

**Kelsale-cum-Carlton Parish Council**  
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**MINUTES OF THE PARISH COUNCIL MEETING HELD ON  
WEDNESDAY 29th JANUARY 2020  
AT 7:00PM IN KELSEALE VILLAGE HALL, COMMITTEE ROOM**

**Present at the meeting:**

Cllr Alan Reveil (Chair)	Cllr Tim Roberts
Cllr Edwina Galloway (Vice-Chair)	Cllr Chris Burslem
Cllr Claire Buttle	Cllr Rob Holden
Cllr Susan Major	Cllr Simon Ransome
Cllr John Pulham	Cllr Ray Ellis

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

**Welcome by the Chairman.**

**11059 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 were no members of the public.

**11060 Reports**

**(a) Report by County Cllr Richard Smith** – County Cllr Smith sent his apologies.

**(b) Report by District Cllr Stephen Burroughes**

Stephen Burroughes pointed out a few items from his report:

- Dog control orders – dog fouling, dogs let off leads, this is designed to remind dog owners of their responsibilities.
- The reducing waste over Christmas, worked well.
- Villages are being encouraged to do more recycling.
- Norse review – this is designed to look at the performance of Norse and how they progress forward with the best practice for the customer.
- The strategic plan for East Suffolk Council is to be launched in a few weeks' time.
- The proposed northern bypass is not being supported by ESC.
- The quotes for funding – improvements to the Village Hall, paperwork has been submitted.

Cllr Major reported that at the recent coffee morning, there was a comment made that the Village Hall was losing money and may have to be sold off.

Cllr Roberts confirmed that the Village Hall building is held in Trust, it would not be able to be sold.

Cllr Burslem said that there are several jobs that need to be completed on the building, but this does cost.

Cllr Roberts commented that there is very little funding available for the upkeep of buildings. Approximately £15,000 is needed for the work on the village hall.

**ACTION:** Cllr Roberts to liaise with the Village Hall Committee.

Cllr Burslem commented that vast amounts of money has been spent on Felixstowe and

Lowestoft, the local cycle routes are being left behind with very little funding. Stephen Burroughes commented that the new Community Partnership will be useful for local groups and villages to access funding. Cllr Roberts reported that there is a Community Action Suffolk Funding Day at the Ipswich Town Football Club, a representative from Kelsale-cum-Carlton PC should attend. Cllr Revell said that the issue of selling the Village Hall had been raised before and the village as a whole wanted to keep it.

**The Chair formally opened the meeting at 19.20.**

**11061 To receive apologies for absence** – Cllr Lumb, Cllr Dickerson and County Councillor Smith.

**11062 To accept apologies for absence** – Accepted

**11063 To record absence without apologies** – None

**11064 Declarations of Interest** – None

**11065 To consider any dispensations** – None.

**11066 To consider the Approval of the draft minutes of the Parish Council meeting held on 11<sup>th</sup> December 2019**

The draft minutes had been circulated and the version now on the website were approved with abstentions from those that did not attend. Proposer: Cllr Roberts, Seconder Cllr Pulham and agreed by all.

**11067 Parish Clerk's Report**

**Scribe**

The Clerk commented that she had been in contact with Scribe regarding a duplicate of expenses, and they had offered some training. A training session took place over the phone which was very useful. It also covered changing some of the cost centres and codes. If any further training is required, they are happy to assist.

**Transfer of money**

The Clerk asked if it would be possible to agree to transfer money into the current account from the savings account so that there is approximately £3000. Cllr Roberts proposed that the Clerk should be able to transfer money from the savings account to the current account to ensure that there is about £3000 in the account, this was seconded by Cllr Pulham and agreed by all.

**ACTION:** Clerk to ask Unity Trust if there is a way of automatically transferring money from the savings account to the current account when it reaches a certain level.

**Attended Courses.**

The Clerk reported that she had attended many courses/meetings since the last meeting which include an Internal Audit Course at SALC, a Budget Review meeting at ESC, a Planning Forum and a 'Asset of Community Value - Right to bid' meeting.

**Highways and the Village Hall.**

The Clerk has reported an overgrown hedge on a footpath to SCC using the online reporting tool, this was following a comment made by a resident at the Coffee Morning. Also contact has been made with the Village Hall Committee to reserve the committee room for all the PC meetings. The VH Cttee would like to know when the Bonfire Night was and also the Christmas Tree lights would be going on, the Clerk agreed to inform them when this had been decided.

**11068 Clerk's Report on urgent decisions**

None

**11069 Matters arising from the Clerk's report**

There were no matters arising from the Parish Clerks report.

## **11070 Matters arising from the Parish Council meeting held on Wednesday 11 December 2019**

**10.1 Pedestrian steps accessing A12:** Cllr Pulham had not yet visited the site as requested at the meeting on the 30/10/19, but the footpath sign has now been identified.

**ACTION:** Cllr Pulham to visit the site and urges other Councillors to do the same. To be carried over to next month.

**10.2 Kelsale Main Road & Bridge Street Mobility Scooter Access:** Cllr Roberts confirmed that he had contacted Community Action Suffolk for information and assistance, also contact had been made with ESC and the Disability Adviser Margaret Marshall who had completed some research and agreed that it is the responsibility of SCC. SCC have confirmed that they have no money to complete the dropped kerb, if the pavement was due to be resurfaced then they would drop the kerb, there is no money to complete this as a project on its own.

Stephen Burroughes suggested that Richard Smith may be able to assist with funding.

**ACTION:** Cllr Roberts to research funding possibilities through County Cllr Smith.

**10.3 Fingerpost 'Quality of Place' application and SCC funding.** Cllr Roberts reported that the award should be placed on a railway sleeper or a piece of York stone beside the fingerpost. One quote has been sought and that was £140 + cement etc, a second quote had been received, this was £185 and included some reinforcing of the roadside to prevent it collapsing.

**ACTION:** To carry forward to the priority list.

**10.4 River Fromus (Gull):** Cllr Major advised the meeting that the Environment Agency had attended last Monday and completed the work.

**10.5 Community Partnership Initiative:** Cllr Roberts said that he was unable to attend this meeting in November.

**ACTION:** Cllr Roberts to collect the information for the next meeting.

**10.6 Three Communities Link Project:** Cllr Revell reported that the area has been taped off for the bicycle racks to allow easy access. Cllr Holden volunteered to assist Cllr Revell with completing the bicycle racks.

**ACTION:** Cllr Revell and Cllr Holden to complete the cycle racks on the 11/02/20.

**10.7 Priority List in Preparation for the 2019/20 Budget:** Refer to budget later in the minutes (13.4).

**10.8 Enhancement of the Lychgate Area:** Cllr Ransome reported that he had sourced a quote for the work to be completed on the Lychgate area, it would be in the region of £450-500. A plan of the suggested work was circulated to the Cllrs. It was commented that the Lychgate area does not belong to the Church.

**ACTION:** Cllr Ransome to show the plans to the PCC, also to research some possible funding. To add this item to the priority list.

**10.9 Carlton Green Defibrillator:** Cllr Pulham reported that an offer of £2000 from the Plymouth Brethren had been received to purchase a defibrillator. There would still be the cost of placing the defib. The Carlton Green has been suggested as a suitable location for the defib but a source of electricity would be required. This would be a visible place to anyone driving past. UK Power Networks may complete the electric connection as a contribution to the community.

**ACTION:** Cllr Revell and Cllr Holden to consider a suitable location.

**10.10 Good Neighbour Scheme:** Cllr Roberts reported that Keep Britain Tidy and Norse are organising a spring clean day, just waiting for confirmation of the date. It will be a Saturday and the Rural Coffee Caravan could be invited on the same day.

**ACTION:** Cllr Roberts to report to PC when a date has been confirmed.

**10.11 Carlton Community Noticeboard:** Cllr Buttle reported that there had been no progress as yet with the noticeboard.

**ACTION:** Cllr Ransome to liaise with Cllr Buttle and Cllr Holden to arrange a convenient date.

**10.12 Sizewell:** Cllr Galloway reported that she had attended the Sizewell meeting, and there is nothing further to add. Leaflets from Sizewell are to be delivered to all the local residents. Cllr Roberts commented that there is some discussion re the ring main around the North Norfolk coast, this needs to come further around the coast. Stephen Burroughes said that the

ESC is not happy with the Stage 4 of the consultation, there are a lot of infrastructure issues that have not been addressed.

**ACTION:** Cllr Roberts to draft a letter to Therese Coffey regarding the PC's concerns and circulate to all Councillors.

**10.13 Christmas Lunch:** Cllr Buttle commented that the Xmas Lunch went very well with 58 people attending, lots of praise for the meal from those that attended.

**ACTION:** Clerk to write letter of thanks to the Poachers Pocket for their assistance with the lunch.

**10.14 Bin Bag Buddies:** Cllr Roberts reported that no invoice had been received as yet for the bin bag buddies equipment.

**ACTION:** Clerk to sort payment when invoice arrives.

**10.15 Village Noticeboard:** To carry over to next meeting.

**ACTION:** Cllr Buttle to email Cllr Burslem re prices for the noticeboard.

## **11071 Parish Council Matters**

**11.1 Oasis Newsletter:** Cllr Pulham reported that the New Oasis distributors had contacted him and 50 extra copies of the newsletter is required. Easter is the next edition of the newsletter. The SNIPS competition was successfully placed on the website. There were 4 winners of £5 each.

**ACTION:** Clerk to contact Leiston Press for the cost of 50 additional copies of the newsletter.

**11.2 VE celebrations:** Cllr Galloway reported that preparations are underway with various items already organised; dancers, old vehicles, street party, fancy dress, bunting etc... The children maybe receiving a commemorative medal, if funding can be sourced. The Chairman has been agreed to read a remembrance poem.

**ACTION:** Clerk to complete Road Closure form for the 08/05/20. Clerk to check the insurance covers this event. Cllr Burslem to contact Maggie Strutt re any war time information or photographs relating to Kelsale.

**11.3 Bin at Spinney Pocket:** Cllr Buttle has contacted Norse and they have agreed to empty this bin.

**11.4 Recreation Ground and Village Green:** Cllr Galloway reported that she had circulated some information to all the Councillors regarding registering the recreation ground as a village green. It was also suggested that the information on the Recreation Ground Charity Commission changes to remove Cllr Dickerson and add the Kelsale-cum-Carlton PC.

Cllr Roberts proposed that the PC registers the Recreation ground as a Village green and amend the details on the Charity Commission website, this was seconded by Cllr Buttle and agreed by all.

**ACTION:** Clerk to amend details on the Charity Commission website.

**11.5 Adoption of policies:** Cllr Roberts proposed that the PC adopt the Social Media Protocol for Members, General Privacy Notice, Suffolk Local Code of Conduct & the Grievance and Disciplinary Procedures Policy, this was seconded by Cllr Ransome and agreed by all.

**11.6 Community Action Suffolk Membership:** It was agreed by all to renew the membership to Community Action Suffolk at no cost to the PC.

**ACTION:** Clerk to complete membership application.

## **11072 Planning Matters**

**12.1 Planning Report -** The Planning Report had been circulated in advance and there was one change since the circulation.

**DC/20/0231/ADN – Carlton Meres Country Park, Kelsale-cum-Carlton, IP17 2QP**

Permission requested for non-illuminated advertisement consent – erection of two flagpoles.

After a brief discussion Cllr Revell asked for a vote to be taken on this application.

Support for the application: 9

Objection to the application: 0

Abstention: 1

Overall decision following the vote was for the Parish Council to support the application.

**ACTION:** Clerk to advise ESC accordingly.

**12.2 New planning applications since the last meeting:**

**DC/19/5008/FUL – Land adjoining Hilltop, Carlton Road, Kelsale-cum-Carlton, IP17 2NP.**

Permission requested for a new detached dwelling.

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

Cllr Pulham reported that the planning group had no objection to this application, there is already an outline permission on the land, this is for full permission of the dwelling.

Cllr Revell asked for a vote to be taken on this planning application.

Support for the application: 10

Objection to the application: 0

Abstention: 0

Overall decision following the vote was for the Parish Council to support.

**ACTION:** Clerk to advise ESC accordingly.

**11073 Financial Matters**

**13.1 Financial Statement since the December meeting. See Updated Finance Report of 29<sup>th</sup> January 2020.**

**All requests for payment were approved.** Proposer: Cllr Roberts, Seconder: Cllr Galloway.

**13.2 To approve and sign the bank statements:** The Bank Statement to 31<sup>st</sup> December and a financial reconciliation were brought to the meeting and approved and signed by the Chair.

**13.3 To agree Internal Auditors:** The Clerk reported that currently the other two Parish Councils that she works for both use SALC for their internal audits. SALC is very reliable, the paperwork is usually away for a week and is then returned with a very comprehensive report. Cllr Galloway proposed that we use SALC for the internal audit, this was seconded by Cllr Roberts and agreed by all.

**ACTION:** Clerk to contact SALC, re internal audit. Clerk to write a letter to Heelis & Lodge stating that there has been a review of procedures.

**13.4 Draft Budget 20/21:** Cllr Galloway reported that there is no margin in the budget for interest or increase in wages.

Cllr Revell thanked Cllr Galloway, Liz and the Clerk for all their hard work on the budget.

Cllr Pulham proposed that the cost of advertising in the New Oasis be increased to £30 per year instead of £25, this was seconded by Cllr Holden and agreed by all.

It was suggested that the Church be approached regarding the cost of the maintenance for the churchyard.

Biodiversity Group to present a proposal to the PC for the cost of leaflets for the APM, and seeds.

**ACTION:** Clerk to amend the budget and re-present it at the next meeting.

**11074 To Receive Reports from Portfolio Holders and Liaison Representatives**

**A14: Kelsale Village Hall & Centre**

Cllr Roberts to research Grant Aid for the Village Hall and to liaise with the Committee.

**D1: Parish Newsletter**

Cllr Pulham informed the Councillors that the next edition of the Oasis will be Easter.

**E4: Kelsale Village Enhancement & Conservation Area Group.**

Cllr Ransome reported that the group are hoping to meet in February in the Social Club. Date to be confirmed and circulated.

**B7: Trees and Green Spaces**

Cllr Buttle reported that an apple tree is to be planted in the recreation ground in remembrance Reg Solomon. Cllr Buttle commented that a meeting took place to look at some play equipment but waiting for costs and sources of funding.

**C1: Bonfire Party Team**

Cllr Galloway informed the Councillors that Cllr Buttle had a new gazebo damaged by a gust of wind at the event. It was agreed by all the Councillors that she should order a new gazebo and the PC pay for it.

**11075 Items for consideration for inclusion on the next agenda**

Spinney Close – parking  
Budget

**11076 Correspondence**

A letter of thanks for the donation was received from Citizens Advice.  
Suffolk Neighbourhood Watch Association sent an email requesting a donation. Clerk to respond stating that the PC is not in a position at the moment to donate.  
An email from a resident regarding the parking in Spinney Close had been received. The Chair had responded to this.

**11077 To consider excluding the public and press**

No considerations were necessary.

**11078 Excluded items**

There were none

**11079 Date of the next meeting**

The next meeting to be held on Wednesday, 26th February 2020 at 7.00pm in the Village Hall Committee room.  
The Chairman closed the meeting at 21.48.

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

**Kelsale-cum-Carlton Parish Council**  
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**MINUTES OF THE PARISH COUNCIL MEETING HELD ON  
WEDNESDAY 26th FEBRUARY 2020  
AT 7:00PM IN KELSEALE VILLAGE HALL, COMMITTEE ROOM**

**Present at the meeting:**

Cllr Alan Reveill (Chair)	Cllr Ray Ellis
Cllr Edwina Galloway (Vice-Chair)	Cllr Chris Burslem
Cllr Claire Buttle	Cllr Rob Holden
Cllr Susan Major	Cllr Simon Ransome

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

**Welcome by the Chairman.**

**11080 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 were no members of the public.

**11081 Reports**

**(a) Report by County Cllr Richard Smith**

County Cllr Richard Smith reported on a few items:

There is to be no relief road for Ipswich

In the budget, the Council Tax has been agreed to rise by 4% from the County Council. County Cllr Smith said that he thought a 2% increase would have been sufficient, and the people of Suffolk should only pay what is needed and not to put extra in the reserves.

Sizewell C. In 2 days 'time the paperwork for Sizewell C should be sent to the Inspectorate, it is thought this deadline may be missed by a week. The Planning Inspectorate will have 30 days to decide whether to accept the paperwork. If the Parish Council wishes to make a comment at the meeting, you will need to register. The process will take 15-18 months from start to finish. Many communities feel that Sizewell C will change our way of lives.

**(b) Report by District Cllr Stephen Burroughes**

Stephen Burroughes sent his apologies and submitted a written report.

**The Chair formally opened the meeting at 19.10.**

**11082 To receive apologies for absence** – Cllr Lumb, Cllr Dickerson, Cllr Roberts, Cllr Pulham and District Councillor Burroughes.

**11083 To accept apologies for absence** – Accepted

**11084 To record absence without apologies** – None

**11085 Declarations of Interest** – None

**11086 To consider any dispensations** – None.

**11087 To consider the Approval of the draft minutes of the Parish Council meeting held on 29<sup>th</sup> January 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 Ransome and agreed by all.

**11088 Parish Clerk's Report  
CIL Forum**

The Clerk had attended a forum at ESC relating to CIL. This money is split into 3 pots. If a PC has a Neighbourhood Plan they may receive an extra 10%, this means that the money is divided as 5% for admin, 15% or 25% to the Parish Council and 70% or 80% goes to the District CIL. The developer has 2 years to pay the money and this is usually paid over 3 instalments. The Parish Council amount is subject capped to £100 per Council Tax dwelling in the parish. CIL money may be reclaimed if it is not spent within 5 years.

**Coffee Morning**

There were a few items that arose at the coffee morning. The Village Hall Committee are looking for some new volunteers. The First Responders from Leiston do not cover the Kelsale area, an email has been sent to the First Responders head office to see if Kelsale is covered. The checking of the Defib was also mentioned. Cllr Holden commented that he checks the defib on regular occasions. Coronavirus was also noted, Cllr Roberts had attended and spoken to the visitors about it and the need not to panic if you feel you have any symptoms. The footpath that runs down from the Church Lane past the Church to Tiggins Lane had been mentioned as this is very wet and slippery at the moment. The Clerk has reported this footpath using the online report tool.

**11089 Clerk's Report on urgent decisions**

None

**11090 Matters arising from the Clerk's report**

There were no matters arising from the Parish Clerks report.

**11091 Matters arising from the Parish Council meeting held on Wednesday 29 January 2020**

**10.1 Pedestrian steps accessing A12:** Cllr Revell reported that he had visited the steps and taken some photographs. The steps could have some gravel placed to eliminate the dips, but overall, they are in good condition. The Highways department have visited, and they have decided that no maintenance work is required. It was agreed that no further action is required but to look again at the steps in the spring/summer.

**ACTION:** Cllr Revell to visit the steps at the end of Rosemary Lane.

**10.2 Kelsale Main Road & Bridge Street Mobility Scooter Access:** Cllr Roberts was absent; it was agreed to pass this item to the next meeting.

**ACTION:** Cllr Roberts to research funding possibilities through County Cllr Smith.

**10.3 Fingerpost 'Quality of Place' application and SCC funding.** Cllr Roberts was absent; it was agreed to pass this item to the next meeting.

**ACTION:** To carry forward to the priority list.

**10.4 Community Partnership Initiative:** Cllr Roberts was absent; it was agreed to pass this item to the next meeting.

**ACTION:** Cllr Roberts to collect the information for the next meeting.

**10.5 Three Communities Link Project:** Cllr Revell commented that the cycle racks had been completed. Cllr Burslem asked how people will be aware of the cycle racks. Cllr Revell suggested that the village hall committee place a notice in their existing paperwork about the village hall.

**10.6 Enhancement of the Lychgate Area:** Cllr Ransome reported that he had contacted the Church and shown them a plan for the Lychgate area. The Church warden had commented that the Church has no money for this; the plan would need to be shown to the Diocese and may require a faculty.

Cllr Revell reported that an email had been received from a resident who was commenting about some of the Councillors and the work they undertake to try and enhance the village; the Councillors are unpaid, and they should be appreciated for their work.

**ACTION:** Cllr Ransome to chase the progress of the plan with the Church in a couple of weeks.

**10.7 Carlton Green Defibrillator:** Cllr Revell said that the Poachers Pocket had been suggested as a suitable location for the defibrillator, but it was thought that Carlton Green would be more suitable. The old phone box site was suggested, and possible UK Power Networks could be approached to assist with the connection. Cllr Buttle asked if the refurbished noticeboard and the defibrillator could be placed at the same location.

**ACTION:** Cllr Holden to contact the member of public re advice about the power supply; also, to source the cost of a substantial post to place the defibrillator on.

**10.8 Good Neighbour Scheme:** Cllr Roberts was absent; it was agreed to defer this to the next meeting.

**ACTION:** Cllr Roberts to report to PC when a date has been confirmed for the Rural Coffee Caravan

**10.9 Carlton Community Noticeboard:** Cllr Buttle reported that Cllr Ransome had completed a good refurbishment job on the noticeboard; this may be placed with the defibrillator.

**ACTION:** Cllr Ransome to liaise with Cllr Buttle and Cllr Holden to arrange a convenient date.

**10.10 Sizewell:** Cllr Roberts was absent; it was agreed to defer this to the next meeting.

**ACTION:** Cllr Roberts to draft a letter to Therese Coffey regarding the PC's concerns and circulate to all Councillors.

**10.11 Christmas Lunch:** The Clerk reported that she had written a letter of thanks to the Poachers Pocket.

**10.12 Bin Bag Buddies:** The Clerk reported that the invoice for the Bin Bag Buddies equipment had been received and would be agreed for payment this evening.

**10.13 Village Noticeboard:** Cllr Burslem reported that he may have found someone to make a noticeboard for the cost of the materials. The noticeboard on the recreation ground needs to be refurbished. Does the noticeboard require planning permission?

Cllr Galloway suggested that Cllr Burslem contact Robert Scrimgeour for advice re placing of a noticeboard in a conservation area.

**ACTION:** Cllr Burslem to contact Robert Scrimgeour.

**10.14 Oasis Newsletter:** The Clerk contacted Leiston Press for a quote to increase the number of Oasis Newsletters to 550. The increase in cost was £18. Cllr Ransome proposed that we accept the quote and increase the number of copies of Oasis newsletter, this was seconded by Cllr Major and agreed by all.

**ACTION:** Clerk to amend figure on the Budget.

**10.15 VE Celebrations:** The Clerk reported that she had completed the TENS licence and the Road Closure forms, the TENS licence had already been approved. Invitations had been sent to the District Councillors and County Councillors. Cllr Galloway and Cllr Buttle said that preparations for the event are going well.

**10.16 Recreation Ground and Village Green:** Cllr Galloway said that the Parish Council were going to look into registering the recreation ground as a village green. County Councillor Richard Smith suggested that the Clerk should contact the Rights of Way team.

**ACTION:** Clerk to contact the Rights of Way team for advice re registering the recreation ground as a village green.

**10.17 Community Action Suffolk Membership:** The Clerk had completed the membership form and had received the membership certificate.

**10.18 Kelsale Village Hall:** Cllr Roberts was absent; it was agreed to pass this item to the next meeting.

**10.19 Internal Audit:** The Clerk reported that she had contacted SALC re the internal audit. SALC has agreed to undertake the internal audit and a date of the 4<sup>th</sup> May 2020 has been

given to complete this work. The Clerk has also written a letter of thanks to Heelis and Lodge, for undertaking the previous audits.

**10.20 Draft Budget 20/21:** Cllr Galloway reported that she had contacted SALC regarding the staff increase in wages, this had not been a definite answer. County Councillor Richard Smith said that the increase would probably be around 3%. The change in the cost of the Oasis newsletter needs to be placed on the budget. Cllr Galloway had asked Melbeck about the website but they have been unable to give a cost of the changes needed. If Netwise is used to update the website there will be a need to place more money in the budget for this.

Cllr Galloway proposed that the Parish Council accept the budget for 20/21, this was seconded by Cllr Buttle and agreed by all.

County Councillor Richard Smith left at 19.55.

## **11092 Parish Council Matters**

**11.1 Review of Standing Orders & Financial Regulations:** It was agreed by all the Councillors to adopt the Standing Orders and the Financial Regulations.

**11.2 Adoption of the Electronic Communication & Social Media Policy:** It was agreed by all the Councillors to adopt the policy.

**11.3 Removal of Persistent & Vexatious Policy:** It was agreed by all the Councillors to remove this policy from the website.

**ACTION:** Persistent & Vexatious Policy to be removed from the PC website.

**11.4 Adoption of the General Power of Competence:** It was agreed by all the Councillors to adopt the General Power of Competence.

**11.5 Website:** Cllr Galloway reported that she had received notification that the website will need to change to accommodate the accessibility regulation that will be in force from September 20. This change applies to the website and the documents to be placed on it. Our current website providers, Melbeck have no idea of what the cost will be to change the website to become compliant. Cllr Ransome said that the computers are able to do the change of font, colour, size of text, etc. Cllr Galloway commented that Melbeck do not know if their website will do the changes, you can purchase a widget which will enable the website to change, but this may not work. Having spoken to Melton PC about the Netwise company, we need to have compliant documents. The website should be partially compliant by Sept 20, there will need to be a statement written by Melbeck in Sept to state that we are working towards the accessibility. There is a course to be held by SALC relating to Websites.

**ACTION:** Clerk to book a place on the Website course at SALC. Clerk to feed back to Council at the next meeting.

**11.6 Sizewell:** Cllr Galloway had circulated a draft letter to all the Councillors regarding Sizewell C consultations. Cllr Galloway proposed that the letter is sent to the Planning Inspectorate, this was seconded by Cllr Ransome and agreed by 5 of the Councillors, with 1 abstention.

**ACTION:** Cllr Galloway to email the letter to the Clerk for distribution as soon as possible.

Cllr Revell thanked Cllr Galloway for her contributions to the website and the Sizewell letter.

**11.7 Vehicle Activated Speed Signs:** The Clerk reported that an email had been received regarding the vehicle activated signs. A resident had kindly offered to take charge of moving the VAS and replacing the batteries but would like an assistant to help with this. Cllr Holden volunteered to help the resident with this.

**ACTION:** Clerk to contact the resident and pass on Cllr Holden's email address.

## **11093 Planning Matters**

**12.1 Planning Report -** The Planning Report had been circulated in advance and there was one change since the circulation.

**DC/20/0692 – St Mary & St Peters Church, Church Lane, Kesale-cum-Carlton, IP17 2PA**  
Permission requested for the Lime trees to the south (front) of the Church to be pollard in order, over a 24-month period starting with eight on the main path up to the Church followed by six, on the south frontage hedge line.

Support for the application: 8  
Objection to the application: 0  
Abstention: 0

Overall decision following the vote was for the Parish Council to support the application.

**ACTION:** Clerk to advise ESC accordingly.

### **12.2 New planning applications since the last meeting:**

#### **DC/20/0348/PN3 – Whitehouse Farm, Lowes Hill, Kelsale-cum-Carlton, IP17 2PQ**

Notification of prior approval for a proposed change of use of an agricultural building to a dwelling house. The building will be converted to provide a 4-bedroom single storey residential accommodation.

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

Cllr Galloway reported that this has been to appeal, and they have revised the plan. It is now a ground floor property, but it is converting a barn with no sides. Cllr Burslem asked if this is a redundant building, what can we object to? Cllr Revell replied that there are some nicely converted barns. If there was no building there, we could object, but there is 6 posts and a roof. Cllr Galloway said that the building is so minimal, that they should be applying for a new build.

Cllr Revell asked for a vote to be taken on this planning application.

Support for the application: 0

Objection to the application: 6

Abstention: 1

Overall decision following the vote was for the Parish Council to object.

**ACTION:** Clerk to advise ESC accordingly.

#### **DC/19/1027/FUL – Alderlee, Main Road, Kelsale-cum-Carlton.**

An appeal has been made to the Secretary of State against the decision of ESC to refuse planning permission for construction of 10 dwellings.

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

The Council discussed this appeal and a few responses were mentioned; this is not a bad development, there is a mix of houses; parking is an issue as there is not enough spaces; rainwater and drainage is an issue.

Cllr Revell asked for a vote, and 7 voted to remain neutral in our response.

**ACTION:** Clerk to advise ESC accordingly.

Cllr Revell reported that an email had been received from a resident of Rendham Road concerning the flagpoles. It has been suggested that residents in that area should be consulted by the Planning Group if there is another planning application for Carlton Meres.

## **11094 Financial Matters**

### **13.1 Financial Statement since the December meeting. See Updated Finance Report of 26<sup>th</sup> February 2020.**

**All requests for payment were approved.** Proposer: Cllr Burslem, Seconder: Cllr Buttle.

**13.2 To approve and sign the bank statements:** The Bank Statement to 31<sup>st</sup> January and a financial reconciliation were brought to the meeting and approved and signed by the Chair.

## **11095 To Receive Reports from Portfolio Holders and Liaison Representatives**

### **E1: Biodiversity Group**

Cllr Revell reported that Cllr Dickerson had circulated an email regarding his recent attendance to a Green Print Open Forum.

**B6: Emergency Planning**

Cllr Revell commented that Cllr Roberts is aware of the Coronavirus and has taken advice from the Emergency Officer, Keith Faulkner-Simpson. Suffolk County Council will advise the PC when necessary of any precautions to be taken.

**E4: Kelsale Village Enhancement & Conservation Area Group.**

Cllr Ransome reported that the group had met, and minutes of the meeting had been circulated. A resident had contacted Cllr Ransome regarding a fence on the recreation ground. There is a length of about 60m of fencing, about a third is fine but the rest needs replacing. The gate is also rotten. Cllr Buttle asked who owns the fence, does it belong to the PC? Cllr Ransome suggested that this is something that needs to be established. The resident would like the fence to be fixed this year. Cllr Ransome shared a plan of the area of Low Road junction with Bridge Street. This idea is to slow traffic down and enhance the area outside the Village Hall. Cllr Ransome asked what the view was of the Councillors to this idea. Cllr Major commented that there was too much grass outside the Village Hall: Cllr Revell said that there is a lot of tarmac in this area, this would slow the traffic down. Cllr Burslem suggested that the signpost should be moved away from the junction up to the main road. It was agreed by all the Councillors for Cllr Ransome to progress further with the plan.

Cllr Ransome said that the other item mentioned at the recent meeting was the planting of native species around the carpark.

**ACTION:** Cllr Ransome to contact Cllr Pulham re the ownership of the fence on the recreation ground. Cllr Ransome to speak to Highways about the 20mph limit. Cllr Ransome to complete more work on the plan for the junction of Low Road & Bridge Street.

Cllr Burslem is to meet with a resident re archives of the village.

**B7: Trees and Green Spaces**

Cllr Buttle reported that she had cleared the bus shelters of leaves. Cllr Revell had fixed the broken plank of wood in the bus shelter and had also moved the horse-riding sign but it needs to be modified before replacing. Cllr Buttle said that she had a meeting with Playforce and was waiting for a response.

**C: Community Event**

Cllr Galloway reported that the marquees need to be washed and dried ahead of the VE day celebration. Cllr Revell said that he is able to wash the marquees but not able to dry them,

**11096 Items for consideration for Inclusion on the next agenda**

**11097 Correspondence**

Already mentioned.

**11098 To consider excluding the public and press**

No considerations were necessary.

**11099 Excluded items**

There were none

**11100 Date of the next meeting**

The next meeting to be held on Wednesday, 25th March 2020 at 7.00pm in the Village Hall Committee room.

The Chairman closed the meeting at 21.11.

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

**Kelsale-cum-Carlton Parish Council**  
21 Ferry Road, Orford, Woodbridge, Suffolk, IP12 2NR,  
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**MINUTES OF THE VIRTUAL PARISH COUNCIL MEETING HELD ON  
WEDNESDAY 25th MARCH 2020  
AT 7:00PM.**

**Present at the meeting:**

Cllr Alan Reveil (Chair)	Cllr Tim Roberts
Cllr Edwina Galloway (Vice-Chair)	Cllr Chris Burslem
Cllr Claire Buttle	Cllr Rob Holden
Cllr Keith Dickerson	Cllr Simon Ransome

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

**Welcome by the Chairman.**

**11101 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 were no members of the public.

**11102 Reports**

**(a) Report by County Cllr Richard Smith**

No report sent

**(b) Report by District Cllr Stephen Burroughes**

Stephen Burroughes sent his apologies. Regular updates are received from ESC regarding the Covid-19.

**The Chair formally opened the meeting at 19.02.**

**11103 To receive apologies for absence** – Cllr Lumb, Cllr Ellis, Cllr Major, Cllr Pulham and District Councillor Burroughes.

**11104 To accept apologies for absence** – Accepted

**11105 To record absence without apologies** – None

**11106 Declarations of Interest** – None

**11107 To consider any dispensations** – None.

**11108 To consider the Approval of the draft minutes of the Parish Council meeting held on 26<sup>th</sup> February 2020**

The draft minutes had been circulated and the version now on the website were approved with abstentions from those that did not attend. Proposer: Cllr Roberts, Seconder Cllr Buttle and agreed by all.

**11109 Parish Clerk's Report**

### **Internal Control**

The Clerk reported that this form had been circulated to all the Councillors. There was one amendment on how payments are made. This was agreed by all Councillors and would be signed by the Chair when a meeting with the Clerk could be arranged.

### **11110 Clerk's Report on urgent decisions**

The Clerk informed the Councillors that all information regarding the Covid-19 situation would be passed on.

### **11111 Matters arising from the Clerk's report**

First responders – The Clerk reported that she had contacted East Anglia Ambulance Service about the First Responders covering Kelsale. At the moment there are no First Responders that cover Saxmundham or Kelsale.

Cllr Roberts suggested that we ask Julia Ewart if she would be prepared to assist with this.

Cllr Revell said that help with the First Responders would be appreciated.

ACTION: Cllr Roberts to contact Julia Ewart and report back to the PC.

### **11112 Matters arising from the Parish Council meeting held on Wednesday 26 February 2020**

Due to the Covid-19 situation it was agreed to carry all matters arising over to the next meeting.

### **11113 Parish Council Matters**

**11.1 New Oasis:** It was agreed by all the Councillors to have no Easter edition of the New Oasis. When the current restrictions are lifted it maybe that an edition of the New Oasis could be produced.

Cllr Roberts reported that Nick, who is a Curate could be asked to produce a note for Easter which would cover every faith.

Cllr Revell suggested that this could be placed on the website.

ACTION: Cllr Roberts to contact Nick.

**11.2 Annual Parish Meeting:** It was agreed by all the Councillors to postpone this meeting until further notice and that at least a month's notice would be required before the meeting date for groups to organise a report.

Cllr Dickerson commented that the Biodiversity Group will be giving a presentation at the APM.

**11.3 Emergency Planning:**

**11.4 Good Neighbour Scheme:**

Cllr Roberts suggested that both these items are covered together. A written report has been circulated to all Councillors. Thanks, should be minuted, to Julia Ewart. She has assisted a great deal with the organisation of IP17GNS but has now decided to step down from this. Saxmundham Town Council has been really helpful in providing funding. All the emails and phone lines have now been set up and running with people contacting them already. The fliers are not quite what was expected but the poster/handouts will be ready for delivery tomorrow. The New Oasis distributors have agreed to assist with this. It has been suggested that they wear rubber gloves when delivering.

Cllr Buttle said that there is some rubber gloves in the billy box if people would like them. She will arrange delivery of them tomorrow.

There is a Food bank in Saxmundham. The setting up of the bank account is still to be completed. East Suffolk Council has 'Home Not Alone', to support members of the public.

Cllr Holden has agreed to help with 'Google Docs'.

Cllr Roberts asked if anyone would be able to assist with applying for funding for the GNS.

Cllr Galloway said that she is not able to assist at the moment as she is contacting the residents of East Green to see if they need assistance.

Cllr Buttle reported that she was contacting the residents of Curlew Green to offer assistance.

Cllr Roberts said that this is a 'Cocoon system' and should be encouraged to restrict movement. This should be mentioned to IP17GNS to ensure that they are aware of people assisting. There is currently no support from ESC or SCC.

Cllr Galloway asked what the funding is required for?

Cllr Roberts said that the funding is required for the website, posters, etc. £700 has been spent already.

Cllr Revell agreed with the use of the rubber gloves and the hi-vis waistcoats if required. He would be prepared to contact the Poachers Pocket area of Kelsale to see if they require assistance.

Thank you to Cllr Roberts for all his work regarding the Good Neighbour Scheme.

- 11.5 Future Meetings:** The Clerk reported that any documents requiring a decision would be circulated to all Councillors. This will contain a return date for replies. Could all Councillors ensure they respond, these responses will then be collated and kept for reference if needed.

#### **11114 Planning Matters**

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

#### **12.2 New planning applications since the last meeting:**

**DC/20/1127/FUL – North Green Farm, North Green, Kelsale-cum-Carlton, IP17 2RL**

Erection of 1 no. single storey dwelling.

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

Cllr Galloway reported that the neighbours are not happy with this application, there is a biodiversity issue as this used to be an orchard and there are newts nearby.

Cllr Holden commented that they have not mentioned the footpath that goes through this area of land.

Cllr Revell asked for a vote to be taken on this planning application.

Support for the application: 0

Objection to the application: 8

Abstention: 0

Overall decision following the vote was for the Parish Council to object.

**ACTION:** Clerk to advise ESC accordingly.

#### **11115 Financial Matters**

**13.1 Financial Statement since the February meeting. See Updated Finance Report of 24<sup>th</sup> March 2020.**

**All requests for payment were approved.** Proposer: Cllr Dickerson, Seconder: Cllr Buttle, all agreed with one abstention.

The Melbek payment is for assistance with the website ahead of the new regulations in September. The VE Day medals were covered by a fund from ESC.

As Cllr Pulham is having difficulties signing into UTB, it was agreed to change the authorisation to Cllr Roberts for a funding payment to himself.

**13.2 To approve and sign the bank statements:** The Bank Statement to 29<sup>th</sup> February and a financial reconciliation were brought to the meeting and would be signed and agreed when the Chair and Clerk meet.

#### **11116 To Receive Reports from Portfolio Holders and Liaison Representatives**

##### **B1: Sizewell**

Cllr Galloway reported that she will confirm that the PC agree to sign the letter to EDF regarding the pause of Sizewell C. The email was sent to all Councillors for agreement.

##### **B7: Trees and green spaces**

Cllr Buttle reported that she will be placing a sign on the play equipment to say that the area is closed until further notice. The recreation ground will remain open.

**E1: Biodiversity Group.**

Cllr Dickerson reported that he had met with Paul Tynan from ESC. Apparently, there are 4 groups cutting grass within the village.

**A14: Kelsale Village Hall & Centre**

Cllr Roberts reported that all the funding had been received for the work by Firesite. The PC will cover the VAT money. The VH may be used as a temporary rescue centre.

Cllr Galloway proposed that the PC donates £90 to the VH Cttee to enable them to organise the work on the alarm system by Firesite.

Cllr Revell agreed that the PC should donate £90, this was agreed by all.

ACTION: Clerk to contact the VH Cttee, ask them to organise the work on the alarm system as soon as possible.

Cllr Roberts to contact the VH Cttee regarding funding for small businesses.

**E4: Kelsale Village Enhancement**

Cllr Ransome reported that he had tried to organise a meeting with the Highways Department regarding the 20mph limit in the village, but this is proving difficult.

Cllr Galloway said the Church had an idea about the Lychgate Area, they are hoping to place the bins in an area of the car park.

Cllr Ransome commented that he had managed to give the noticeboard on the recreation ground a cover of varnish.

**C: Community Event**

Cllr Buttle reported that the VE Day had been postponed to August and would be a joint celebration with VJ Day.

**11117 Items for consideration for inclusion on the next agenda**

**11118 Correspondence**

Already mentioned.

**11119 To consider excluding the public and press**

No considerations were necessary.

**11120 Excluded items**

There were none

**11121 Date of the next meeting**

The next meeting to be held on Wednesday, 29th April 2020 at 7.00pm in the Village Hall Committee room. This may take place using Skype.

Cllr Revell thanked Cllr Holden and Cllr Dickerson for assisting with the Skype meeting.

The Chairman closed the meeting at 20.18.

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

**Kelsale-cum-Carlton Parish Council**  
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**MINUTES OF THE VIRTUAL PARISH COUNCIL MEETING HELD ON  
WEDNESDAY 29th APRIL 2020  
AT 7:00PM.**

**Present at the meeting:**

Cllr Alan Reveil (Chair)	Cllr Tim Roberts
Cllr Edwina Galloway (Vice-Chair)	Cllr John Pulham
Cllr Claire Buttle	Cllr Rob Holden
Cllr Keith Dickerson	Cllr Simon Ransome
Cllr Ray Ellis	

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

**Welcome by the Chairman.** Thank you to Cllr Holden for organising the virtual meeting.

**11122 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 were no members of the public.

**11123 Reports**

**(a) Report by County Cllr Richard Smith**

Cllr Smith reported that he had been working from home for 6 weeks, SCC is short staffed in some areas. There is a contact number for people in need, 0800 876 6926. Some staff of SCC are being redeployed; this includes some of the Firemen who are being trained to assist the Ambulance service. There is a new drive through testing site at the Copdock Park and Ride. Daily contact between himself and Cllr Roberts concerning the latest Covid-19 updates. Cllr Smith is involved with the Sizewell C consultation and urging that any application or plans, be postponed until after the Covid-19 pandemic.

Cllr Galloway asked how the council finances are coping with the Covid-19 situation.

Cllr Smith replied that SCC has healthy reserves, and they are also receiving money from the government, but there is to be a full briefing regarding this on Friday.

**(b) Report by District Cllr Stephen Burroughes**

Cllr Burroughes reported that there is a lot of information regarding Covid-19. SALC provide regular updates and the ESC website has useful information. The Home Alone scheme is working well, and communities are working hard to support one another. Finance - £122,000 to help at the moment with £2.4million promised. The Autumn budget will be tight. Many small businesses have applied for assistance. Some of the staff at ESC have been redeployed. Many people are working from home and holding virtual meetings. Leisure facilities, campsites etc are closed. There are going to be significant issues as we come out of lockdown.

Cllr Pulham asked why the small business scheme for ESC was taking longer than many other district councils.

Cllr Burroughes reported that they were still experiencing some teething problems.

Cllr Roberts commented that the communications team at IP17GNS distil the information

regarding Covid-19 and send through.  
Cllr Burroughes reported that it is important not to over duplicate the information.

**The Chair formally opened the meeting at 19.25.**

**11124 To receive apologies for absence** – Cllr Lumb, Cllr Burslem and Cllr Major.

**11125 To accept apologies for absence** – Accepted. It was proposed by Cllr Revell to excuse Cllr Lumb for the next six months from Council meetings due to personal circumstances, this was seconded by Cllr Galloway and agreed by all.

ACTION: Clerk to contact Cllr Lumb informing him of the Councils decision.

**11126 To record absence without apologies** – None

**11127 Declarations of Interest**

Cllr Roberts & Cllr Dickerson – Electricity Bill

**11128 To consider any dispensations** – None.

**11129 To consider the Approval of the draft minutes of the virtual Parish Council meeting held on 25<sup>th</sup> March 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 Dickerson, Seconder Cllr Ransome and agreed by all.

**11130 Parish Clerk's Report**

**7.1 Internal Audit.**

SALC has contacted the Clerk regarding the Internal Audit, due to the Covid-19 lockdown they are unable to accept the folders of paperwork, there is a new format to follow. This means that the paperwork is sent through using zipped files and the website. Documents are being accepted as of next week and the Clerk will aim to forward the documents then. The Council will be kept informed of the progress.

**7.2 VAT – reclaim**

The VAT reclaim has been submitted to HMRC on the 06/04/20. The amount applied for is £1,816.25.

**7.3 AGAR – Section 1 & 2**

The paperwork for the AGAR has been submitted to the Councillors. On recommendation of the last internal audit, question 4 of section 1 should have the answer 'no' as adequate notice of public rights was not given. The public rights notice this year has already been displayed. These questions are asked to ensure that all Councillors agree to the terms set out in the document and understand their collective responsibility for it.

Section 2 has some variances that require an explanation, box 3 – in 2018/19 the PC received £5373 from the bonfire event, £5684 from a VAT refund, and a donation of £1623. Box 4 – the amount of staff wages is less in 2019/20 due to having a period of time with no employed Clerk.

Section 1 & 2 were agreed by all Councillors.

**7.4 Insurance Quotes**

One quote has been received from Community Action Suffolk. Updated information has been sent to Came & Company but as yet no quotes have been received. This will be updated at the meeting next month.

**7.5 Complaint re Councillor**

A letter has been received by the Councillor concerned from the monitoring officer. On reflection of the paperwork received, the monitoring officer informed the Councillor that they should send a letter of apology to the complainant. The Councillor has completed the letter.

**11131 Clerk's Report on urgent decisions**

None

**11132 Matters arising from the Clerk's report**

None

**11133 Matters arising from the Parish Council meeting held on Wednesday 25 March 2020.**

Due to the Covid-19 situation it was agreed to carry all matters arising over to the next meeting.

**11134 Parish Council Matters**

- 11.1 Norse:** A quote had been received from Norse for cutting the Recreation Ground 14 times and pathways to be cut on every visit in the wildlife areas. The cost for this is £618 + VAT.  
Cllr Dickerson suggested that this cost is confirmed with Norse as a meeting had taken place prior to the quote with Paul Tynan at which it was discussed not to cut some of the areas in the village.  
Cllr Buttle confirmed that she had asked Mr Mann to cut pathways through the wildlife areas whilst Norse was not completing any grass cutting.  
**ACTION:** Clerk to clarify the quote with Norse.
- 11.2 Annual Play Inspection:** It was agreed by all the Councillors to accept the quote from the Play Inspection Company; 2 areas at £67.50, total £135.00.  
**ACTION:** Clerk to respond to email, agreeing quote.
- 11.3 Website:** Cllr Galloway reported that Melbek are able to complete some work on the website to make it more compliant with the required legislation change in September 2020. The cost of this is £360 + VAT. This expenditure was agreed by all Councillors.  
**ACTION:** Cllr Galloway to contact Melbek.  
Cllr Revell thanked Cllr Galloway for her work on the website.
- 11.4 Good Neighbour Scheme (IP17GNS):**  
Cllr Roberts thanked Cllr Dickerson for his support with fund raising, Cllr Holden for assistance with the IT, and Cllr Ransome for his personal support.  
£21,874 has been raised so far with another £52,649.00 applied for. A specialist company has been sourced to assist with cleaning homes after a Covid-19 fatality.  
At the moment it is unclear what the future situation will be. Care homes require assistance; help with the distribution of prescriptions, there has been many requests for areas outside IP17 GNS; Framlingham, Knodishall, Leiston and Wickham Market. Self-employed people that have no money are contacting GNS. Handling emergency food supplies. 110 volunteers signed up to assist the GNS, when the lockdown is lifted some of these people will return to work. Some people continue to fall through the cracks; CAB are assisting, there is an increase in domestic violence, isolation causing mental health issues.  
There has been one complaint against a volunteer, but when this was investigated it was a non-complaint. All the volunteers have t-shirts.  
Some assistance is still required regarding research and cocoon wardens.  
Cllr Roberts wished to thank all those supporting IP17GNS.  
Cllr Revell thanked Cllr Roberts for his work with the GNS.  
Cllr Galloway asked what proportion of requests for assistance come from Kelsale-cum-Carlton?  
Cllr Roberts reported that he does not have the information, but he will try to locate it. Few groups work 24/7.  
Cllr Dickerson asked what areas are covered by the cocoon system and what is the role of a cocoon warden.  
Cllr Roberts explained that a cocoon warden just needs to keep an eye on the households in their area. They will know what to look out for amongst their neighbours, milk on the doorstep, curtains closed etc...  
Cllr Revell commented that the need will carry on from the lack of finances, etc for some time.  
Cllr Roberts said that Kelsale-cum-Carlton PC needs to appraise their financial situation. £12,500 has been received from Saxmundham Town Council. Money is being spent on food parcels, per week. Some people have no cash so they will complete a bank transfer refund for the cost of prescriptions.  
In time Yoxford will be asked to join with the IP17 GNS.

Cllr Revell said that when the situation changes, a meeting will take place with Cllr Galloway, the Clerk and himself to discuss the financial situation regarding a further donation to GNS.

Richard Smith and Stephen Buroughes left the meeting at 20.00.

### **11135 Planning Matters**

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

#### **12.2 New planning applications since the last meeting:**

##### **DC/20/1290/VOC & 1292/VOC – The Barn at Oak Tree Farm, Clay Hills Road, Kelsale-cum-Carlton, IP17 2PW**

Replacement of a derelict outbuilding to create a game/hobby room – variation to approved places.

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

Cllr Galloway commented that a recommendation would be to have pantiles used on the roof of the building.

Overall decision was to not object to this application.

**ACTION:** Clerk to advise ESC accordingly.

##### **DC/20/1261/FUL – Sunnyside, West View, Kelsale-cum-Carlton, IP17 2NS**

Erection of a dwelling.

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

After discussion it was agreed that a recommendation to undertake a biodiversity ground survey should be considered, also the site is opposite a conservation area.

Overall decision was to not object to this application.

**ACTION:** Clerk to advise ESC accordingly.

### **11136 Financial Matters**

#### **13.1 Financial Statement since the February meeting. See Updated Finance Report of 29<sup>th</sup> April 2020.**

**All requests for payment were approved.** Proposer: Cllr Pulham, Seconder: Cllr Buttle, all agreed.

**13.2 To approve and sign the bank statements:** The Bank Statement to 31<sup>st</sup> March and a financial reconciliation were brought to the meeting and would be signed and agreed when the Chair and Clerk meet.

### **11137 To Receive Reports from Portfolio Holders and Liaison Representatives**

#### **B1: Sizewell**

Cllr Galloway reported that she circulated the letter to the Councillors to EDF regarding the pause of Sizewell C consultation.

It was agreed by all the Councillors for the PC to sign this letter.

#### **C1: Bonfire Party Team.**

Cllr Buttle asked if, in a few weeks' time, she should be starting to organise the Bonfire night.

Cllr Revell suggested that items for the bonfire event could be provisionally booked but no financial commitment should be made at the moment.

The Senior Citizens lunch should also be placed on hold for the time being.

Cllr Roberts said that it could be an option to deliver meals to people's homes at Christmas.

It was agreed by all Councillors to put the Bonfire Event and the Senior Citizens Christmas Lunch on hold for the time being.

#### **D1: Parish Newsletter**

Cllr Pulham reported that as there was no Easter edition of the New Oasis, he would ensure that there would be a summer edition in June. This may be placed on the website and have no hard copy.

Cllr Dickerson said that they have a revamped delivery list with a full complement of deliverers so a hard copy would be possible.

Cllr Roberts reported that there would be an updated newsletter from GNS in the next couple of weeks, this would need delivering.

### **E1: Biodiversity Group**

Cllr Dickerson said that due to the Covid-19 outbreak, no biodiversity surveys had taken place since the Oak Tree Farm survey on the 22 March. Is there funding for the proposed Biodiversity and Footpath leaflets?

Cllr Galloway said that a quote would need to be obtained for the printing, this could then be considered at the PC meeting.

Cllr Dickerson reported that the 'Local Electricity Bill' currently going through parliament would be helpful for the local community.

Cllr Roberts commented that the Village Hall receives 375% on their investment in the Community Energy Scheme per annum. This is a good way to raise revenue. There will be a green energy boom in the future.

Cllr Dickerson was asked to check on the progress of the bill.

There is no progress to report at the moment concerning the fire alarm system at the Village Hall.

### **11138 Items for consideration for Inclusion on the next agenda**

#### **11139 Correspondence**

A donation request had been received from Marie Curie and the Disability Advice Service. After some discussion it was agreed to give £100 to the Disability Advice Service, this was from funding saved as a result of not printing a copy of the New Oasis at Easter.

#### **11140 To consider excluding the public and press**

No considerations were necessary.

#### **11141 Excluded items**

There were none

#### **11142 Date of the next meeting**

The next meeting to be held on Wednesday, 27th May 2020 at 7.00pm in the Village Hall Committee room. This may take place using Skype.

Cllr Revell thanked Cllr Holden for assisting with the Skype meeting.

The Chairman closed the meeting at 20.45.

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

**Kelsale-cum-Carlton Parish Council**  
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**MINUTES OF THE VIRTUAL ANNUAL GENERAL MEETING HELD ON  
WEDNESDAY 27th MAY 2020  
AT 7:00PM.**

**Present at the meeting:**

Cllr Alan Reveill (Chair)	Cllr Tim Roberts
Cllr Edwina Galloway (Vice-Chair)	Cllr John Pulham
Cllr Claire Buttle	Cllr Rob Holden
Cllr Keith Dickerson	Cllr Simon Ransome
Cllr Chris Burslem	

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

**Welcome by the Chairman.** Thank you to Cllr Holden for organising the virtual meeting.

**11143 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 were no members of the public.

**11144 Reports**

**(a) Report by County Cllr Richard Smith**

Cllr Smith reported that EDF had submitted the DCO for Sizewell C. It is disappointing that this has been submitted, as they were advised not to due to the Covid-19 situation. Many of the SCC staff have been redeployed due to the pandemic, and they are now being asked to return to their jobs, to aid with this application. The Planning Inspectorate has 28 days in which to look through the paperwork and decide whether they accept the application. Has EDF completed a proper consultation? The Statement of Community Consultation submitted by EDF has been adhered to; therefore the County Council will find it difficult to report to the Planning Inspectorate anything other than that EDF have done what they said they would do – whether they actually listened and changed their proposals is not relevant in this assessment. If the application is accepted, then interested parties must register to be able to input their oral or written comments. Personally, CC Richard Smith is against Sizewell C and will try to persuade his colleagues to object to the application. Some Councillors, principally in the west of the County may think this development will not affect the area they represent, and it is for those Councillors in East Suffolk to persuade them otherwise. The Planning Inspectorate and Government who makes the final decision, may regard potential high unemployment numbers following the Covid-19 pandemic as a reason to approve the application.

Cllr Burslem asked how helpful Therese Coffey has been.

CC Richard Smith said it is understood that EDF have not made much headway with Network Rail, despite Dr Coffey's intervention designed to help progress the Rail Option.

Cllr Roberts asked what the PC's position is with the case.

Cllr Galloway reported that the PC had submitted 3 substantive responses to the last 3 consultations, and these had issues highlighted in them which could be used as a basis

for representations when responding to the Planning Inspectorate re the Development Consent Order. Each representation can be a maximum of 500 words. Although the Parish Council is a statutory consultee, individual Councillors and others are encouraged to register (as other others) and make their own representations. These will be looked at after 28 days.

CC Richard Smith commented that KcC PC had one of the finest quality responses to each stage of the consultation process. The PC should register as a corporate body, but residents should register also. A final decision on Sizewell C should be expected towards the end of next year.

Cllr Revell commented that the whole of the PC is against Sizewell C.

CC Richard Smith said the process should have an elasticated timetable to take Covid-19 into consideration.

Cllr Dickerson commented that at the last PC meeting it was mentioned that there was to be a budget meeting, how did this go?

CC Richard Smith replied that SCC has spent £77m from various pots for aid during the pandemic, £40m has been received from the government. SCC is able to cope at present, with both the impacts on budgets and the severe adverse cashflow.

**(b) Report by District Cllr Stephen Burroughes**

Cllr Burroughes sent his apologies.

**The Chair formally opened the meeting at 19.27.**

**11145 Election of Chair for 2020/21 and signing of Declaration of Acceptance of Office Form**

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

Cllr Revell was duly elected as Chair. The Declaration of Acceptance of Office Form would be signed once the Covid-19 pandemic lock-down allows for face-to-face meeting.

**11146 Election of Vice-Chair for 2020/21 and signing of Declaration of Acceptance of Office Form**

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

Cllr Galloway was duly elected as Vice-Chair. The Declaration of Acceptance of Office Form Would be signed once the Covid-19 pandemic lock-down allows for face-to-face meeting.

**11147 To receive apologies for absence** – Cllr Lumb, Cllr Ellis and Cllr Major.

**11148 To accept apologies for absence** – Accepted.

**11149 To record absence without apologies** – None

**11150 Declarations of Interest** - None

**11151 To consider any dispensations** – None.

**11152 To consider the Approval of the draft minutes of the virtual Parish Council meeting held on 29<sup>th</sup> April 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 Ransome and agreed by all.

**11153 Parish Clerk's Report**

**7.1 Internal Audit.**

The Clerk reported that the paperwork for the Internal Audit was passed to SALC on the 7<sup>th</sup> May. On the 22<sup>nd</sup> May our paperwork was sent to the Auditor. Today a list of requested documents was received. This has been sent, and the Councillors will be kept informed of the progress.

Budget – the Clerk commented that she had spoken with Cllr Revell concerning the purchase of flowers for the tubs outside the Village Hall. It was agreed by all when the budget was set, that there would not be any budget for the tubs, Christmas Tree or SNIPS competition. Cllr Revell and the Clerk agreed that the Cllr should be reimbursed for the purchase, but this will

have to wait until Cllr Revell, Cllr Galloway and the Clerk could meet to discuss where we may take the funding from.

At the end of the last financial year there was an outstanding credit from BT Broadband, instead of us receiving the money, it has been credited on this month's invoice.

The purchase of a laptop for the Clerk. The Clerk has been in contact with Cllr Galloway and Cllr Holden regarding the purchase of a new laptop. Cllr Holden has given a suggestion of two laptops, both of which are within the limit of £500. If the Clerk should purchase one of the laptops, could she be reimbursed straight away.

Cllr Galloway proposed that the Clerk should be reimbursed after the purchase of the laptop, this was seconded by Cllr Roberts and agreed by all.

Cllr Burslem commented that last year there was a budget for the flower tubs.

Cllr Galloway said that all Cllrs received copies of the budget ahead of it being formally agreed. Money should not be removed from the reserves at the moment.

Cllr Revell assured the Cllrs that the budget for this year had been discussed in length, money will be found to reimburse the Cllr, this is just a misunderstanding.

Cllr Roberts suggested that the budget should be reviewed to identify money that has not been used due to the pandemic.

Cllr Revell said that when a face-to-face meeting is allowed then Cllr Galloway, the Clerk and himself would meet to see what could be done with the budget figures.

**11154 Clerk's Report on urgent decisions**

None

**11155 Matters arising from the Clerk's report**

None

**11156 Matters arising from the Parish Council meeting held on Wednesday 29 April 2020.**

Due to the Covid-19 situation it was agreed to carry all matters arising over to the next meeting.

**11157 Parish Council Matters**

**13.1 IP17 GNS:** Cllr Roberts reported that he had previously circulated a report and budget to the Cllrs for information. The plan and budget at the moment will take the GNS up to 31 August 2020. GNS have asked people what services they continue to need, currently they deliver 200 prescriptions per day, deliver meals and food. As time goes on the services required will change to wellbeing, youth, and wealth issues. Two care homes in the area are in lockdown due to Covid-19, and there has been some fatalities within the care homes.

CC Richard Smith asked where the deaths notification has come from. He has received letters from concerned residents having read this information. It is important to state known facts to members of the public.

Cllr Roberts commented that IP17 GNS had assisted one care home to try and organise testing for Covid-19. After spending three weeks trying to help organise testing in a care home it finally happened last Thursday. There have been no care home fatalities in the past two weeks. Testing in the care homes is to take place every two weeks. One care home was struggling to get enough PPE, but the GNS could not assist with this.

CC Richard Smith commented that some facts stated are not in line with what he as a County Councillor has been told. All care homes in Suffolk are not the responsibility of the County Council. His understanding is that PPE supplies have been adequate and, where necessary, emergency supplies have been sourced and delivered by the County Council, so far free-of-charge. If there are issues these should be reported directly to the County Council and to Cllr Smith.

Cllr Galloway commented that a lot of PC meeting time seemed to be spent discussing IP17 GNS which is a separate charity.

Cllr Roberts said that the issues are in our community, we should support people.

Cllr Revell commented that KcC needs to be the priority of the PC. The GNS does support the community. Thank you, Cllr Roberts, for your continued hard work with IP17 GNS.

Cllr Roberts suggested that KcCPC should fund around £2,800(pro-rata) on the GNS.

Currently there has been £350 which was extremely useful to get the GNS started. Saxmundham have been very generous with contributions to the scheme.

Cllr Revell commented that the precept size of KcC and Saxmundham are totally different. The budget is very tight this year, and as a result of this cannot fund the IP17 GNS.

Cllr Roberts explained that Saxmundham had donated £12,500, and a further amount of £18,500 had been raised.

CC Richard Smith commented that his understanding was that Saxmundham Town Council had increased its precept this year by £10,000 to subsidise the Wednesday Market, but as there is no market at present these funds have been vired and made available for the GNS Scheme, if needed. Only £500 has been paid over to date.

Cllr Roberts explained that one member of the GNS was given a paid salary.

Cllr Burslem asked if the income from the precept in our budget, is why it is so tight.

Cllr Revell said that he does not wish to increase the precept next year to fund IP17 GNS. The residents of the village will/may have financial difficulties due to Covid-19 and they would not be in a position to pay any more money.

Cllr Roberts said that the GNS is not just for now, it may be required for the next 5 years.

Cllr Dickerson commented that the UK government is not able to fund the Covid-19 situation, they have spent money they do not have. The PC has some reserves, could that be spent.

Cllr Galloway explained that the Covid-19 pandemic is not going to be resolved in a few weeks.

The village hall may ask for funding from the PC and there are general items that the PC has to maintain. The PC is not in a position to agree any funding to GNS at the moment.

Cllr Roberts commented that the Village Hall could apply for funding, everywhere is short of funding at the moment.

Cllr Burslem said that the finances should be looked at carefully and the PC should not worry about increasing the precept if needed.

Cllr Galloway replied that the precept was increased this financial year from £19,000 to £21,500.

**ACTION:** The Chair, Vice-Chair and Clerk to meet when convenient to discuss the budget in further detail.

County Councillor Richard Smith left the meeting at 20.20.

- 13.2 Portfolio Holders:** The Clerk reported that there were a few vacancies in the Portfolio groups.  
Kelsale Village Hall – Cllr Burslem to represent the PC whilst Cllr Lumb is away.  
Footpaths and Rights of Way – Cllr Revell & Cllr Ransome to share this item.  
Benches – Cllr Holden  
New Oasis – Cllr Buttle commented that Liz Flight would be willing to be the editor for the newsletter. Cllr Pulham said that he would agree to this proposal. It was agreed by all for Liz Flight to become the new editor of the New Oasis and would try to sort an edition for June.  
Cllr Dickerson said that he would continue to sort the distribution of the New Oasis.  
Cllr Roberts commented that the Emergency Planning group needed a further representative. It was agreed that the remainder of the Portfolio Groups would remain with the same representatives.
- 13.3 Management of Spinney Pocket Park:** Cllr Dickerson reported that he had sent a report to the Cllrs prior to the meeting. At the moment Spinney Pocket Park has a good range of native tree species, but it is too overcrowded, many are very tall and thin and liable to wind throw and there is a significant shrub layer beneath the trees. It was suggested that there should be some selective removal by felling to allow more light to reach the ground so that retained trees and shrubs reach their full potential. Timber arising could be used to create log and/or brash habitat piles to encourage species diversity. Some native shrubs could also be planted. At the moment there is no money in the budget for this, but money could be earmarked in the future. Cllr Roberts suggested that the 'Bags of Help Fund' run by Tesco could be approached as they fund green areas. This fund happens two times a year and is up to £5,000.  
Cllr Buttle commented that there is £150 in the budget for essential maintenance on trees and paths.

It was agreed that the sum of £150 should remain in the budget for essential tree work. All the Cllrs agreed that the Management of Spinney Pocket Park was a good idea, and thanked Cllr Dickerson for his work on this project.

**13.4 3 Communities Link Project:** Cllr Burslem said that he had sent a report about the project to the Cllrs.

Cllr Burslem proposed that KcCPC remain supportive of the 3 Communities Link Project, this was seconded by Cllr Dickerson and agreed by all.

Cllr Burslem proposed that the Clerk write to CC Richard Smith and SCC to ask that they take advantage of government funding to support the local 3 Communities Link Project, this was seconded by Cllr Roberts and agreed by all.

**ACTION:** Clerk to organise a letter re the funding of the 3 Communities Link Project.

**13.5 GDPR Subject Access Request & Data Protection Statement:** Cllr Buttle proposed that the PC adopts the GDPR Subject Access Request and the Data Protection Statement, this was seconded by Cllr Roberts and agreed by all.

**11158 Planning Matters**

**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 Holden asked if the building work taking place on Dorley's corner was a new piece of work and was there any planning application.

Cllr Buttle replied that there was a planning application and it had been agreed. The work is a new entrance for Kelsale Place.

**11159 Financial Matters**

**15.1 Financial Statement since the February meeting. See Updated Finance Report of 22<sup>nd</sup> May 2020.**

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

**13.2 To approve and sign the bank statements:** The Bank Statement to 30<sup>th</sup> April and a financial reconciliation were brought to the meeting and would be signed and agreed when the Chair and Clerk meet.

**11160 To Receive Reports from Portfolio Holders and Liaison Representatives**

**B7 – Trees & Green Spaces**

Cllr Buttle reported that she had been to look at the Gull, as Cllr Major reported this may need clearing, there is no problem it is just this year's growth.

**E1 – Biodiversity Group**

Cllr Dickerson commented that he had circulated a paper to all Cllr regarding the proposed Biodiversity and Footpath Trail leaflets. The cost of these leaflets is £396, could this be considered in future funding? The artwork involved is for the drawing of maps as OS maps are copyright and may not be re-used.

Cllr Galloway commented that there is a budget for printing but, as Sizewell is progressing, this budget should be used on producing information relevant to Sizewell for the village.

Cllr Roberts suggested that 'crowdfunding' is used to raise money for the leaflets, Go-fund-me is quite simple to use.

Cllr Revell commented that there is to be quarterly accounts for the Cllrs to monitor the PC financial situation.

**11161 Items for consideration for Inclusion on the next agenda**

**11162 Correspondence**

A donation request had been received from Suffolk Accident Rescue Service. After some discussion it was agreed to not offer a donation at the moment.

**11163 To consider excluding the public and press**

No considerations were necessary.

**11164 Excluded items**

There were none

**11165 Date of the next meeting**

The next meeting to be held on Wednesday, 24th June 2020 at 7.00pm in the Village Hall Committee room. This may take place using Zoom. (Cllr Dickerson to organise)  
Cllr Revell thanked Cllr Holden for assisting with the Skype meeting.

The Chairman closed the meeting at 20.45.

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

**Kelsale-cum-Carlton Parish Council**  
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**MINUTES OF THE VIRTUAL COUNCIL MEETING HELD ON  
WEDNESDAY 24th JUNE 2020  
AT 7:00PM.**

**Present at the meeting:**

Cllr Alan Reveill (Chair)	Cllr Tim Roberts
Cllr Edwina Galloway (Vice-Chair)	Cllr John Pulham
Cllr Claire Buttle	Cllr Rob Holden
Cllr Keith Dickerson	Cllr Simon Ransome
Cllr Ray Ellis	

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

**Welcome by the Chairman.** Thank you to Cllr Dickerson for organising the virtual meeting.

**11166 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 were no members of the public.

**11167 Reports**

**(a) Report by County Cllr Richard Smith**

Cllr Smith reported that Covid-19 is still the main issue for SCC, reports re Covid-19 as from the 6<sup>th</sup> July will be sent out 3 days a week not 5.

Sizewell C – as of today the Planning Inspectorate has announced that the request for the planning development consent order from EDF can proceed. There is a 23-page response from SCC and the ESC. EDF has completed what it promised but there is still some detail lacking in a couple of points, one of which is the traffic impact report and the other is the environmental report. The County Council is asking for the maximum length of consultation, which under the present terms is 84 days and if possible, longer under these exceptional circumstances. It is important for everyone to register so that they have the right to make comments, either written or oral now that Stage 2 has begun. There is to be a County Council virtual meeting to be held in July to discuss this.

Cllr Smith thanked the Clerk for the letter regarding the cycle route from Benhall to Kelsale, funding has now been applied for. The main question will be how a cycle route can be placed through the centre of Saxmundham, as the roadways are quite narrow.

Cllr Dickerson asked about the SCC budgets.

Cllr Smith reported that SCC has dipped into the reserves by about £35m, and it may be a comment from the Government that only core matters will be worked on.

**Report by District Cllr Stephen Burroughes**

Cllr Burroughes reported that ESC may have overrun the budget by £9m, which they will be going to Government with a bid for reimbursement as a lot of this expenditure is due to Covid-19. It may be the case that funding goes to the larger cities and towns and the rural areas may not be so lucky. ESC has been prudent with their money over the past

few years.

Regarding Sizewell C there is a joint document with SCC, there are some unanswered questions from EDF. The demand for electricity is set to increase in the future and how we meet that demand is a concern. A joint response is important.

Covid-19 as mentioned before the daily reports are sent out for information both by ESC, SCC and SALC. There has been £100,000 for 65 projects on the Hardship Fund, and these have been committed to. 7,000 people who have been shielding have been contacted to see how they may be supported. This will depend on how lockdown continues to be eased. The ESC has ordered 25 GrandPads, (<https://www.grandpad.net/>) slightly like an ipad, which runs on a SIM to give vulnerable/isolated/senior residents who have not spoken to anyone in three months the chance to communicate with others. This is all paid for by the local authority. Anyone in KcC who is identified as in need may be able to be helped.

The Discretionary Grant Scheme has had just under 300 applicants, £500,000 has been given to 66 applicants. Assistance is being given as to how to help the High Street retailing. Conversations are being held with SCC as to how the Test and Trace can be supported, more should have been started earlier with this to make it more effective. Camping and Caravan sites are due to reopen on the 4<sup>th</sup> July. The public toilets have been kept open, and Norse have been keeping them clean. Grass cutting is continuing, and discussions are taking place with the parishes. Some ESC buildings are reopening slowly. The Covid-19 situation has been a learning curve for everyone, 'never let a good crisis go to waste', this means analysing the impact of the pandemic and trying to draw useful information from it.

ACTION: Stephen Burroughes to pass the details of the GrandPads to Cllr Roberts.

Cllr Roberts commented that with the DCO on Sizewell, we are in a difficult situation politically. The Covid-19 situation has flagged up some weaknesses in the infrastructure. Sizewell has been given funding to decommission one of its turbines, there needs to be an energy review.

Stephen Burroughes replied that there has never been an adequate national energy strategy, if there is to be a huge demand for electricity the National Grid will not cope and need to be redesigned.

Richard Smith commented that when Sizewell B is to be decommissioned in 40 years or so time, at a great cost, EDF has been paying into a grant which will assist with this expenditure when it arises. Currently the Government is paying Sizewell B not to generate as much electricity, therefore only one turbine is running.

Cllr Dickerson commented that he agreed with the comment of reengineering our processes and would like the Council to look into the future of remote meetings.

Cllr Revell thanked Richard Smith and Stephen Burroughes for attending the meeting. Richard Smith and Stephen Burroughes left the meeting at 19.35.

**The Chair formally opened the meeting at 19.35.**

**11168 To receive apologies for absence** – Cllr Lumb, Cllr Burslem and Cllr Major.

**11169 To accept apologies for absence** – Accepted.

**11170 To record absence without apologies** – None

**11171 Declarations of Interest** - None

**11172 To consider any dispensations** – None.

**11173 To consider the Approval of the draft minutes of the virtual Parish Council meeting held on 27<sup>th</sup> May 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 Dickerson, Seconder Cllr Roberts and agreed by all.

**11174 Parish Clerk's Report**

The Clerk reported that the internal audit report had been received and the paperwork had been sent to the External Auditors, yet no response has been received only an acknowledgement of receipt. There were a few items for the Council to consider in the internal audit report, some of which we are covering this evening. Both the internal Audit and external audit will be placed on the agenda for discussion next month.

The Clerk contacted Flagship regarding the building development in Kelsale as some residents were concerned about the use of the green area in front of West View for building materials. Highways was also contacted as traffic lights had appeared on Main Road, and the residents wanted to know whether permission had been granted for this.

Contact has been made with HMRC regarding the VAT reclaim for the PC, this form was sent in April and nothing has been received. This has been chased twice but yet no response.

There is to be a virtual website training course to be held by SALC in early July which the Clerk will be joining.

Cllr Roberts suggested that the Clerk uses webchat to contact HMRC, it is more effective.

**11175 Clerk's Report on urgent decisions**

None

**11176 Matters arising from the Clerk's report**

None

**11177 Matters arising from the Parish Council meeting held on Wednesday 27 May 2020.**

Cllr Dickerson asked if there had been a review of the finances?

Cllr Revell replied that Cllr Galloway, the Clerk and himself had not met yet, but hope to soon to discuss the finances.

Cllr Galloway commented that we have information in place now to make the finance discussion easier.

Cllr Revell reported that he had met with the Village Hall Cttee to discuss the fire alarm. Cllr Lumb and Cllr Roberts had started this procedure and had sorted the figures/finance needs. The PC will use the £2300 of grant funding to pay for some of this and the Village Hall will fund the rest. Firesite had started the necessary work on the village hall yesterday and would be finished shortly. The quote was only valid until August, so it was necessary to get this work moving.

Cllr Buttle joined the meeting at 19.47.

Cllr Buttle apologised for being late to join the meeting, but she and Cllr Holden had been dealing with the Billy Box on the recreation ground. Someone had broken into the Billy Box by cutting the padlocks. Nothing has been stolen, but some of the equipment stored in there has been moved. This has been reported to the Police. Cllr Holden is sorting padlocks for the gates and the Billy Box. A new lock and possibly some welding will need to be sourced.

Cllr Revell thanked Cllr Buttle and Cllr Holden for sorting the Billy Box.

**11178 Parish Council Matters**

**11.1 Primary School, traffic and parking:** Cllr Pulham reported that the issue of parking at the School has been a concern for some time. The previous Head Teacher counted the number of cars and dropping off children and it was 75 cars. One of the previous County Councillors had been supportive of plans drawn up to enable 9 cars at a time to 'drop off' but not park in Spinney Close and use a footpath to the School. Cllr Pulham said this should be a priority and Be resolved before there is an accident.

Cllr Revell suggested that a Councillor contacts the School and discuss this issue.

ACTION: Cllr Galloway to contact the new Headteacher to discuss the issue of parking near

the School.

- 11.2 Re-adoption of the Complaints Policy:** Cllr Roberts proposed that the PC re-adopts the Complaints Policy, this was seconded by Cllr Pulham and agreed by all.
- 11.3 To adopt the Data Retention Policy, the Data Breach Policy and the Donations Policy:** Cllr Revell commented that he would like an amendment to the Donations Policy, item 5, could it read 'the PC reserves the right to ask for.....'. The amendment was agreed by all Council. Cllr Galloway proposed that the Council adopts the Donations Policy, the Data Retention Policy and the Data Breach Policy, this was seconded by Cllr Buttle and agreed by all.
- 11.4 Parish Name:** Cllr Galloway suggested that we as a Council should decide which way Kelsale-cum-Carlton is written, with hyphens or without. The Gazetteer at ESC had been contacted and she said that it appears both ways. Cllr Galloway proposed that 'Kelsale-cum-Carlton' should be used with the hyphens, this was seconded by Cllr Dickerson and agreed by all.

#### **11179 Planning Matter**

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

#### **12.2 New planning applications since the last meeting:**

##### **DC/20/2130/FUL – Land on the East Side of Rendham Road, Kelsale-cum-Carlton, IP17 2AA**

New cattle building to enable enterprise expansion.

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

Cllr Revell reported that some comments had been made by a resident in the area of the planning proposal. It was important to use these comments in our response.

Overall decision was to not object to this application but must consider the attached conditions.

**ACTION:** Clerk to advise ESC accordingly.

#### **11180 Financial Matters**

##### **13.1 Financial Statement since the May meeting. See Updated Finance Report of 24<sup>th</sup> June 2020.**

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

**13.2 To approve and sign the bank statements:** The Bank Statement to 31<sup>st</sup> May 2020 and a financial reconciliation were brought to the meeting and would be signed and agreed when the Chair and Clerk meet.

**13.3 To note and approve the Quarterly Accounts:** Cllr Revell reported that this information would give the basis for the meeting re finances as mentioned earlier. If anyone has any comments please pass them to the Clerk.

Cllr Galloway commented that these figures on the Quarterly Account were agreed by everyone at the meeting in February.

#### **11181 To Receive Reports from Portfolio Holders and Liaison Representatives**

##### **E1 – Biodiversity Group**

Cllr Dickerson commented that there had been a virtual meeting of the Biodiversity Group, who are happy to seek funding from other resources. There is crowdfunding that may be used to raise money, but this requires bank account details.

Cllr Robert said that it is easy to set up a Co-op bank account for this, and it is free.

Cllr Dickerson said that one of the members of the Biodiversity Group has a chainsaw licence and would be willing to fell some of the trees if the PC insurance covered this.

**ACTION:** Clerk to contact the Insurance company re the cover of volunteers.

##### **D2 – Website**

Cllr Galloway commented that a report has been circulated to all, as the website has now been completed to ensure it has accessibility for all. It would be interesting to have some feedback from anyone who is visually impaired.

#### **D1 – Newsletter**

Cllr Galloway reported that the Editor of the newsletter had circulated a report, this has been making good progress and an edition should be ready shortly.

Cllr Pulham commented that he has some artwork which is difficult to transfer, but some of the artwork is found on the internet.

#### **B1 – Sizewell**

Cllr Galloway commented that she would report on this matter more when she had looked at in more detail.

#### **A10 – KcC School**

Cllr Galloway had received a communication from the School who are raising funds for books to encourage reading. They need £3,000 more funding for this, could the PC help in any way. Cllr Roberts asked if the School had considered CAS funding.

Cllr Galloway said that, at the moment, most funding seems to be Covid-19 related, and this resource falls out of the net.

#### **IP17 GNS**

Cllr Roberts reported that at the moment the GNS has enough funding up until the end of August. One problem they do have is volunteers to deliver prescriptions. Any volunteer to deliver prescriptions will require an enhanced DBS check. There are different things that GNS are being asked to assist with, Sax-cess house are now doing laundry for someone. There are some Classical Musicians from Snape who are willing to come and play some music on the recreation ground, this is to generate good feeling in the community. The GNS has received a Rainbow Award. The situation of residents requiring assistance will continue for some time. Saxmundham Town Council are looking into funding for GNS. A card machine has been purchased so money may be paid directly to GNS. The delivery of feedback leaflets gave some very favourable feedback.

Cllr Revell congratulated Cllr Roberts and the GNS for gaining the award and thank Cllr Roberts and Cllr Holden for their continued work with the GNS.

#### **A11 – Footpaths & Rights of Way**

Cllr Ransome reported that he had circulated a map and comments regarding the footpaths etc within the area of Kelsale. He has walked all the footpaths and is concerned about the steps that lead over the A12.

Cllr Revell commented that these have been reported and the Council were told that the steps were in good order. Thanks to Cllr Ransome for completing this task.

Cllr Roberts suggested that the information should be sent to the Rights of Way team, explaining that during the Covid-19 situation more residents have been walking the rights of way.

ACTION: Clerk to send map and comments to the Rights of Way team.

#### **A14 – Village Hall**

Cllr Revell reported that he had been asked to attend a meeting of the Village Hall Committee. At the moment the Committee will be operating without a Treasurer, they are looking at all the guidance around the re-opening of the hall. Hopefully the next PC meeting will be in the main hall, it is easier to social distance. The next meeting will be attended by Cllr Burslem as the PC representative. The PC will be kept informed of the progress regarding the re-opening of the Village Hall and the Social Club.

The APM will not take place until the distancing rules change, we could look to use a larger venue such as the School Hall in Carlton.

**11182 Items for consideration for inclusion on the next agenda**

APM, Budget, Bank Signatory, Doomsday Book

**11183 Correspondence**

Disability Advice Service – a letter of thanks had been received for the kind donation of £100 sent by the PC.

Retirement of a Councillor – a letter had been received from Cllr Pulham stating his plan to retire from the Council after this meeting. He offered to assist with the newsletter if needed.

Cllr Revell thanked Cllr Pulham for his contribution to the PC, which he has been a Councillor on for several years.

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

**11184 To consider excluding the public and press**

No considerations were necessary.

**11185 Excluded items**

There were none

**11186 Date of the next meeting**

The next meeting to be held on Wednesday, 29th July 2020 at 7.00pm in the Village Hall Main Room or Zoom depending on Government guidance.

Cllr Revell thanked Cllr Dickerson for assisting with the Zoom meeting.

The Chairman closed the meeting at 21.04.

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

**Kelsale-cum-Carlton Parish Council**  
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**MINUTES OF THE VIRTUAL COUNCIL MEETING HELD ON  
WEDNESDAY 29th JULY 2020  
AT 7:00PM.**

**Present at the meeting:**

Cllr Alan Reveil (Chair)	Cllr Tim Roberts
Cllr Edwina Galloway (Vice-Chair)	Cllr Chris Burslem
Cllr Claire Buttle	Cllr Rob Holden
Cllr Keith Dickerson	

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

**Welcome by the Chairman.** Thank you to Cllr Dickerson for organising the virtual meeting.

**11187 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 were no members of the public.

**11188 Reports**

**(a) Report by District Councillor Stephen Burroughes**

Cllr Burroughes sent a report which was circulated by the Clerk.

All the local facilities are now beginning to return and improve. Many businesses have been supported by East Suffolk Council, (ESC)

Lowestoft has a master plan to regenerate, it has been neglected for several years. It is hoped this will increase footfall to the area.

The EDF briefing will be taking place, ESC will need to decide whether the benefits outweigh the non-benefits. It is important that ESC must not let the residents down and support them with their concerns.

Scottish Power Renewables (SPR) have one of the windfarms running successfully. There will be a greater need for electricity as we move to electric vehicles.

There has now been many virtual meetings and they seem to be working well.

Thank you for the email received concerning cycling, this is a good initiative and it encourages people to remain healthy.

Cllr Dickerson asked about the re-opening of leisure centres.

Cllr Burroughes commented that some are partially re-opening at the moment, thanks to the use of technology. There are issues around the changing facilities and the safe sanitising of that area.

Cllr Burroughes left the meeting at 7.15pm

**Report by County Councillor Richard Smith**

Cllr Smith reported that there is not much news from Suffolk County Council (SCC), all work is slowly returning to normal.

SCC had an un-budgeted expenditure of £70.6m, of which £4m is not being reimbursed. The Local Government structure is in a mess at the moment, with many different tiers etc.

This should be unitary across the country. Suffolk may end up with an East and West Suffolk, but unfortunately Ipswich does not wish to be included in either.

Due to the Sizewell C application there are currently 40 members of staff working through the documents. SCC did not want EDF to go ahead with their application at the moment, but however they have. Earlier this afternoon there was a meeting with Town and Parish Councils which worked well. There was no new information. The Councils reinstated the objections and concerns they have. Kelsale-cum-Carlton (KcC) is affected by this application and Cllr Smith agreed to help where he could re the concerns of the Council. It remains that the SCC supports the application in principal, but it still believes that the dis-benefits out-way the benefits. There is to be a Cabinet meeting on the 22<sup>nd</sup> September 2020, with views requested by the 30<sup>th</sup> September 2020. Urge everyone to register their interest with the Planning Inspectorate. Planning Aid England is available to give you some support. Well done to Cllr Galloway and her husband who are trying to read as many of the documents regarding Sizewell C as they can.

Cllr Roberts commented that the boundaries and the set up of the Government and local Government, the Good Neighbour Scheme (GNS) has been struggling with the various bodies they have to contact, the Community Partnership has Kelsale twinned with Wickham Market, the sensible partner would be Saxmundham or Yoxford. This does make administration and organisation extremely difficult.

Cllr Smith replied that if change does happen to the boundaries it will happen in the next 3 – 5 years.

Cllr Dickerson asked what measures did Westleton Village Hall put in place to hold a face-to-face meeting?

Cllr Smith suggested that contact is made with their Clerk, hand gel was in place and all attending wore masks, it was at the specific request of some of the Council members as not all are computer literate.

Cllr Revell commented that both himself and the Clerk are aware of the guidelines that must be followed should a face-to-face meeting be required, maybe this will be possible in August in the Main Hall which provides a larger area. Would understand if there are members that would wish not to attend a face-to-face meeting.

Cllr Revell thanked Cllr Smith for attending and his support with the Sizewell application.

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

**11189 To receive apologies for absence** – Cllr Lumb, Cllr Ransome and Cllr Major.

**11190 To accept apologies for absence** – Accepted.

**11191 To record absence without apologies** – Cllr Ellis

**11192 Declarations of Interest** – Cllr Roberts and Cllr Dickerson – Electricity Bill

**11193 To consider any dispensations** – None.

**11194 To consider the Approval of the draft minutes of the virtual Parish Council meeting held on 24<sup>th</sup> June 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 Dickerson, Seconder Cllr Roberts and agreed by all.

**11195 Parish Clerk's Report**

The Clerk reported that she hoped to be giving a report on both of the Audits, but the External Audit report has not been received yet. There has been two calls from HMRC regarding the VAT reclaim, unfortunately HMRC had the incorrect bank details, this has now been sorted and the money appeared in the bank account on the 23<sup>rd</sup> July, as you will see on the finance report. We have two Cllr vacancies at the moment, maybe these could be advertised on the website or on the noticeboards. Website accessibility – there has been a further webinar from

SALC, free of charge. The Clerk is undertaking some research regarding the saving of documents so they may be accessible when placed on the website. Road sign – a resident had reported to the Clerk that a road sign on Low Road had been knocked over, the Clerk has reported this using the online tool.

**11196 Clerk's Report on urgent decisions**

None

**11197 Matters arising from the Clerk's report**

None

**11198 Matters arising from the Parish Council meeting held on Wednesday 24 June 2020.**

**10.1 Primary School Traffic & Parking** – Cllr Galloway reported that an email had been sent to the Head Teacher, but no response had been received.

**10.2 Bio-diversity Group** – The Clerk reported that she had contacted the insurance company regarding cover for volunteers. Volunteers are covered but not if they are using a chainsaw, even if they have the correct licence.

**10.3 Footpaths & Rights of Way** – Cllr Revell commented that an email had been received from a resident concerning the footpath steps near the A12.

Cllr Smith said that these steps had been inspected before and were found to be safe by the Highways team.

Cllr Revell reported that the steps are dangerous, in the winter when they are wet, they would be very slippery.

The Clerk commented that the resident had used the online reporting tool to report the steps. Cllr Smith suggested that we will let this report go through the system, but if we have no joy, he will follow the report up.

Cllr Revell said that this has been ongoing for quite some time. We will wait for the report to go through the system and will follow up with photo's if necessary.

**11199 Parish Council Matters**

**11.1 Annual Parish Meeting (APM):** Cllr Revell said that it is quite difficult to hold an APM at the moment due to the numbers of people and the social-distancing rules.

Cllr Smith said that the Parish Council did not need to hold a meeting until next May 2021, this was advised by SALC.

ACTION: Cllr Revell and the Clerk to monitor situation following advice from SALC.

**11.2 Quiet/Green Lanes:** Cllr Galloway reported that she had spoken to several residents who live on the lanes in the village, there is a rise in the amount of people using the lanes for walking, cycling, horse riding, etc. All the residents were in favour of the quiet lanes. It would also help the village if Sizewell C gets the go ahead, as many of the lanes will be used as cut throughs to Leiston etc. It will help to discourage speeding. Bromeswell are very happy with the results of the quiet lanes. Some of the lanes mentioned included, East Green, North Green, Fordley Road, Curlew Green, Dorleys, Tiggins Lane, Rendham Road, and Butchers Lane.

Cllr Revell asked if there would be signage.

Cllr Galloway reported that the signage makes people aware of others using the road. The chain of lanes enables people to walk, ride etc.

Cllr Smith reported that he had received the email regarding the quiet lanes, and he will forward this to the highway department and update at the next meeting.

All the Councillors agreed to support the Quiet Lanes.

ACTION: Cllr Galloway to complete the form to ESC/SCC regarding the interest of KcC in the Quiet Lanes Scheme.

Cllr Revell thank Cllr Smith for his support with Sizewell C.

Cllr Smith left the meeting at 7.53pm.

**11.3 To adopt the Subject Access Request, the Subject Access Policy and the Subject Access Procedure:** The Clerk reported that these policies were recommended on the Internal Audit

report.

Cllr Roberts proposed that the Parish Council adopt the above documents, this was seconded by Cllr Burslem and agreed by all.

**11.4 Doomsday Book:** Cllr Galloway offered to look after the Doomsday Book, this was agreed by all the Councillors. The book is an asset of KcCPC and would remain to be insured by the Parish Council.

**11.5 Code of Conduct Consultation** – The Clerk reported that this was a document received from SALC. The only difference between the present Code of Conduct and the proposed code was the need for Cllrs to be vigilant when discussing Council items in public places etc. All the Councillors agreed with the proposed Code of Conduct.

ACTION: Clerk to respond to SALC with the Councils comment.

**11.6 Local Electricity Bill** – Cllr Dickerson commented that he had circulated a motion to all the Councillors ahead of this meeting; it is hoped that the PC would support the aims set out in the motion. Currently there are 187 MP's that are in support. Cllr Dickerson proposed that the PC supports the Local Electricity Bill, this was seconded by Cllr Roberts and agreed by all.

ACTION: Cllr Dickerson and the Clerk to draft a letter to the MP.

## **11200 Planning Matter**

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

### **12.2 New planning applications since the last meeting:**

#### **DC/20/2327/FUL – Beech Tree Farm, East Green, Kelsale-cum-Carlton, IP17 2PH**

Permission requested for 4.6m x 15.46m lean to extension to existing barn and 14.4m x 7.29m new shed to fit between two existing barns for the storage of hay and farm equipment. Area is currently used for the storage of farm equipment.

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

Cllr Galloway has spoken to some of the neighbours of the farm there was no objection from them.

Overall decision was to support this application.

**ACTION:** Clerk to advise ESC accordingly.

## **11201 Financial Matters**

**13.1 Financial Statement since the June meeting. See Updated Finance Report of 29<sup>th</sup> July 2020.**

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

**13.2 To approve and sign the bank statements:** The Bank Statement to 30<sup>th</sup> June 2020 and a financial reconciliation were brought to the meeting and would be signed and agreed when the Chair and Clerk meet.

**13.3 Signatory:** Cllr Roberts proposed that Cllr Dickerson should replace Cllr Pulham as a signatory for the bank accounts, this was seconded by Cllr Revell and agreed by all.

**13.4 Budget update** – The Clerk reported that following on from a meeting with Cllr Revell and Cllr Galloway, the figures on the budget had been considered. After dividing the Cllr expenses, £500 had been saved, also some money from the insurance and meeting costs. This gave around £700; plus we have received the VAT reclaim.

Cllr Dickerson reported that some money for the Spinney Pocket Park would be needed, but this could wait until we have a face-to-face meeting.

Cllr Revell commented that a close eye would be kept on the budget and it would be reviewed on a quarterly basis. Some money could be given to Charities and we can use the Donations Policy for this.

ACTION: Clerk to ask Cllr Ransome for the receipt for the flowers, so that a reimbursement may take place.

## **11202 To Receive Reports from Portfolio Holders and Liaison Representatives**

### **E1 – Biodiversity Group**

Cllr Dickerson commented that there no new meeting since the last PC meeting. Leaflets etc. are ongoing. There will be an update at the next meeting.

Cllr Roberts asked if there were any plans to pollard the Lime trees in the churchyard?

Cllr Dickerson reported that these Lime trees are worked on regularly.

ACTION: Cllr Galloway to find out the dates for the pollarding of the trees.

### **IP17 GNS**

Cllr Roberts reported that 1,054 people had been assisted since the pandemic, this means 1 in 5 people have received help in the Kelsale-cum-Carlton area. The School or the Village Hall is not being used for prescription pick-up points. There is to be a meeting in August to discuss the autumn and winter support that will be needed. 1 in 4 people will be entitled to free flu jabs, it is hoped to provide other facilities to complete this task, which will relieve the surgery. The village hall requires a couple of automatic hand sanitiser dispensers, and some gel, this would cost about £110. One dispenser would be placed at the entrance to each of the halls. It was agreed by all that Cllr Roberts should purchase the dispensers and send the invoice to the Clerk for reimbursement.

### **D – Community Facebook Page**

Cllr Burslem commented that the Facebook page has several followers and members.

### **E – 3 Communities Link Project**

Cllr Burslem has written an email to ESC & SCC, and will continue to push for this, as there has been accidents concerning cyclists in the area.

### **A14 – Kelsale Village Hall & Centre**

Cllr Burslem reported that the Village Hall Committee are losing 3 of there committee members shortly. They are trying to encourage new members. The Committee requires a Chair, Secretary and Treasurer, if they are not found this may have a serious consequence for the running of the Village Hall.

Cllr Roberts said that he may know of residents who would be willing to join the Committee.

Cllr Burslem commented that the exterior of the village hall requires some decoration. There are not enough people on the Committee to spread the work evenly.

Cllr Revell said that this was an important issue to raise, if the Committee folds it will fall on the PC to sort the Committee.

ACTION: Place adverts for Committee members on the Facebook page and the website.

### **D1 – Newsletter**

Cllr Dickerson commented that congratulations should be sent to Liz Flight as the new Community Newsletter is a success. This was agreed by all the Councillors.

ACTION: Cllr Galloway to liaise between the PC and Liz, and also pass on congratulations re the Newsletter.

### **B7 – Trees and open spaces**

Cllr Holden reported that Cllr Buttle has oiled the wood carvings on the recreation ground. The Annual Inspection of the play equipment has taken place, there are some items that are starting to wear out. A meeting has taken place with a play equipment representative and a quote has been received regarding some refurbishment of the equipment. This includes, the swings, and some rubber matting which allows the grass to grow through. This will require funding, some CIL money could be used to fund this.

Cllr Dickerson suggested that CIL is placed on the agenda for the next meeting.

Cllr Galloway commented that she may write and publish a leaflet to be distributed in the village to encourage ideas for the CIL expenditure. More responses regarding the expenditure of the CIL money is required.

Cllr Holden reported that the play area is open to the public now and has been for a while.

Cllr Burslem said that it is nice to consider the play equipment for the younger children, but what about the older people, could an outdoor gym be considered.

### **E3 – Defibrillator**

Cllr Holden reported that he had met with someone regarding the position of a new defibrillator on Carlton Green. There is power overhead, but it would cost to have a cable connect to the defib. If there was a trench dug in the grass verge this would save a bit of the cost.

Cllr Revell reported that he knew someone with a mini digger who may be willing to help.  
Cllr Holden commented that a post would be needed to mount the defib on as there was nothing suitable to put it on at the moment. At the last face-to-face meeting Mr Pulham had reported that an offer for the purchase of the defibrillator had been made.

ACTION: Cllr Holden to contact Mr Pulham regarding contact details of the person willing to purchase the defibrillator.

**B1 – Sizewell**

Cllr Galloway commented that the work regarding Sizewell C was ongoing.

**11203 Items for consideration for inclusion on the next agenda**

Play Area Refurbishment, Village Hall - Landscaping

**11204 Correspondence**

An email concerning the CIL expenditure had been received, it was agreed to hold this until the next meeting when more correspondence may have been received.

**11205 To consider excluding the public and press**

No considerations were necessary.

**11206 Excluded items**

There were none

**11207 Date of the next meeting**

The next meeting to be held on Wednesday, 26th August 2020 at 7.00pm in the Village Hall Main Room or Zoom depending on Government guidance.

Cllr Revell thanked Cllr Dickerson for assisting with the Zoom meeting.

The Chairman closed the meeting at 8.53pm.

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

**Kelsale-cum-Carlton Parish Council**  
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**MINUTES OF THE COUNCIL MEETING HELD ON  
WEDNESDAY 26th AUGUST 2020  
AT 7:00PM IN THE MAIN HALL OF KELSEA VILLAGE HALL**

**Present at the meeting:**

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

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

**Welcome by the Chairman.**

**11208 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 were two members of the public. Cllr Revell asked the two members, Caroline Harker and Mark Stewart, to introduce themselves as they were both interested in being co-opted onto the Parish Council.

After the introductions, it was agreed by all for the co-option to take place. The Clerk asked the new Councillors to sign the Declaration of Acceptance of Office forms.

Cllr Revell welcomed them onto the Parish Council.

**11209 Reports**

**Report by County Councillor Richard Smith**

Cllr Smith reported that this is the second face-to-face meeting this week, although some meetings are still being held remotely.

The funding has been applied for by Suffolk County Council (SCC) for the proposed cycle route. Saxmundham may struggle with this as the high street is quite narrow, proposals will be sought for a solution.

Quiet Lanes will be adopted when the funding is received from Local Government. Quiet Lanes scheme will produce more signage for villages taking part. This is something that the Police cannot enforce, but it is a good idea. Sizewell C commuter traffic will be affected.

SCC has spent £40m that was unbudgeted money. The agreed new bridge for Lowestoft requires funding from SCC of £60m

Cllr Smith thanked Cllr Galloway and her husband for all their work on Sizewell C. Cllr Smith is against Sizewell C, very frustrated with EDF who do not listen to the schemes effect on roads and railway. There are to be 8-10 rail movements overnight. The natural environment will be heavily affected by Sizewell C as will the AONB sustain damage. Will the value for money be transferred to the electricity costs.

Cllr Burslem asked what it would cost to do a 20mph speed restriction through the village?

Cllr Smith said that the cost to a similar project in Bramfield was £20,000. The Parish Council would need to contribute £10,000 at least for a speed restriction change. This project would also be very time consuming.

**The Chair formally opened the meeting at 7.20pm.**

**11210 To receive apologies for absence** – Cllr Lumb, Cllr Roberts, Cllr Ellis and District Councillor Stephen Burroughes

**11211 To accept apologies for absence** – Accepted.

**11212 To record absence without apologies** – None

**11213 Declarations of Interest** – None

**11214 To consider any dispensations** – None.

**11215 To consider the Approval of the draft minutes of the virtual Parish Council meeting held on 29<sup>th</sup> July 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.

**11216 Parish Clerk's Report**

The Clerk reported that there was no update on the External Audit report. The Firesite invoice, as shown on the finance report is to be paid on receipt/clearance of the cheque from Kelsale Village Hall Committee. A VAT claim will be submitted in September due to the level of money that may be reclaimed. The invoice for the repairs to the billy box has been received, as you will note on the finance report, a claim has been submitted to the insurance company, and we will need to pay £100 excess. Update on the website accessibility, all documents are being saved as PDF/A, this means that they are accessible to all. A phone call was received from a resident concerning the development at the Land adjoining Hilltops. I have contacted East Suffolk Council (ESC) and District Councillor Burroughes. A reminder that the Clerk is away on Annual Leave from the 14<sup>th</sup> September to the 18<sup>th</sup> September inclusive. An out of office response will be placed on the email.

**11217 Clerk's Report on urgent decisions**

None

**11218 Matters arising from the Clerk's report**

Hilltop planning – Cllr Revell suggested that the Planning Group should study the plans to see what planning consent was given.

Cllr Ransome commented that there is a shared entrance to enable an additional plot to be developed.

Any information should be passed to the Clerk so it may be relayed to the resident.

Cllr Galloway reported that several residents had spoken to her concerning the agricultural building on Tiggins Lane. An email has been sent to the planning officer concerned with this development.

**11219 Matters arising from the Parish Council meeting held on Wednesday 29 July 2020.**

**10.1 Primary School Traffic & Parking** – Cllr Galloway reported that an email response has been received, the Head Teacher commented that parking has been easier with the reduced number of children attending, ideally a 20mph speed limit would assist with the traffic and the addition of a safe crossing would help. The Head Teacher would appreciate any help or support the Parish Council (PC) could offer.

Cllr Smith reported that he had investigated the parking and traffic issue with the School about 2 years ago. There is some very thoughtless parking by some of the parents. 20s plenty is only an advisory, the Head Teacher should continue to educate the parents about parking.

Cllr Harker commented that many letters are received by the parents relating to the parking, occasionally cones are placed outside the school to prevent the parking.

Cllr Galloway said that a pedestrian crossing would help but it is very expensive, the school had also considered a lolly-pop person, but that is also expensive.

**10.2 Annual Parish Meeting (APM)** – Cllr Revell that the advice given is to postpone the APM until next May 2021. This will be monitored each month.

Cllr Dickerson asked if the Biodiversity Group will be delivering a presentation at the APM when it is able to take place.

Cllr Revell replied that it would be helpful if the group could carry the presentation over until a permitted meeting happens.

**10.3 Quiet/Green Lanes** – Cllr Galloway reported that she had sent the response from the PC to Suffolk County Council (SCC), but since doing that the residents of Fordley Lane have expressed an interest in registering it for a Quiet Lane. There is about 10km network of roads/lanes for the scheme in this parish.

**10.4 Code of Conduct Consultation** – The Clerk reported that she had sent the response from the PC to SALC.

**10.5 Local Electricity Bill** – Cllr Dickerson reported that a letter had not been sent to Therese Coffey, but this would happen before the deadline in September.

## **11220 Parish Council Matters**

**11.1 Play area refurbishment/recreation ground:** Cllr Buttler reported that a report had been produced for the play equipment following on from an inspection. Some of the earmarked funds need to be spent to refurbish

some of the equipment, this includes some painting and repairs to the swings. This does not include the climbing frame. The cost of this work is £1654.40. Cllr Buttler proposed that the amount of money is spent to refurbish the equipment, this was seconded by Cllr Holden and agreed by all.

Cllr Holden reported that to change the equipment completely would be expensive, it is better to refurbish what is there.

Cllr Revell thanked Cllr Buttler and Cllr Holden for their work on the recreation ground.

**11.2 Village Hall:** Cllr Burslem reported that he has been representing the PC on the Kelsale Village Hall Committee; he understands from other members of the Committee that there has been a misunderstanding regarding the electricity, which has caused some upset. There is a prospective new management Committee taking over, but they do need more support. It would be helpful to have at least 10-12 members.

Cllr Galloway commented that the Village Hall constitution needs updating.

Cllr Burslem said a vote of thanks should be recorded for the three people who have kept the Village Hall Committee running over some difficult times.

Cllr Revell commented that if we had of held an APM, the three people would have been thanked personally for all their hard work. This was agreed by all the other Councillors, with one abstention.

Cllr Revell thanked Cllr Burslem for his support and help with the Village Hall Committee. The item of landscaping should be dealt with by the Committee, who owns the land in front of the hall.

ACTION: Cllr Burslem to ask J Pulham for any paperwork regarding the land in front of the village hall, easements, rights of way etc.

**11.3 SID:** The Clerk read out an email from C Lodge regarding the SID. There is a problem with the software of one of the signs, which will need to be returned to Westcotec for repair. The signs are out of warranty. It was agreed by all that £10 may be spent on postage to send the SID to be looked at, a quote should be obtained before any work is completed.

ACTION: The Clerk to contact C Lodge to inform him that £10 may be spent on postage, but any repairs would need a quote first so that it may be considered by the PC.

**11.4 Sizewell:** Cllr Smith commented that the SCC & ESC had sent a letter to the planning inspectorate to suggest that the next stage of the consultation should not be before January. A response has not yet been received.

Cllr Galloway said that work is continuing on the response for the PC to the planning

inspectorate.

Cllr Revell proposed that Cllr Galloway should have delegated authority to respond to the planning inspectorate on behalf of the PC, this was seconded by Cllr Dickerson and agreed by all.

Cllr Revell thanked Cllr Galloway and Mr Galloway for all their hard work on the response from the PC.

Cllr Dickerson is to write a response on behalf of the Biodiversity Group.

Cllr Smith left the meeting at 8.15pm

**11.5 Bonfire & Fireworks:** Cllr Buttler reported that she had contacted ESC for advice regarding the bonfire event. After some discussion it was agreed to cancel the bonfire and fireworks for this year.

**11.6 CIL:** Cllr Galloway had circulated an email to all the Councillors relating to ideas that had been suggested for the spending of the potential CIL money. An article will be written for the Community News to give the readers a more precise guide of what the CIL money may be used for. A leaflet will be produced with the 5 most popular ideas on, this will be delivered to every household. There may be some smaller projects that could be completed with the smaller amounts of CIL money that may be received. It was agreed by all the Councillors to spend £90 on leaflets.

**11.7 Co-option of a Councillor** – Please see the members of public section above.

**11.8 Award Post** – Cllr Revell commented that the fingerpost does stick out in the road slightly. Cllr Galloway suggested that when the fingerpost is fixed, could the SCC Highways be asked if it could be placed further back on the verge.

ACTION: Item to be placed on the agenda for the next meeting.

## **11221 Planning Matter**

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

### **12.2 New planning applications since the last meeting:**

#### **DC/20/2856/FUL – Cherry Trees, Rendham Road, Kelsale-cum-Carlton, IP17 2QN**

Permission requested for a proposed change of use from dwelling (C3) to children's home (C2) for a maximum of two children.

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

Overall decision was to support this application.

ACTION: Clerk to advise ESC accordingly.

#### **DC/20/3078/FUL – Teazle Cottage, Curlew Green, Kelsale-cum-Carlton, IP17 2RA**

Permission requested for a change of use to an existing permitted development "outbuilding" that is currently used as a home office/summerhouse/outside entertaining service building to that of an "annexe" as auxiliary accommodation to the main house. The change of use will not result in any new building or additions.

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

Cllr Holden commented that parking could be a concern, as is the possibility of this becoming a holiday let.

Overall decision was to support the application but comment that this should not be a lettable/rentable for holidays, just for family/friends to use.

ACTION: Clerk to advise ESC accordingly.

#### **DC/20/3046/AGO – By the Crossways, East Green, Kelsale-cum-Carlton, IP17 2PL**

This is prior notification (agricultural) – open store/shelter.

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

Overall decision was to support this application.

ACTION: Clerk to advise ESC accordingly.

#### **DC/20/3106/FUL – Vale Farm, Rendham Road, Kelsale-cum-Carlton, IP17 2QN**

Permission requested for the demolition of fire damaged house and erection of new

replacement dwelling together with a new cart lodge garage/outbuilding.  
The Clerk reported that this application had been circulated to all Councillors.  
After some discussion it was agreed that a couple of the Councillors from the Planning Group and Cllr Revell would meet with the owner to look at the plans.

ACTION: The Planning Group to send a report to all Councillors, once agreed Clerk to notify ESC accordingly.

**AP/20/0073/REFUSE – Land off Rosemary Lane, Kelsale-cum-Carlton.**

An appeal has been made to the Secretary of State by the landowner against the decision of ESC to refuse planning permission for the construction of a dwelling house and associated matters.

After some discussion, the Councillors agreed not to change their first response of objection to this application.

ACTION: Clerk to notify the Planning Inspectorate of the Councils decision.

**12.3 Changes to the current planning system – NALC consultation paper.**

ACTION: Clerk to resend the paperwork and ask for a response by the 11<sup>th</sup> September 2020.

**11222 Financial Matters**

**13.1 Financial Statement since the July meeting. See Updated Finance Report of 24<sup>th</sup> August 2020.**

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

**13.2 To approve and sign the bank statements:** The Bank Statement to 31<sup>st</sup> July 2020 and a financial reconciliation were brought to the meeting and signed by the Chairman.

**11223 To Receive Reports from Portfolio Holders and Liaison Representatives**

**E1 – Biodiversity Group**

Cllr Dickerson commented that there were no updates from the Biodiversity Group.

**A10 - School**

Cllr Galloway reported that she had collected the Doomsday book, the School has a new library and it would be nice to have the book displayed in the library. This would just be a loan from the PC to the School.

All the Councillors agreed to the doomsday book being placed in the School library.

**B7 – Trees and green spaces**

Cllr Buttle reported that there were more plans for the recreation ground when more funding is available. The sculptures had been oiled. Access to the recreation ground can be difficult, a list of keyholders should be placed on the gate, or a large combination lock that someone, in an emergency, may phone a number and be given the code.

ACTION: Cllr Buttle to investigate the cost of a combination lock.

**E4 – Village Enhancement & Conservation Group**

Cllr Ransome reported that there will be some progress made in front of the village hall soon. Cllr Revell commented that he had received some comments from residents regarding the grass on the edge of the car park. The longer grass at the back of the car park is fine but around the edges is beginning to look unkempt. The trees need trimming at the bottom to keep them tidy, and the weeds at the edge need spraying to keep the surface clear.

Cllr Dickerson reported that cutting was postponed until the Autumn.

Cllr Buttle agreed that the weeds do need spraying, to keep the area clear.

Cllr Burslem suggested that we put some wildflower seed in the edges of the car park.

Cllr Dickerson said it would require plant plugs, but these do need a clear area to grow.

ACTION: Cllr Buttle to talk to Mr Mann about the weed spraying.

Cllr Dickerson to discuss the edges with the Biodiversity Group and to contact the Chair with a response.

**11224 Items for consideration for Inclusion on the next agenda**

Award post,

**11225 Correspondence**

None

**11226 To consider excluding the public and press**

No considerations were necessary.

**11227 Excluded items**

There were none

**11228 Date of the next meeting**

The next meeting to be held on Wednesday, 30th September 2020 at 7.00pm in the Village Hall Main Room. This may be a hybrid meeting if some members are unable to attend.

The Chairman closed the meeting at 9.10pm.

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

**Kelsale-cum-Carlton Parish Council**  
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**MINUTES OF THE VIRTUAL COUNCIL MEETING HELD ON  
WEDNESDAY 30<sup>th</sup> SEPTEMBER 2020  
AT 7:00PM VIA ZOOM**

**Present at the meeting:**

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

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

**Welcome by the Chairman.**

**11229 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. Julia Ewart commented that several residents in Spinney Close had approached her regarding the parking issues. The parking issue is caused by School traffic twice a day, morning, and afternoon. Some people arrive at least half an hour before the end of the School day. Cars park on the road, on grass verges, wherever there is a space. The residents are looking for support from the Parish Council (PC), to help find a solution for this situation. Cars speed out of the road; this is a dangerous situation. Many local parents do not walk, they drive to school. The School did place cones out on the road, which did ease the situation. Would it be possible for the PC to instigate with Suffolk County Council (SCC) to look at solutions to ease the parking issue?

Cllr Revell commented that this is not a new situation, parking has been an issue for a while. County Cllr Richard Smith is aware of this and Cllr Galloway has also been looking into a solution working with the School.

Cllr Galloway said that the PC could work with the School to sort the parking problems, we could encourage the return of the cones. SCC Highways have been consulted.

Julia Ewart said that painting yellow lines on the road could be a solution.

Cllr Galloway said that the parking is a temporary problem twice a day.

Cllr Revell suggested that County Cllr Richard Smith should be contacted to seek his advice.

Cllr Harker reported that next week is walk to School week, it will be interesting to see if the numbers of cars is reduced. Parents are being encouraged to park in the village hall car park and walk to School.

Cllr Galloway commented that at one point the parking was staffed by the School, which encouraged the rolling system of moving cars in and out. At the moment it is unable to staff that.

Cllr Harker reported that there is a staggered starting and finishing time for the children, this has made a longer parking issue.

Cllr Roberts said that the parking at the School has been an issue for 5 years, no headway has been made, local residents should form a lobby and write to SCC Highways, it needs a volume of people to write about the problems. Lots of solutions have been looked at but there

is a lack of support from SCC.

Julia Ewart suggested that she ties some of the ideas together, from the residents and approach SCC.

Cllr Revell thanked Julia for attending the meeting.

Julia Ewart left at 7.23pm.

## **11230 Reports**

### **Report by District Councillor Burroughes**

District Cllr Burroughes reported that the leisure centre at Bungay has been refurbished and is now called The Waveney Valley Leisure Centre. The handover is to be held on Monday. Due to Covid this has taken longer than expected to complete. Bungay High School is nearby, but due to the situation, they are unable to use the facilities. East Suffolk Council (ESC) cabinet have met to discuss Sizewell C – they are however consultees, so there is a need to make sure their opinions are heard. No one appears to be happy with the proposals, traffic etc. A report has been sent. The Local Plan has been approved last week. Some of the pieces of land mention in the Plan are not quite right, these will be challenged if needed. There is still some funding available in the Locality Budget, does the PC have any schemes they are considering undertaking? What about the Fingerpost? Cllr Roberts reported that he is still waiting for a quote from Peggs to repair the fingerpost. Cllr Dickerson commented that some funding for the car park would be useful to purchase some flower plugs, also Spinney Pocket Park.

Cllr Roberts commented that the moving of the bottle banks in the car park also need some funding.

District Cllr Burroughes said to send him the ideas and he will consider them.

Cllr Revell suggested that all the ideas should be sent to the Clerk so that she may collate them and send them to DCllr Burroughes. There has been an email regarding the ward changes.

DCllr Burroughes reported that the ward changes are SCC.

Cllr Revell reported that Kelsale-cum-Carlton will be joined with Framlingham.

DCllr Burroughes left at 7.34pm.

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

**11231 To receive apologies for absence** – Cllr Lumb, Cllr Ellis, Cllr Stewart, Cllr Major and County Councillor Richard Smith.

**11232 To accept apologies for absence** – Accepted.

**11233 To record absence without apologies** – None

**11234 Declarations of Interest** – None

**11235 To consider any dispensations** – None.

**11236 To consider the Approval of the draft minutes of the Parish Council meeting held on 26<sup>th</sup> August 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 Dickerson, Seconder Cllr Burslem and agreed by all.

**11237 Parish Clerk's Report**

Audit – the Clerk reported that both audit reports had been received. The internal audit had a few recommendations; a copy of the finance report should remain with the minutes on the website; when adopting the General Power of Competence the Council should state the

reasons for the ability to adopt it; S137 should only be used as a last resort for expenditure when there is no alternative power; and to ensure that the amount of money requested from the precept is written in the minutes; and to adopt further GDPR policies. The PC has already adopted the additional policies. The external audit reported that the period for exercise of public rights should have been nearer to the date when the paperwork was agreed by the Council, the reason behind using the full part of the allowed time was due to the Covid restrictions, it may have been relaxed by the time the public notice was relevant. This has been noted and will be changed next year. VAT Claim – a claim has been submitted for a refund of £1,438.61. Insurance Claim - an email has been received from the insurance company regarding the claim for the Billy Box, some further information was requested. Cllr Holden had some photographs of the damage and these have been sent. I am awaiting a response. Website accessibility update – there is a continuing problem with changing the PDF documents to PDF/A. This could involve the purchase of Adobe Acrobat Pro DC at a cost of £181.10. If possible, this could be shared with the 2 other PC's the Clerk works for, each Council would pay £60.37. This would enable the PC to compare two versions of a PDF to review all differences, turn scanned documents into editable, searchable PDF's, take advantage of advanced mobile editing features, validate and fix PDF's for ISO and accessibility standards.

**11238 Clerk's Report on urgent decisions**

None

**11239 Matters arising from the Clerk's report**

Cllr Revell commented that the Internal & External Audit reports had been noted.

Cllr Roberts said that the idea of sharing the cost of the Adobe Acrobat was a good suggestion. Also, had a claim been sent in for the damage to the fingerpost.

The Clerk replied that she was awaiting the quote for the repair and then it would be sent off.

Cllr Roberts had some photographs that could be sent to the insurance company.

**11240 Matters arising from the Parish Council meeting held on Wednesday 26 August 2020.**

**10.1 Annual Parish Meeting (APM)** – Cllr Revell reported that the Clerk and himself are still monitoring the advice given by SALC regarding the APM. It is very disappointing that the PC has had to move back to a virtual meeting. Could the PC consider a hybrid meeting, we have 3 Cllrs together this evening, could 6 Cllrs meet face to face with the rest on Zoom.

Cllr Dickerson said it may be better to stay on Zoom, it may be quite difficult for people to get the attention of the Chair if there are a combination.

Cllr Revell commented that he would discuss this with the Clerk.

Cllr Roberts suggested that the PC should take advantage of the Planning Group, who could hold meetings ahead of the Full PC meeting, this would save time as they could recommend a response to the planning applications.

**10.2 Local Electricity Bill** – Cllr Dickerson reported that an email had been sent to Therese Coffey and a standard response had been received. If a further response arrives, it will be forwarded to the PC.

**10.3 Village Hall** – Cllr Burslem reported that he had met with Mr Pulham and had kindly provided a copy of the Land Registry documents for the Village Hall.

Cllr Roberts commented that there must be many minutes from meetings written about the village hall land.

Cllr Burslem said that whilst there appeared to be no covenants governing rights of way for the properties fronting KVH land there must be pedestrian access for those residents.

Cllr Revell said that he could remember looking at the paperwork and the land does belong to the village hall.

Cllr Ransome said that there would be a pedestrian access to the house in the corner across the village hall land.

**10.4 Speed Indicator Device (SID)** – Cllr Galloway said that the cost to repair the broken SID was £749.50 + VAT or a new SID would be £2,625.00 +VAT.

Cllr Roberts said that it is important for this to be repaired to aid with the speeding traffic within the village. Could County Councillor Richard Smith be approached to fund the cost of the repair. This was agreed by all the Councillors. Could Westcotec also be asked if they would

place the latest software on, so that it is compatible with the updated Excel.

Cllr Revell said we may be able to use some of the VAT refund to cover the cost of the repair.

**ACTION:** Clerk to ask County Cllr Smith about funding the repair of the SID and to ask Westcotec for the latest software to be placed on the repaired SID.

**10.5 CIL** – Cllr Galloway reported that the leaflets have been sent to the printers and should be ready for collection next week. The deadline for responses is the end of October 2020.

Cllr Burslem asked if the leaflet is the only way to respond with a suggestion for the CIL money.

Cllr Galloway replied yes, it is important to have a controlled response, one from each household.

**10.6 Village enhancement and conservation group** – Cllr Buttle reported that she had circulated a document relating to the car park and the suggested work that is needed; spray the car park to prevent the weeds, mow a 1 metre strip around the car park, strim the area by the roads, and cut back the tree sucklings.....

Cllr Dickerson reported that he sent an email with the suggestions of cutting the edge of the car park and had no response.

Cllr Buttle commented that these suggestions were because of complaints about the state of the car park.

Cllr Dickerson asked if Knobby could cut the bank around the car park.

Cllr Roberts asked if Carl was still undertaking the annual maintenance, as agreed some time ago.

Cllr Burslem said that this had not been done for some time.

**ACTION:** Cllr Buttle to ask Knobby to mow the grass bank in the car park.

## **11241 Parish Council Matters**

**11.1 Fingerpost Award:** Cllr Roberts has bought the materials including a post and some red markers for the positioning of the award. There is a lot of tree damage along the roads, which has happened

by large vehicles.

Cllr Roberts has offered to fix the award himself; this was agreed by the Councillors. A verbal quote to repair the finger post has been received, £300 but this is not a definite amount. The post is broken on the weld.

**11.2 Autumn Edition of Community News:** Cllr Galloway commented that the Editor has requested an additional 4 pages for the newsletter as there are so many articles to place in it. This had been agreed by the Clerk and the Chair, it is good that the newsletter is so popular. Cllr Revell said that the newsletter is an important form of communication at the moment with the restrictions due to Covid.

Cllr Galloway proposed that the additional pages are permitted for every edition, this was seconded by Cllr Revell and agreed by all.

**11.3 Car Park Maintenance:** This was discussed under 10.6

**11.4 Spinney Pocket:** Cllr Revell reported that this had been covered in the public forum, and a lot have time has been spent at previous meeting discussing this.

Cllr Harker commented that there is a large grass verge that runs from the industrial estate to the school, could people park there.

Cllr Ransome said that there is a large car park at the back of the industrial estate that is hardly used.

Cllr Revell said that it would be not be a good idea for children to walk through the industrial estate.

Cllr Roberts commented that there was a discussion about a footpath from the industrial site car park through to the school, and there may have been plans drawn up for this. A solution for this needs to be found. The industrial site owner could be approached, he may wish to assist with this. It was agreed that the plans for the footpath should be sent to the industrial site owner.

Cllr Revell said that this would cost a lot of money, and there is very little funding available. The way forward is to encourage less cars. This is something that needs to have suggestions

moving forward to a solution.

ACTION: Cllr Roberts to send the footpath plans to the industrial site owner.

**11.5 To adopt the Equality & Diversity Policy, Health and Safety Policy and the Freedom of Information Policy:** Cllr Roberts proposed that the Parish Council re-adopts the listed policies, this was seconded by Cllr Burslem and agreed by all.

**11.6 Remembrance Sunday:** Cllr Revell reported that every three years it is the turn of Kelsale-cum-Carlton to host the remembrance service, and it is due to be this year. Saxmundham will lead with any relevant information, but could the Clerk monitor any advice regarding this. The PC needs to consider what may or can be done to celebrate this important day.

ACTION: Clerk to monitor any information regarding the Remembrance service.

## **11242 Planning Matter**

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

The Clerk reported that the planning application DC/20/2856/FUL – had been approved.

Cllr Revell reported that the shelter on Tiggins Lane had been reported to the planning inspector because it was thought to be larger than agreed. The inspector found it to be the correct agreed size. This is a vast shelter that could be lived in.

Cllr Galloway said that permission was granted for a shelter, it could not be proved that it is being lived in.

Cllr Revell said that it is too early for the inspector to look at the shelter again, the PC will monitor this.

### **12.2 New planning applications since the last meeting:**

#### **DC/20/3286/FUL – The Willows, Land off Rosemary Lane, Kelsale-cum-Carlton, IP17 2QT**

Extension of outbuilding (to be used ancillary to the new dwelling approved under planning permission DC/19/1869/FUL)

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

Overall decision was to support this application.

ACTION: Clerk to advise ESC accordingly.

#### **DC/20/3402/TCA – 12 Church Close, Kelsale-cum-Carlton, IP17 2PA**

Large sycamore tree approximately 3 metres behind the garage. The garage has suffered a large crack on the right wall (south facing) as a result of subsidence as identified by Philip Sciberras BSc (Hons) MRICS BDMA Ins Tech for Trinity Claims. Mr Sciberras identified the source of the subsidence as the sycamore tree and that it needed to be removed to avoid further damage to the garage. The tree is located close to the property line of the property and there is insufficient space to plant a new tree.

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

Overall decision was no objection to this application, but could it be considered to plant a tree elsewhere in the village.

ACTION: Clerk to advise ESC accordingly.

#### **DC/20/3437/FUL – Carton Meres Country Park, Carlton Lane, Kelsale-cum-Carlton, IP17 2QP**

Installation of timber play equipment and safety matting.

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

Overall decision was to object to this application, it is the right idea but needs to be in a different location due to the noise disturbance.

ACTION: Clerk to advise ESC accordingly

#### **DC/20/3456/FUL – Fordley Meadows, Butchers Road, Kelsale-cum-Carlton, IP17 2PG**

Conversion of a small barn to form a single bed dwelling to assist with the security of the stables, alteration of access onto highway to improve road safety.

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

The majority decision was to object to this planning application as it would be setting a precedent. Cllr Revell and Cllr Holden abstained.

#### **DC/20/3468/FUL – Quebec Cottage, Curlew Green, Kelsale-cum-Carlton, IP17 2RA**

Installation of retractable lattice mast in the rear garden to support amateur radio antennas. Maximum height of mast 18m.

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

After some discussion, the majority decision was to object to this application due to the visual intrusion, interference to other signals, noise and design and appearance. Cllr Burslem abstained.

ACTION: Clerk to advise ESC accordingly.

**DC/20/3078/FUL – Teazle Cottage, Curlew Green, Kelsale-cum-Carlton, IP17 2RA**

Permission requested for a change of use to an existing permitted development “outbuilding” that is currently used as a home office/summerhouse/outside entertaining service building to that of an “annexe” as auxiliary accommodation to the main house. The change of use will not result in any new building or additions.

The Clerk reported that this application was the same one that had been discussed at the last meeting. The only difference was the amount of information that was on the planning portal.

Clerk to send the information to the Councillors for their response.

**11243 Financial Matters**

**13.1 Financial Statement since the August meeting. See Updated Finance Report of 30<sup>th</sup> September 2020.**

**All requests for payment were approved.** Proposer: Cllr Dickerson, Seconder: Cllr Burslem, all agreed.

**13.2 To approve and sign the bank statements:** The Bank Statement to 31<sup>st</sup> August 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 Quarterly Accounts to September 2020.**

Cllr Dickerson commented that there has not been much expenditure in the Cllrs section.

Cllr Revell said that this was going to be monitored and some money may be used elsewhere if needed, it is a good thing to hold some of the money in reserve.

**13.4 Clerks Pay** – Cllr Galloway reported that the NALC recommendation for the pay increase was from £10.79 to £11.08 per hour, back dated to April 2020.

Cllr Galloway proposed the pay increase for the Clerk, this was seconded by Cllr Roberts and agreed by all.

ACTION: Clerk to send information to Cllr Roberts so that he may contact SALC.

**11244 To Receive Reports from Portfolio Holders and Liaison Representatives**

**A8 – SALC**

Cllr Galloway commented that the White paper planning consultation required a response.

It was agreed by all Councillors for the Clerk to send a response to NALC which comments that the PC agrees with the comments made by CPRE.

**B7 – Trees and Green Spaces**

Cllr Holden commented that the refurbishment of the play equipment had almost been completed, apart from one piece. There is a meeting on Friday to discuss the final piece.

Cllr Ransome reported that he has fixed the gates on the play area.

Cllr Revell commented that there has been an increase in dogs off leads in the recreation ground, despite posters being in place. Could anyone seeing a dog not on a lead remind the owner of the rules.

**B1 – Sizewell**

Cllr Dickerson said that he had sent a personal register of interest to the Planning Inspectorate. Other Councillors have also sent in personal registers.

**B6 – Good Neighbour Scheme (GNS)**

Cllr Roberts reported that a report has been submitted, there are some hardship cases coming forward. A winter postcard is to be delivered shortly to each household.

**A14 – Kelsale Village Hall and Centre**

Cllr Burslem reported that the Village Hall now has QR codes and these should be used when you enter the hall.

**E4 – Kelsale Village Enhancement & Conservation Area Group**

Cllr Roberts reported that the bottle banks in the car park are being used by a trade person, dropping bottles off between 1-2am. Do we need another bottle bank in the car park as this is often overflowing? It was agreed by all to ask for the bottle bank to be emptied more frequently.

**11245 Items for consideration for Inclusion on the next agenda**

**11246 Correspondence**

None

**11247 To consider excluding the public and press**

No considerations were necessary.

**11248 Excluded items**

There were none

**11249 Date of the next meeting**

The next meeting to be held on Wednesday, 28<sup>th</sup> October 2020 at 7.00pm virtual/hybrid.  
Councillors to be informed of arrangements re meeting by the 21<sup>st</sup> October 2020.

The Chairman closed the meeting at 9.30pm.

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

**Kelsale-cum-Carlton Parish Council**  
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**MINUTES OF THE VIRTUAL COUNCIL MEETING HELD ON  
WEDNESDAY 28<sup>th</sup> OCTOBER 2020  
AT 7:00PM VIA ZOOM**

**Present at the meeting:**

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

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

**Welcome by the Chairman.**

**11250 Public Forum**

*Democratic Quarter-Hour/Public Question Time – Residents are invited to give their views and question the Parish Council on issues on this agenda or raise issues for future consideration at the discretion of the Chairman. Members of the public, whilst welcome to attend, may not take part in the meeting itself.*

No members of the public.

**11251 Reports**

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

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

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

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

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

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

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

**11255 Declarations of Interest** – None

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

**11257 To consider the Approval of the draft minutes of the Parish Council meeting held on 30<sup>th</sup> September 2020.**

The draft minutes had been circulated and the version now on the website were approved with abstentions from those that did not attend. Proposer: Cllr Roberts, Seconder Cllr Buttle and agreed by all.

**11258 Parish Clerk's Report**

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

Cllr Roberts proposed that the PC uses some of this money to repair the SID, this was seconded by Cllr Burslem and agreed by all.

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

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

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

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

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

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

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

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

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

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

None

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

Reported in Item 11258.

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

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

ACTION: Continue to monitor, place on next agenda.

**10.2 SID** – Covered in item 11258

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

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

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

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

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

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

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

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

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

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

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

Be made available.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Cllr Roberts asked about micro nuclear plants.

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

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

Cllr Burslem asked why SCC are not supporting free school meals through the holidays.

Richard Smith replied that SCC are following advice from the Government. There are some funds available and the information regarding this will be sent to the Clerk.

Cllr Roberts reported that some of the funding has been given directly to the local organisations for distribution. The Bell is helping with meals, if anyone knows of someone in need of help, contact the GNS.

Richard Smith left the meeting at 8.00pm.

#### **11263 Planning Matter**

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

##### **12.2 New planning applications since the last meeting:**

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

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

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

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

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

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

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

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

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

#### **11264 Financial Matters**

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

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

**13.2 To approve and sign the bank statements:** The Bank Statement to 30<sup>th</sup> September 2020 and a financial reconciliation were brought to the meeting and would be signed by the Chairman when a meeting with the Clerk takes place.

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

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

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

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

Parking, Allotments

#### **11267 Correspondence**

None

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

No considerations were necessary.

#### **11269 Excluded items**

There were none

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

The next meeting to be held on Wednesday, 25<sup>th</sup> November 2020 at 7.00pm virtual/hybrid. Councillors to be informed of arrangements re meeting by the 18<sup>th</sup> November 2020.

The Vice-Chair closed the meeting at 8.20pm.

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

**Kelsale-cum-Carlton Parish Council**  
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**MINUTES OF THE VIRTUAL COUNCIL MEETING HELD ON  
WEDNESDAY 25<sup>th</sup> NOVEMBER 2020  
AT 7:00PM VIA ZOOM**

**Present at the meeting:**

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

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

**Welcome by the Vice-Chairman.**

**11271 Public Forum**

***Democratic Quarter-Hour/Public Question Time – Residents are invited to give their views and question the Parish Council on issues on this agenda or raise issues for future consideration at the discretion of the Chairman. Members of the public, whilst welcome to attend, may not take part in the meeting itself.***

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

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

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

Cllr Galloway thanked them for their comments.

**11272 Reports**

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

**Report by County Councillor Richard Smith**

Richard Smith commented that he had been looking at the parking issues at the School

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

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

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

**11274 To accept apologies for absence** – Accepted

**11275 To record absence without apologies** – None

**11276 Declarations of Interest** – None

**11277 To consider any dispensations** – None.

**11278 To consider the Approval of the draft minutes of the Parish Council meeting held on 38<sup>th</sup> October 2020.**

The draft minutes had been circulated and the version now on the website were approved with abstentions from those that did not attend. Proposer: Cllr Buttle, Seconder Cllr Burslem and agreed by all.

**11279 Parish Clerk's Report**

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

**11280 Clerk's Report on urgent decisions**

None

**11281 Matters arising from the Clerk's report**

Allotments - to be added to the December agenda.

**11282 Matters arising from the Parish Council meeting held on Wednesday 28 October 2020.**

**10.1 Annual Parish Meeting (APM)** – Cllr Galloway reported that the advice given by SALC

regarding the APM is continuing to be monitored.

ACTION: Agreed to remove this item for this year and work towards a APM next April 2021.

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

ACTION: Place on next agenda for December.

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

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

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

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

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

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

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

## **11283 Parish Council Matters**

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

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

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

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

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

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

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

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

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

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

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

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

Cllr Galloway commented that some of the money would be reclaimed if no spent, but we need to ensure it is spent correctly. The key items on the replies would be contacted. Other

funding may be sought for some of the projects, and match funding may be a solution to raising more money.

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

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

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

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

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

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

#### **11284 Planning Matter**

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

##### **12.2 New planning applications since the last meeting:**

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

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

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

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

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

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

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

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

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

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

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

Installation of photo voltaic solar panels on the roof.

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

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

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

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

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

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

#### **11285 Financial Matters**

**13.1 Financial Statement since the September meeting. See Updated Finance Report of 20<sup>th</sup> November 2020.**

**All requests for payment were approved.** Proposer: Cllr Holden, Seconder: Cllr Ransome,

all agreed, with one abstention.

**13.2 To approve and sign the bank statements:** The Bank Statement to 31<sup>st</sup> October 2020 and a financial reconciliation were brought to the meeting and would be signed by the Chairman when a meeting with the Clerk takes place.

**13.3 To discuss and revise the draft budget for the financial year 2021/22.**

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

Should we continue with these items;

Half of the village hall insurance cost – yes

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

External printing of flyers – cut the amount

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

Plants for the village hall – yes

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

Churchyard maintenance – yes

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

Heritage Exhibition – yes

Fingerpost award – no

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

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

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

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

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

## **11286 To Receive Reports from Portfolio Holders and Liaison Representative**

### **C2 – Christmas**

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

### **A14 – Kelsale Village Hall and Centre**

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

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

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

**11287 Items for consideration for inclusion on the next agenda**

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

**11288 Correspondence**

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

**11289 To consider excluding the public and press**

No considerations were necessary.

**11290 Excluded items**

There were none

**11291 Date of the next meeting**

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

The Vice-Chair closed the meeting at 8.50pm.

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

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

**Present at the meeting:**

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

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

**Welcome by the Chairman.**

**11292 Public Forum**

***Democratic Quarter-Hour/Public Question Time – Residents are invited to give their views and question the Parish Council on issues on this agenda or raise issues for future consideration at the discretion of the Chairman. Members of the public, whilst welcome to attend, may not take part in the meeting itself.***

No members of the public.

**11293 Reports**

**Report by County Councillor Richard Smith**

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

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

Cllr Galloway asked what the Suffolk response is?

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

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

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

Richard Smith had computer issues and left at 7.15pm

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

Richard Smith returned at 7.23pm.

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

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

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

Richard Smith left the meeting at 7.30pm.

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

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

Cllr Roberts asked who the ESC representative was for Benhall.

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

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

Stephen Burroughes left the meeting at 7.35pm

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

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

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

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

**11297 Declarations of Interest** – None

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

**11299 To consider the Approval of the draft minutes of the Parish Council meeting held on 25<sup>th</sup> November 2020.**

The draft minutes had been circulated and the version now on the website were approved with abstentions from those that did not attend. Proposer: Cllr Roberts, Seconder Cllr Buttle and agreed by all.

**11300 Parish Clerk's Report**

SID – Badger Homes has agreed to fund the cost of £190, to purchase a new post for the SID. A form with the proposed site has been sent to the Speed and Safety team for approval.

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

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

None

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

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

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

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

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

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

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

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

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

ACTION: Cllr Roberts to talk to the Head Teacher.

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

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

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

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

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

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

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

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

**11304 Parish Council Matters**

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

ACTION: Place on the agenda for January.

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

ACTION: Place on the agenda for January.

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

### **11305 Planning Matter**

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

#### **12.2 New planning applications since the last meeting:**

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

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

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

Both proposals were discussed as one item.

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

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

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

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

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

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

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

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

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

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

**11306 Financial Matters**

**13.1 Financial Statement since the November meeting. See Updated Finance Report of 9<sup>th</sup> December 2020.**

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

**13.2 To approve and sign the bank statements:** The Bank Statement to 30<sup>th</sup> November 2020 and a financial reconciliation were brought to the meeting and would be signed by the Chairman when a meeting with the Clerk takes place.

**13.3 To discuss and revise the draft budget for the financial year 2021/22.**

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

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

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

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

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

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

**13.4 Precept request for 2021/22**

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

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

**B1 – Sizewell**

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

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

**B6 – Good Neighbour Scheme (GNS)**

Cllr Roberts reported that the GNS is organising various Christmas events. If anyone knows someone who would benefit from a Christmas Lunch, could they please contact the GNS.

**C2 – Christmas Lunch**

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

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

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

**11309 Correspondence**

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

Cllr Roberts thanked the Councillors for his gift and cards.

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

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

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

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

No considerations were necessary.

**11311 Excluded items**

There were none

**11312 Date of the next meeting**

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

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

Clerk to clarify the rules re meetings with SALC.

The Chair closed the meeting at 9.14pm.

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