide one, 2 bedroom single storey dwelling.

This application had been circulated to all Councillors.

The PC agreed not to object to this development, with one abstention.

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

DC/21/4341/FUL – Hillview Cottage, Kelsale-cum-Carlton, IP17 2RA

Two storey side and rear extension.

This application had been circulated to all Councillors.

The PC agreed to talk to the neighbours and feedback a response to the Clerk for submission.

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

DC/21/4206/FUL – The Poachers Pocket, Rosemary Lane, Kelsale-cum-Carlton, IP17 2QS

Single storey extension to existing pub kitchen at rear of building.

This had been circulated to all the Councillors prior to the meeting.

The PC agreed to review the plans and then report back to the Clerk with a response.

Cllr Revell commented that the appeal had been given in favour of Carlton Meres siting a further 50 static caravans. The way off the Carlton Meres site should be turn right, with extra signage showing this. Curbing should also be put in place to prevent vehicles turning left.

Cllr Revell said that there has been many emails regarding the Carlton Industrial Park. The submissions are split, the residents of Carlton Park can see the development from their houses. The main site is in the Local Plan, not the extended site. There is no formal planning application yet.

11497 Financial Matters

13.1 Financial Statement since the August meeting. See Updated Finance Report of 29th September 2021.

Cllr Galloway proposed the payments, this was seconded by Cllr Holden and agreed by all.

13.2 To approve and sign the bank statements: The Bank Statement to 31st August 2021 and a financial reconciliation were brought to the meeting and were signed by the Chairman. All Councillors agreed the reconciliation.

11498 To Receive Reports from Portfolio Holders and Liaison Representative

Cllr Holden reported that there is a board missing from the bus shelter.

ACTION: Cllr Holden to repair the bus shelter if the board is laying close by.

B7: Tree and open spaces.

Cllr Buttle commented that Melvin Mann has cut the hedge along side the road, and the Sandy Stiltball fungus is not affected.

Christmas Tree: Cllr Galloway asked if the PC would be organising a Christmas Tree this year.

ACTION: Cllr Buttle to send out letters asking for a donation towards the Christmas Tree.

Remembrance Sunday: Cllr Revell asked if there has been any communication regarding the Remembrance Service. Cllr Revell kindly offered to pay for two wreaths, one for the School and one for the PC.

ACTION: Clerk to contact Saxmundham Town Council to see if there is any decisions regarding the holding of the Remembrance Service.

11499 Items for consideration for inclusion on the next agenda

As listed within the minutes.

11500 Correspondence

Layby: Cllr Revell commented that an email had been received from a resident concerning a layby within the village, some of the items being left in the layby are disgusting. We need to discover who owns the layby; can something be done about shutting it off.

ACTION: Cllr Stewart to investigate ownership of this area.

Carlton Road: Cllr Revell said that an email had been received about the increase of dog fouling on the Carlton Road footpath around the school area. There are dog bins at each end of the footpath but not in the middle. A note could be placed in the Community News reminding people to tidy up after their dogs. Signs could be placed in the area.

ACTION: Clerk to notify Newtide Homes of the amount of dog waste in the area. Ask Norse for the cost of another dog waste bin.

Climate & Ecology Bill:

ACTION: Place on the agenda for the next meeting.

11501 To consider excluding the public and press

No considerations were necessary.

11502 Excluded items

There were none

11503 Date of the next meeting

The next Meeting is to be held on the 27th October 2021 at 7pm, this will be held in the Committee Room of the Village Hall.

The Chair closed the meeting at 9:30pm.

Signed: Chairman Dated:

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

**MINUTES OF THE PARISH COUNCIL MEETING HELD ON
WEDNESDAY 27th OCTOBER 2021
AT 7:00PM IN THE MAIN HALL OF THE VILLAGE HALL**

Present at the meeting:

| | |
|-----------------------------------|----------------------|
| Cllr Alan Revell (Chair) | Cllr Keith Dickerson |
| Cllr Edwina Galloway (Vice-Chair) | Cllr Traci Weaver |
| Cllr Claire Buttle | Cllr Simon Ransome |
| Cllr Susan Major | |

In attendance: 0 member of the public.

Welcome by the Chairman.

11504 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.

11505 Reports

Report by County Councillor Richard Smith

Richard Smith thanked the Parish Council for the invitation to the Remembrance Sunday, he can attend and lay a wreath on behalf of the SCC. Nautilus – SCC sent a response, none of the sites proposed are acceptable. If an amicable solution may be found this subject can then be moved on. The sites mentioned, Saxmundham, Kelsale-cum-Carlton and Theberton are not suitable. Sizewell C – SCC are waiting to hear what the recommendations are in January. Central Government has given its point of view and it is not looking very good. Richard Smith will try to get support for the villages regarding the way forward. COVID – Suffolk has done very well in the past, but this has changed. Last information received stated that Ipswich was the third highest with cases, on the list in England. Schools seem to be where it is happening and spreading. Mask wearing has been recommended in schools. Booster jabs are available after 6 months; although we do not need to wait for 6 months, if your last jab was more than 182 days ago then you may book an online appointment, call 119 or que in a walk-in centre. Saxmundham surgery continues to have a good record for vaccinations.

Cllr Galloway thanked Richard Smith for his support with Sizewell C.

Cllr Revell thanked Richard Smith for attending.

Richard Smith left the meeting at 7.10pm.

Report by District Councillor Burroughes

Written report received from Stephen Burroughes, and apologies received.

The Chair formally opened the meeting at 7.10pm.

11506 To receive apologies for absence – Cllr Harker, Cllr Stewart, Cllr Holden, District Councillor Stephen Burroughes and The Clerk.

11507 To accept apologies for absence – Accepted.

11508 To record absence without apologies – Cllr Ellis.

11509 Declarations of Interest – None.

11510 To consider any dispensations – None.

11511 To consider the Approval of the draft minutes of the Parish Council meeting held on 29th September 2021.

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 Weaver and agreed by all.

11512 Parish Clerk's Report

Norse – contact had been made with Norse regarding the cost of another dog waste bin, the total is £246.56. Newtide Homes – Having spoken with the housing association that owns the houses near the offending area where dog mess is left, they had commented that they are unable to enforce the need for dog owners to clear up after their pets but would note the issue. Remembrance Sunday – Contact has been made with the WI, IP17 GNS, and Saxmundham Town Council. The WI are unable to assist with the refreshments for after the service. The main hall in the village hall has been booked. The poppy appeal, two trays will be in the village hall, one in the committee room and the other in the Social Club. Transfer - £1,000 has been transferred to the Savings account from the Current account, as mentioned at the last meeting, due to the funding being received for the play equipment. Councillor attendance – if a Councillor apology has not been accepted at a meeting and this has happened for 6 continuous months, that Councillors position will cease. We do have a Councillor that has missed several meetings, but their apology has always been accepted. Queens Green Canopy – trees may be planted, this will be marked on a map and then sent to the Queen. It is hoped to plant 700,000 trees. There are three groups of people including the Woodland Trust, who are able to donate trees for planting. The trees come in packs of 50, but consideration needs to be taken into where these trees are planted as they will need to be maintained. Nativity – an email has been received requesting the use of the recreation ground for a nativity using real animals. It was agreed that this was a good idea, but dogs should not be allowed on the field at the same time.

Cllr Buttle commented that the football pitch is to be used in the morning, but the recreation ground will be empty by lunchtime on that day.

A VAT refund has been submitted for £1051.73 this is the amount due for the second quarter of the year.

11513 Clerk's Report on urgent decisions

None

11514 Matters arising from the Clerk's report.

Cllr Revell said that the issue of the dog mess in Carlton Road should be monitored for the moment.

Cllr Galloway said there is already 2 bins in that area, if we place another one would people pick up the waste and place it in the bin. In the Community News it states that there is to be a Christmas Fayre on the 11th December between 1-5pm, with a nativity on the recreation ground.

Cllr Revell commented that there has been a lot of communication surrounding the Remembrance Sunday. The WI has not been able to provide the refreshments for the afternoon, the Village Hall committee have volunteered to assist with this. The main room is to be used. Volunteers will be needed to serve the teas and coffee, and it would be nice to provide some cake and scones. After some thought, the Bakers in Saxmundham have been approached for a quote to prepare some cakes and scones, but there has been no response. How much food is needed? There may be 50-60 people.

Cllr Buttle said she would approach someone to make some refreshments and ask for a quote. Cllr Revell said that an amount needs to be agreed for the refreshments.

It was agreed by all that £100 could be used for the refreshments.

Cllr Ransome said that the Remembrance Sunday parade on the 14th November will meet at 2.15pm in the car park, ahead of the parade to the Church.

Cllr Revell said that the 'non-attendance of a Councillor' at a PC meeting is an undesirable situation. This will need to be investigated further, possibly a letter to the Councillor. Cllr Revell and the Clerk to discuss this further.

Cllr Revell said that the Nativity on the recreation ground has been agreed by all.

Cllr Dickerson commented that the Queens Green Canopy is on the Biodiversity Group agenda for further discussion.

11515 Matters arising from the Parish Council meeting held on Wednesday 29 September 2021.

10.1 Grass cutting of Carlton Green – Cllr Buttle said that nothing has been heard from Norse, the grass is continuing to be cut. It was agreed to remove this from future agendas.

10.2 Main Road Ditch – Cllr Buttle said that NJB Contractors are aware of the need to start as soon as possible but as yet no start date has been confirmed.

ACTION: Cllr Buttle to update the Council with a start date for the work when given.

10.3 Spinney Pocket – Cllr Buttle said there was no response from Hollesley, this will be chased again

ACTION: To carry over to the next month.

10.4 Play area inspection – Cllr Buttle reported that the signs have been erected in the play area, and the notice board is up too.

10.5 Carlton Meres Signage – Cllr Revell suggested that this should be postponed until the planning appeal has been confirmed, where one of the conditions was further signage.

ACTION: Carry over to the next month.

10.6 Fingerpost sign – Cllr Ransome commented that he may have found someone willing to repair the sign for £20. Cllr Holden is to locate the missing part of the sign.

ACTION: Cllr Holden to find the missing part and pass it on to be repaired. The sign needs to be moved away from the edge of the road, so that it does not get knocked into again.

10.7 Biodiversity Group – It was agreed to remove this item off the next agenda as the leaflets are not yet ready.

10.8 SID representative – Cllr Galloway commented that an email had been received from SCC Highways, the parish would not be receiving any calming measures. Figures from the SID have been sent to show how bad the area is for speeding vehicles, but SCC Highways state that this is the same for many of the other areas. This area is not serious enough.

Cllr Ransome stated that our area is not serious enough until accidents start to happen.

It was agreed to remove this from the agenda.

10.9 Kelsale Village Hall – Cllr Revell said he was unsure if Cllr Harker had mentioned the benches at the latest VH meeting.

ACTION – Place on the agenda for the next meeting.

10.10 BSR Energy – Cllr Dickerson commented that the agreed money from the BSR Energy is for the community benefit. There is more money on site for the Biodiversity. The response to BSR should ensure that the PC are under no obligation to agree or disagree the proposal for the solar park.

Cllr Weaver said that she hopes the residents will not see the acceptance of the money as a way of agreeing the proposal.

Cllr Revell said once the solar has had received the go ahead or been refused, it should be made clear to the residents that the money would not be accepted as a way of swaying the Councillors decision. It is important that this information is clear to the residents.

Cllr Dickerson commented that the PC declined a £500 donation when the Pitfield site was going on, as the PC did not wish to be seen as biased.

Cllr Revell agreed that the PC should be careful as this could be seen as a gift to persuade the PC decision, the discussion held said that we did not wish to lose out on £21,000 for the village.

Cllr Weaver said that the PC just needs to clarify the position to the residents, to assure them this is not a form of bribe.

Cllr Dickerson suggested that the PC makes the decisions made clear, noise, disruption etc. Cllr Revell said that PC could place an article in the Community News to clarify the decisions made after the application.

10.11 Trees on the Car Park – Cllr Buttle met with a Tree Surgeon to look at the trees at the end of the Car Park. He commented that the trees are mostly conifers and that they could be removed completely. This is not going to be an easy job due to the cables and access to the trees. A quote of £1260, has been given to top the trees. This is a conservation area, so if the trees were removed completely an ideal replacement would need to be considered.

ACTION: Cllr Buttle to talk to Nick Newton ESC Tree Officer to gauge his opinion. Obtain a quote to remove all the conifers.

10.12 Dark Sky Site – Cllr Dickerson said that he will progress with registering the Dark Sky Site but will require a signature from the Clerk.

10.13 Bus Shelter – Cllr Revell commented that he had replaced the missing wooden slats from the bus shelter, but he would need to order more wood to have in his reserve at that job used the last piece of wood he had. It was agreed by all that £30-40 may be spent on the reserve replacement slats.

10.14 Christmas Tree – Cllr Buttle reported that she had sent letters to all the businesses on Carlton Industrial Park, and there was only one reply from CRASL who have very kindly offered to fund the whole tree. The village hall are holding a Christmas Event and it has been agreed to switch the lights on the Christmas Tree at the same time.

10.15 Carlton Road – This item was covered under 11514.

10.16 Layby – Carry this item over to the next meeting.

11516 Parish Council Matters

11.1 Kelsale Village Hall: Cllr Revell reported that a report had been circulated from the Village Hall Committee.

Cllr Ransome added that pre-planning had been applied for, this was to seek permission for colours on the exterior while retaining the current green door; fire safety door at the end of the ground floor kitchen, resolving the level issues outside the Committee Room which are causing damp; and some replacement windows. The Village Hall Committee are looking for some funding from CIL to assist with the cost of a possible lift to allow better access to the main hall.

Cllr Revell thanked Cllr Ransome for the report.

11.2 Power projects/Sizewell C: Cllr Galloway reported that an email has been circulated to all regarding the transport group that Kelsale-cum-Carlton has been invited to join. One of the Councillors will need to be nominated for this role.

Cllr Weaver commented that she would be willing to join this group on behalf of the PC.

Cllr Galloway said that currently comments are being awaited from the Planning Inspectorate concerning Sizewell C. There is a meeting next week with the Suffolk County Highways team regarding the Fordley Road, and some of the residents of the village are concerned about the outcome of this meeting.

Cllr Revell commented that some of the residents are concerned about the possible rat running along Fordley Road. ANPR enforcement could be used in the right place, if a vehicle deviated from its approved route to Sizewell. This was talked about some time ago.

Cllr Galloway said that a fear of the residents is that the Sizewell traffic will hog some of the main routes, displacing the other vehicles along the side roads/lanes.

Cllr Weaver suggested that a form of congestion charge could be enforced.

Cllr Revell agreed with the use of the new technology to assist with the traffic issues.

Cllr Galloway reported that there is no way that the Fordley Road will be blocked off as Middleton could not agree with the closure.

Cllr Revell said that local residents will use the smaller roads. The relief road will be much easier taking traffic from the A12. The relief road is designed to take beyond capacity as it stated in the documents.

Cllr Buttle said who would be responsible for the ANPR cameras.

Cllr Revell said that the developer would need to employ an approved self-governing body. Since the ANPR's have been mentioned the size of the camera's have become much smaller.

Cllr Revell thanked Cllr Galloway for her continued support and work with this project, and Cllr Weaver for offering support as well.

11.3 BSR Energy Proposed Solar Park – Cllr Galloway said that the PC has been asked what we would like to spend the Solar Park funding on.

Cllr Revell asked if the PC is to have some CIL money as well as this funding?

Cllr Dickerson said that it would be nice to have £2000 to spend on the Spinney Pocket Park.

Cllr Galloway said that the Spinney Pocket Park is not really infrastructure.

Cllr Ransome said that having gone through the various things that the Village Hall requires, The area out the front of the village hall could cost up to £40,000 and the lift £35,000, that is a lot of money that could be spent on making the Village Hall more accessible to all.

Cllr Revell commented that whatever the PC decides to spend the money on it needs to make the justification for it. The lift is very important, is there any disability grants that could be used to assist with the payment for the lift?

Cllr Galloway said that the need for a lift in the village hall was considered about 15 years ago. It would be justifiable for the BSR and some of the CIL money to be used for accessibility at the Village Hall.

Cllr Buttle suggested that a lift not just the size to take a wheelchair but slightly larger would benefit hirers of the village hall for moving equipment upstairs to the main hall.

Cllr Ransome stated that the outside area of the Village Hall up to the road edge is £20,000. The area of paving needs to be lowered as it is too high, hence the damp walls in the Committee Room.

Cllr Revell said that it is important to sort the front of the building as it is very popular for people taking photos, it is the village centre.

Cllr Galloway said that if the PC supports these items of necessary work, the Village Hall Committee may be able to apply for match funding.

Cllr Ransome said that if the Village Hall Committee are able to have a successful insurance claim that may be as much as £20,000.

Cllr Galloway proposed that any money from BSR and the CIL money goes towards the refurbishment of the Village Hall, this was seconded by Cllr Buttle, and a unanimous vote of agreement from all the Councillors.

11.4 Nautilus Interconnector – Cllr Weaver commented that a drafted response to Nautilus had been circulated to all, then submitted before the deadline. ESC made some good points.

Does the PC work with other PC's to submit a joint response?

Cllr Galloway said it was important to work with other PC's as it gives a better impact.

Cllr Revell thanked Cllr Weaver for her work on this.

11.5 Funding for the recovery of the footpath: Carry over to the next meeting.

11.6 Bonfire event: Cllr Buttle commented that the organising for the event is going very well, but more helpers for the evening is required.

11.7 Christmas Tree: Already covered in 11515/10.14

11.8 Meeting dates for next year: Cllr Revell commented that the dates for the next year's meetings have been circulated. All agreed the dates for the 2022 meetings.

11.9 Priority List for the Budget 2022-23: Cllr Galloway commented that the PC needs to look at the general operating costs over the past two years.

Cllr Revell said that the fixed costs are easy to predict but it is the other items that are more difficult, like the Remembrance Sunday refreshments, which are not budgeted for. The Quarterly Accounts print out shows what percentage of the money is used. Only underspending on travelling expenses etc give us a surplus. It would be nice to have a small surplus by increasing the precept slightly. We would need to make the residents aware of what we spend it on.

11.10 Remembrance Sunday – as covered in 11514.

11.11 BSR & CIL Money – as covered in 11516/11.3

- 11.12 Queens Green Canopy** – Cllr Dickerson said that the Biodiversity Group would be working with this. Getting the trees is not a problem but finding a suitable location is an issue.

11517 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/21/4827/TCA – St Mary & St Peter’s Church, Church Lane, Kelsale-cum-Carlton, IP17 2NZ.

T1-T4 Lime Trees (of pollard form). 4 x trees to re-pollard back to the previous pruning points. These trees are close to my client’s family grave. This is maintenance which my client is prepared to pay for, to keep the family grave maintained and tidy.

This application had been circulated to all Councillors.

The Councillors had no objection to this application.

ACTION: Clerk to notify ESC of the PC’s decision.

11518 Financial Matters

13.1 Financial Statement since the September meeting. See Updated Finance Report of 25th October 2021.

Cllr Buttle proposed the payments, this was seconded by Cllr Weaver and agreed by all.

13.2 To approve and sign the bank statements: The Bank Statement to 30th September 2021 and a financial reconciliation would be brought to the next meeting to be signed by the Chairman.

13.3 To approve the Quarterly Accounts

Carry over to the next meeting.

11519 To Receive Reports from Portfolio Holders and Liaison Representative

Cllr Weaver offered to work on the Energy Projects portfolio, as well as the planning group.

E4: Kelsale Village Enhancement & Conservation Area Group.

Cllr Ransome said that there is a ditch along Sandy Lane, that has some stagnant water in it. Cllr Revell commented that this was an issue some years ago and the environment agency were involved. The ditch runs along and could have water in it from a septic tank.

Cllr Ransome said the water does move into a water course and he will monitor this.

E1: Biodiversity Group.

Cllr Dickerson reported that the Biodiversity Group has been to the Solar Park proposed site and was shown the proposal for the site. The Group offered some suggestions, and looked at the fencing, hedges etc.

Cllr Galloway asked if there was any mention of the deer fencing.

Cllr Dickerson said that the proposal includes separate fences so that the deer may pass through the site.

C2: Christmas Lunch.

Cllr Buttle commented that the Christmas Lunch is not taking place this year, but it is intended to send out a Christmas Card again this year.

There is a Christmas Fayre on the 11th December, and Carol Singing in the Village Hall on the 18th December.

11520 Items for consideration for inclusion on the next agenda

As listed within the minutes, plus the Patient Participation Group.

11521 Correspondence

11522 To consider excluding the public and press

No considerations were necessary.

11523 Excluded items

There were none

11524 Date of the next meeting

The next Meeting is to be held on the 24th November 2021 at 7pm, this will be held in the Committee Room of the Village Hall.

The Chair closed the meeting at 9:00pm.

Signed: Chairman Dated:

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

**MINUTES OF THE PARISH COUNCIL MEETING HELD ON
WEDNESDAY 24th NOVEMBER 2021
AT 7:00PM IN THE MAIN HALL OF THE VILLAGE HALL**

Present at the meeting:

| | |
|-----------------------------------|----------------------|
| Cllr Alan Revell (Chair) | Cllr Keith Dickerson |
| Cllr Edwina Galloway (Vice-Chair) | Cllr Rob Holden |
| Cllr Claire Buttle | Cllr Simon Ransome |
| Cllr Susan Major | Cllr Mark Stewart |

In attendance: 7 members of the public.

Welcome by the Chairman.

11525 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.

All the members of the public present were there to listen to the presentation by Development Manager Jonathan Clogg on behalf of Roger Skinner, Carlton Industrial Site, and ask questions following on from it.

11526 Reports

Report by County Councillor Richard Smith

Absent

Report by District Councillor Burroughes

Written report received from Stephen Burroughes, and apologies received.

Cllr Revell invited Jonathan Clogg to introduce himself and proceed with the presentation.

Jonathan Clogg explained that he was representing Roger Skinner and was the development Manager for the Carlton Park Industrial Site.

The site is currently 160,000 square feet of industrial unit to be built which will employ 180-200 people. The Local Plan identifies the Carlton Site as an important employment hub. In the past the site was owned by the MOD as a store's depot in the Second World War. The site has grown over the years, with B1a offices, B1b, B2 general industrial, and B8 warehousing. The Local Plan identifies the need for further development in this area. The proposal is for an additional 96,000 square feet. It was agreed, following in from a Zoom meeting earlier in the year, that a follow up meeting would be arranged to inform the PC of the updates. The application has many disciplines to go through, including drainage, traffic implications etc. It is hoped that the application will be ready to go to the Planning Department in early December. The application is all self-contained, with the parking for HGV's etc on site. There are no external yards for builders' yards. There will be no streetlights, the roads will be private and managed well. If the development is approved, it will start next Spring, there will be street lighting but it will be low level on 1m high pillars rather than conventional street lights on 4m poles. The close by Carlton

Church is Grade 2 listed, and this has been considered carefully in the plans. The Pillbox will remain. Enhanced planting will take place along the Western boundary to create a wildlife corridor. There is to be a wildlife zone, which will include a pond, natural flowers, a badger location. Taking care of the ecology is very important. Any common Newts, Slow worms will be catered for.

Cllr Revell asked what the distance was between the west of the site and Carlton Hall.

Jonathan replied that is about 58 metres. The heights of the buildings proposed are between 7.5 and 10 metres. The single storey café will be 4.5 metres, from ground level.

Cllr Dickerson asked what was happening with the soil.

Jonathan replied that some of the soil will be used on site the rest will be taken away.

A member of the public (MOP) enquired how far the proposed café is from the road and their property?

Jonathan replied that the distance is about 54m.

MOP asked if the additional neighbours have been spoken to, those living the opposite side of the road.

Jonathan replied that the other neighbours have not been spoken to as there is a hedge between them, and the impact is less.

MOP asked if the café could be moved to the other side of the site, where the current car park is sited.

Jonathan said that those comments have been looked at and the change of sites between the car park and the café is not viable.

MOP asked if the traffic has been considered, will this be 24/7 usage from HGV's.

Cllr Revell responded that Carlton Road has a weight limit on it, so the old A12 will be the main road access for the site.

Jonathan said that Monday-Friday the site will be busy, with the weekends being lighter usage.

MOP asked about the water drainage for the site.

Jonathan said that the site will have surface water drainage, which will be reabsorbed into the ground, the sewage will go into the drains on site where it will be treated by a sewage treatment plan, where clear water will then be produced and then reabsorbed into the ground or sent out into the local river.

6 members of the public left at 7.53pm.

Cllr Dickerson asked if an Ecological Assessment had been undertaken.

Jonathan replied that 4 assessments have been undertaken and sent through to the ESC. These are not available to share due to the inclusion of the location of badger setts, but a summary could be sourced after the planning application has been submitted.

Cllr Dickerson said that the Biodiversity Group would like to complete a survey on the site which Jonathan agreed but only after the planning application has been submitted.

Cllr Buttle asked if any more consideration had been taken to providing School car parking.

Jonathan said that this is not possible as the School is too far away and they do not own the land closer.

Cllr Ransome asked if the proposed site was visible from Carlton Park.

Jonathan said that the site is surrounded by a mound and trees.

Cllr Revell said there will be a light pollution impact from the proposed site.

Jonathan replied that there will be task lighting, not 24/7, there will also be a 3m high acoustic screen.

ACTION: Jonathan to forward draft proposed plans to the Clerk for circulation to the Cllrs.

Jonathan Clogg left the meeting at 8.05pm.

MOP stated that the café is going to be an issue.

Cllr Revell said could the buildings nearer to Carlton Park have restricted use, to help remove some of the impact.

1 member of the public left at 8.10pm.

The Chair formally opened the meeting at 8.10pm.

11527 To receive apologies for absence – Cllr Harker, Cllr Weaver, District Councillor Stephen Burroughes and County Councillor Richard Smith.

11528 To accept apologies for absence – Accepted.

11529 To record absence without apologies – Cllr Ellis.

11530 Declarations of Interest – None.

11531 To consider any dispensations – None.

11532 To consider the Approval of the draft minutes of the Parish Council meeting held on 27th October 2021.

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 Ransome and agreed by all.

11533 Parish Clerk's Report

Queens Green Canopy – packs of trees are still available, and there are approved plaques that may be purchased at a cost of £85 +VAT. Nativity on the recreation ground is to have a donkey and sheep. Remembrance Sunday service was well attended. VAT refund of £1051.73 has been received. At the coffee morning a couple of residents has asked about a gully clearing and a footpath clearing. These has been forwarded to SCC and ESC and the residents informed. Scribe – I attended a webinar about budgeting and forecasting. Draft budget is included on the agenda for discussion. Car Park - this was closed earlier in the month for some maintenance; do the Councillors this has been adequately completed. Advertising revenue – there has been a couple of outstanding invoices which I have chased, and Liz is working to encourage more businesses to advertise in the newsletter. Norse – two emails have been sent to Norse requesting the grass cutting invoice, the emails have not been acknowledged.

11534 Clerk's Report on urgent decisions

None

11535 Matters arising from the Clerk's report.

Cllr Revell said that he will contact Mr Ruth to see if the car park work has been completed.

11536 Matters arising from the Parish Council meeting held on Wednesday 27 October 2021.

10.1 Main Road Ditch – Cllr Buttle said that NJB Contractors are aware of the need to start as soon as possible but as yet no start date has been confirmed.

ACTION: Cllr Buttle to update the Council with a start date for the work when given.

10.2 Spinney Pocket – Cllr Buttle said there was no update.

ACTION: To carry over to the next month.

10.3 Carlton Meres Signage – Cllr Revell suggested that this should be postponed until the planning appeal has been confirmed, where one of the conditions was further signage.

ACTION: Carry over to the next month.

10.4 Fingerpost sign – Cllr Holden said there was no update.

ACTION: Carry over to next month

10.5 Kelsale Village Hall – Cllr Revell said he was unsure if Cllr Harker had mentioned the benches at the latest VH meeting.

ACTION – Carry over to the next month.

10.6 Trees on the Car Park – Cllr Buttle met with Nick Newton, ESC Tree Officer, who suggested that the conifer trees be removed, and the maples remain. A tree surgeon has quoted £2,480. There are 2 more quotes to follow. The bank on the edge of West View opposite the entrance to the recreation ground needs to have the conifers reduced to the

height of the fence, this would cost an additional £350.

ACTION: Cllr Buttle to collect further quotes for the removal of the trees.

10.7 Layby – Cllr Stewart reported that to find the ownership of the layby would mean a land registry search which would cost money and maybe not give any specific result.

Cllr Holden asked if blocks could be placed on the layby to prevent people from stopping there. Cllr Stewart said that the blocks would not be a suitable answer, the owner uses the area to access the fields.

Cllr Revell said the resident that litter picks the area, does not find pleasant things.

It was agreed to wait and ask residents if they know who the owner of the area is.

11537 Parish Council Matters

11.1 Kelsale Village Hall: Cllr Ransome read out a verbal report from the Village Hall Committee. Plans have been circulated to the Social Club showing the proposed changes to the Village Hall. A meeting with Robert Srimgeour was very useful. A new quote for the front of the village hall has been received, and it is £6,000 which is much less than the first quote. Two contractors have quoted to complete the exterior painting.

The Councillors looked at the two quotes and Cllr Ransome proposed the quote from Martin Ling, this was seconded by Cllr Stewart and agreed by all.

11.2 Power projects/Sizewell C: Cllr Galloway reported that she will attend a meeting which is to be held at Snape on Monday, any important points will be circulated to the Councillors. A meeting has taken place with the Chairman of Middleton-cum-Fordley Parish council and the Highways Team. Notes from the meeting have been circulated to all. What kinds of traffic calming measures would be suitable for Fordley Road?

Cllr Dickerson suggested that the road is closed apart from access for pedestrians and cyclists.

Cllr Galloway said that she would feedback our comments. There should be an update from the Planning Inspectorate by the 14th January 2022.

11.3 BSR Energy Proposed Solar Park – Cllr Galloway commented that there had been no update on this.

Cllr Dickerson said that the sale of BSR energy may have an impact on the go ahead.

Cllr Ransome said that a new company would need to keep the promises already negotiated.

Cllr Revell said that County Councillor Richard Smith will help support the parish with the solar park.

Cllr Galloway commented that when the formal planning application is submitted, then our comments can be reported.

11.4 Funding for the recovery of the footpath: Carry over to the next meeting.

11.5 Bonfire event: Cllr Buttle commented that the event went very well, thanks to those that helped with this. A profit of £936.20 was left after all expenses have been paid. If anyone would like to take over the Bonfire Event next year, then Cllr Buttle would be happy to pass it on. Cllr Revell suggested that the Bonfire event tasks should be delegated to others to share the job.

Cllr Galloway proposed a vote of thanks to Cllr Buttle, this was agreed by all

11.6 Christmas Tree: Cllr Buttle said the tree is to arrive on the 6th December, Cllr Holden, Cllr Ransome and Cllr Weaver to assist with the erection of the tree.

11.7 Queens Green Canopy – Cllr Dickerson said that this has been discussed at the recent Biodiversity Group meeting. They have located a possible site for a copse with new trees planted on the Pitfield Site, which could be dedicated to the Queens Green Canopy. There are also many sites for new hedges including Rosemary Lane.

ACTION: Cllr Dickerson to report to the January meeting.

11.8 Spinney Pocket Park – Cllr Dickerson said that the Biodiversity Group had submitted a management plan in Spring 2020 but there had been no budget at that time to fund it. This included the thinning out of some of the trees to allow more light to reach the ground. The Biodiversity Group would mark the trees intended to be removed. We could then plant sn

understory of Hazel, Holly and Spindle and seed more wildflowers. £2,000 is required for a project to get the wood into a suitable state where it could be managed more cheaply on an annual basis. Could this amount be included in the PC budget?

11538 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/21/4962/VOC – Land Off Main Road, Kelsale-cum-Carlton.

Variation of Condition No's 2, 5 and 13 of DC/18/2621/FUL – Erection of 44no. new dwellings with associated new access road – revised drawings, no additional electricity or gas metre boxes, rainwater pipes, external flues, ductwork, soil stacks, soil vent pipes, or any other pipework shall be fixed to the exterior of the buildings, other than those shown on the drawings hereby approved, or approved via condition 4 unless otherwise agreed by the local planning authority and no external lighting (including street lighting and domestic scale motion controlled security lights) shall be installed without the prior submission and approval of an external lighting scheme (including position and height of mounting features, height and angle of lights including aiming points, light fixing type, size and appearance, and the luminance levels). There after only the approved lighting scheme shall be installed and maintained in that form.

This application had been circulated to all Councillors.

The Councillors had no objection to this application.

ACTION: Clerk to notify ESC of the PC's decision.

DC/21/4802/FUL – Land at Cherry Tree Cottage, Curlew Green, Kelsale-cum-Carlton Erection of annex.

This application had been circulated to all the Councillors.

The Councillors voted on this application, 0 in favour, 4 not in favour and 3 abstentions.

ACTION: Clerk to notify ESC of the PC's decision.

DC/21/4817/P3Q – The Old Cattle Barn, Green Farm, Rendham Road, IP17 2QN

An application for prior approval to convert an existing agricultural building to a single residential dwelling under class Q of the Town and Country Planning (General Permitted Development) (England) Order 2015.

This application had been circulated to all the Councillors.

The Councillors are not in favour of this application.

ACTION: Clerk to notify ESC of the PC's decision.

DC/21/5074/VOC – Carlton Park Industrial Estate, Ronald Lane, Kelsale-cum-Carlton

Variation of Condition No.8 of DC/21/2529/FUL (Erection of 4 no. commercial units (B8))

This application had been circulated to all the Councillors.

The Councillors had no objections to this application.

ACTION: Clerk to notify ESC of the PC's decision.

11539 Financial Matters

13.1 Financial Statement since the September meeting. See Updated Finance Report of 22nd November 2021.

Cllr Galloway proposed the payments, this was seconded by Cllr Holden and agreed by all.

13.2 To approve and sign the bank statements: The Bank Statement to 30th September 2021 and the 31st October 2021 plus financial reconciliations were agreed and signed by the Chairman.

13.3 To approve the Quarterly Accounts

Circulated to all the Councillors. No comments received.

13.4 Draft budget 2022/23.

Cllr Revell said that some time had been spent on the draft budget. It was agreed that a cheaper broadband and phone line should be investigated.

Cllr Galloway commented that she had found a copy of the minutes sent from the Village Hall Cttee which stated that they would contribute £180 per year towards the broadband. Cllr Revell agreed that the cost of the broadband should be shared between three, the PC, the Sports and Social Club and the Village Hall.

It was agreed to remove the Councillors mileage expenses of £450.

Cllr Revell said that £2000 is needed for the Spinney Pocket, and this is not able to be taken from the CIL money.

Cllr Galloway commented that a lot of work has taken place on the Spinney Pocket in the past, then it has been left and not maintained.

Cllr Buttle asked if there could be a working party to undertake the work in the Spinney Pocket.

Cllr Dickerson said that it would not be possible for a working party to carry out all the work needed as some of the trees would have to be removed by a licensed chainsaw operator.

ACTION: Present the amended draft budget at the next meeting.

11540 To Receive Reports from Portfolio Holders and Liaison Representative

A2 & A3: Community, Energy & Health

Cllr Dickerson commented that he and Cllr Major had attended a PPG meeting on the 17th November. The surgery is to have a new Doctor join the group on the 1st Feb. Within the next 5 years there will be a new One Stop Shop surgery, next to the Main Road, where the site has been cleared. The Care Navigation system will stay but the phone system is changing to a call back system. A new electric vehicle has been purchased to use for deliveries and to pick up people who were not mobile enough to get to the surgery. There will also be a new website to provide useful information to the community.

11541 Items for consideration for Inclusion on the next agenda

As listed within the minutes, draft budget, precept request

11542 Correspondence

11543 To consider excluding the public and press

No considerations were necessary.

11544 Excluded items

There were none

11545 Date of the next meeting

The next Meeting is to be held on the 8th December 2021 at 7pm, this will be held in the Committee Room of the Village Hall.

The Chair closed the meeting at 9:31pm.

Signed: Chairman Dated:

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

**MINUTES OF THE PARISH COUNCIL MEETING HELD ON
WEDNESDAY 8th DECEMBER 2021
AT 7:00PM IN THE MAIN HALL OF THE VILLAGE HALL**

Present at the meeting:

| | |
|-----------------------------------|----------------------|
| Cllr Alan Revell (Chair) | Cllr Simon Ransome |
| Cllr Edwina Galloway (Vice-Chair) | Cllr Mark Stewart |
| Cllr Traci Weaver | Cllr Caroline Harker |
| | |

In attendance: 0 members of the public.

Welcome by the Chairman.

11546 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 present.

11547 Reports

Report by County Councillor Richard Smith

Apologies received.

Report by District Councillor Burroughes

Written report received from Stephen Burroughes, and he was able to join the meeting via Zoom.

Stephen Burroughes summarised his written report. Following on from the Prime Ministers report this evening, that stated people are encouraged to work from home, if possible, connectivity for PC's is becoming more important. Councillors at the moment, if they join via Zoom are unable to vote on a decision, but hopefully the Government will investigate this. Funding for Bio-diversity in the community is available, the link is in the report circulated. Treebilee is proving very popular with many PC's already signed up for an oak tree. The funding for the Village Hall exterior decorating will be with the PC soon. There is a digital audit being undertaken with the assistance of SALC, to check what connectivity the village halls and community buildings that the PC's use have, there may be assistance with items such as fibre connection and screens. The Environmental Strategy is designed to assist with energy saving, insulation and energy bulbs.

Cllr Weaver commented that funding is being sought from the Community Partnership group for a zip wire for the recreation ground. It is also important for the community to consider the electric charging points.

Stephen Burroughes reported that suitable sites are being sought for the electric charging points. It is possible that in the future electric charging points will be added to building regulations for new properties.

Cllr Weaver said London Councils (Kensington, Westminster, etc) are using the electricity from streetlights to charge vehicles and pointed out that there is a streetlight on the car park.

Stephen Burroughes asked who owns the parking area in front of the Village Hall. Cllr Ransome reported that the Village Hall owns part of it, but the Guildhall has access over the area to the property. The Village Hall Trustees may decide to clarify this in time. There is a plan to do some changes to this area, as currently it is too high, and the drainage is back to the building which is making the committee room damp. It would also be an idea to incorporate a disabled parking space on what is currently the road, this would make a sharper turning into Low Road and would slow traffic down. Also allow a space for one of the oak trees.

Stephen Burroughes commented that this plan may be something that he could assist with giving some funding. County Councillor Richard Smith may also be able to assist with funding, it could be a joint fund from ESC and SCC.

In July 2023 ESC will cease the current contract with Norse and will be starting their own company.

Cllr Revell thanked Stephen for attending our meeting. The PC would be interested in a screen to enable attendees to a meeting to join remotely. The village has a very helpful Bio-Diversity Group who are wishing to undertake some work in an area of Woodland are looking for some funding up to £2,000. The budget for the PC is very tight, so any additional funding would be great.

Stephen Burroughes suggested the group applies for funding and uses the link on the ESC report.

Cllr Weaver volunteered to be the representative for the PC at the Community Partnership meetings.

The Chair formally opened the meeting at 7.28pm.

11548 To receive apologies for absence – Cllr Holden, Cllr Buttle, Cllr Dickerson and County Councillor Richard Smith.

11549 To accept apologies for absence – Accepted.

11550 To record absence without apologies – Cllr Ellis and Cllr Major

11551 Declarations of Interest – None.

11552 To consider any dispensations – None.

11553 To consider the Approval of the draft minutes of the Parish Council meeting held on 24th November 2021.

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 Ransome, Seconder Cllr Stewart and agreed by all who attended.

11554 Parish Clerk's Report

Queens Green Canopy – the Treebilee project allows the PC to apply for a free oak tree with plaque. The trees are of a good size and will be delivered in February. Coffee mornings – a resident approached me to thank me for sorting the gully outside their house, but would it be possible to report the muddy gutter for clearing. This has been done. Streetlight – a resident informed me that the streetlight on the corner of the Guildhall was flickering. Having contacted SCC and ESC it appears the light belongs to the residents of the Guildhall. Draft budget – the insurance provider assured me that the PC insurance should not be increase by much next year; I have contacted a broadband provider who informed me that cheaper broadband is available (£29.95 per month); and Melbek has been contacted regarding the cost next year and they have confirmed that the increase will be covered by the amount placed in the budget. Car Park – a phone call has been received from Mr Ruth to say the maintenance work is complete. Cllr Revell will check the car park ahead of paying the invoice next month. Advertising revenue – one of the advertisers of both the website and newsletter has an outstanding invoice; three more website advertisers have agreed to continue advertising on the website. Norse – a phone call was made to the accounts department but they had not been given any information to raise an invoice, he would attempt to have an invoice ready for

the PC to authorise at this meeting but nothing has arrived. Letters – two letters have been written, one for Cllr Dickerson regarding the Dark Sky Site; the other was signed by Cllr Revell and sent to a Councillor regarding the attendance at meetings. Annual Leave – the Clerk will be on annual leave from 22nd December to the 5th January.

11555 Clerk's Report on urgent decisions

None

11556 Matters arising from the Clerk's report.

Cllr Revell said that he will contact Mr Ruth to discuss the completed work on the car park. No response has been received from the Councillor regarding the attendance.

ACTION: Clerk to contact SALC about the next step regarding the Councillors attendance.

11557 Matters arising from the Parish Council meeting held on Wednesday 24 November 2021.

10.1 Main Road Ditch – Cllr Revell commented that he had spoken with NJB, and an email had been sent from the Highways department regarding a starting date for the work on Main Road. The Highways department agreed that a completion date would be held off for a while.

ACTION: Cllr Buttle to update the Council with a start date for the work when given.

10.2 Spinney Pocket – No update

ACTION: To carry over to the next month.

10.3 Carlton Meres Signage – Cllr Revell suggested that this should be removed from the agenda for now.

10.4 Fingerpost sign – Cllr Ransome said that there was no update.

ACTION: Carry over to next month

10.5 Kelsale Village Hall – Cllr Harker reported that she had mentioned the benches and some has been placed outside the hall.

10.6 Trees on the Car Park – No update

ACTION: Carry over to next month.

10.7 Layby – Cllr Revell reported that an email had been received from a resident with information regarding the owner of the layby.

Cllr Stewart commented that the Highways department should litter pick that area.

Stephen Burroughes commented that the SCC has a separate contract with Norse to complete the litter picking.

Cllr Revell suggested that the area is given a complete clear and then monitored.

ACTION: A group to litter pick the layby and monitor.

10.8 Proposed Plans – The Clerk reported that no plans had been received.

ACTION: Clerk to chase Jonathan Clogg for the proposed plans for Carlton Industrial Site.

10.9 Car Park – Cllr Revell to check the completed work.

ACTION: Carry over to next month.

10.10 Queens Green Canopy – No update

ACTION: Carry over to next month.

Stephen Burroughes left at 7.45pm.

11558 Parish Council Matters

11.1 Kelsale Village Hall: Cllr Ransome confirmed that the Christmas Fayre had been cancelled.

Cllr Revell, Cllr Holden and Cllr Ransome met to discuss the positioning of the proposed lift.

The revised plans have been sent to the architect.

Cllr Weaver asked if funding had been obtained for the lift.

Cllr Ransome said that the cost for the lift is around £40,000.

Cllr Galloway commented that it has been agreed that a large percentage of the CIL money is Used for the accessibility work on the village hall. Hopefully with the money you can claim match funding.

11.2 Power projects/Sizewell C: Cllr Galloway reported that a response is due from the Planning Inspectorate by the 14th January 2022. Cllr Galloway has been invited to a meeting

with Middleton-cum-Fordley but is unable to attend. The comments from KcCPC regarding Fordley Road have been passed on.

11.3 Funding for the recovery of the footpath: Carry over to the next meeting.

11.4 Spinney Pocket Park – Cllr Revell commented that an email had been sent by Cllr Dickerson concerning the need for funding for maintenance work on Spinney Pocket. A broad amount from £500 - £2,000 has been suggested. An amount has been asked for to be placed in the budget.

11559 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:

None

Cllr Revell commented that the Carlton Park Industrial site application is going to be big. There will be more to be built on the site.

Cllr Stewart said that there is more zones agreed in the Local Plan.

Cllr Revell said that the distance between the proposed buildings and Carlton Church/Hall was only 58m. All the resident's comments need to be considered. A long email was received from a resident regarding the fast-food outlet. The fast-food outlet could be in the wrong place, it may be appropriate to move to the other side where the car park is. The outlet will be busy all weekend.

Cllr Galloway said it is important to consider what this may be long term, Greggs, Costa etc.

Cllr Ransome said that the idea of moving it was dismissed at this is currently a car park.

11560 Financial Matters

13.1 Financial Statement since the September meeting. See Updated Finance Report of 6th December 2021.

Cllr Galloway proposed the payments, this was seconded by Cllr Ransome and agreed by all.

13.2 To approve and sign the bank statements: The Bank Statement to 31st November 2021 plus financial reconciliations were agreed and signed by the Chairman.

13.3 Draft budget 2022/23.

Cllr Revell said that the invoices continue to rise, and parts of the Council Tax have already risen for the Police etc. There are grants around to raise funding for set projects. Using the reserves year on year is not a good idea. Cllrs give a plan of a project such as Spinney Pocket Park.

Cllr Weaver suggested a working party to assist with the maintenance of Spinney Pocket.

Cllr Revell commented that the history of the clearing of Spinney Pocket started in 2017 when it was agreed to have the area sorted; this worked for a couple of years and then people gave up. To build a maintenance programme in the budget is difficult, it is a large area, and this funding should be found elsewhere. ESC may be able to give funding in the new financial year for this project. The clearing work in this area must be completed correctly.

Cllr Weaver suggested a money box for donations in the village hall.

Cllr Revell commented that in the past people were very generous, organisations could ask for a donation from the Bonfire Event. The Village Hall has a donation box in the Social Club. Cllr Revell commented that the PC contributes to the Village Hall insurance, in the past this was because the Village Hall was not so wealthy, at some point will they be able to pay the insurance in full?

Cllr Ransome said that he was sure the Village Hall committee could consider paying the full insurance at some point in the future.

ACTION: The Clerk to respond to Cllr Dickerson and report the funding as mentioned by Stephen Burroughes.

Cllr Harker reported that she is sure the School has raised the full amount for the defibrillator. This will be checked.

The proposed budget was agreed by all.

13.4 Precept request for 2022/23

Cllr Galloway proposed that the PC ask for a precept of £22,324, this was seconded by Cllr Weaver and agreed by all.

11561 To Receive Reports from Portfolio Holders and Liaison Representative

Cllr Weaver volunteered to take as the PC representative at the Community Partnership meetings for the area and assist in finding funding for PC projects; also, she would be willing to work alongside Cllr Galloway with the Consultations.

11562 Items for consideration for Inclusion on the next agenda

As listed within the minutes

11563 Correspondence

11564 To consider excluding the public and press

No considerations were necessary.

11565 Excluded items

There were none

11566 Date of the next meeting

The next Meeting is to be held on the 26th January 2022 at 7pm, this will be held in the Committee Room of the Village Hall.

The Chair closed the meeting at 8:30pm.

Signed: Chairman Dated: