

**Kelsale-cum-Carlton Parish Council**  
21 Ferry Road, Orford, Woodbridge, Suffolk, IP12 2NR,  
Tel:07595757380 E-mail: [clerkkelsalepc@gmail.com](mailto:clerkkelsalepc@gmail.com)  
[www.kelsalecarltonpc.org.uk](http://www.kelsalecarltonpc.org.uk)

**DRAFT MINUTES OF THE VIRTUAL COUNCIL MEETING HELD ON  
WEDNESDAY 24<sup>th</sup> FEBRUARY 2021  
AT 7:00PM VIA ZOOM**

**Present at the meeting:**

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

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

**Welcome by the Chairman.**

**11334 Public Forum**

*Democratic Quarter-Hour/Public Question Time – Residents are invited to give their views and question the Parish Council on issues on this agenda or raise issues for future consideration at the discretion of the Chairman. Members of the public, whilst welcome to attend, may not take part in the meeting itself.*

No members of the public.

**11335 Reports**

**Report by County Councillor Richard Smith**

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

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

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

Stephen Burroughes sent his apologies.

**Nicola Jenner – East Suffolk Council Community Partnership**

Nicola Jenner showed the Councillors a short presentation listing the information available

through the Community Partnership. Framlingham, Wickham Market, and villages is the largest partnership. The community partnership offers a wide range of support – Community Safety, Anti-social behaviour management, Health & Wellbeing, Neighbourhood Plans, funding and grants, ‘East’ bags etc.

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

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

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

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

Nicola Jenner left the meeting at 7.27pm.

### **The Chair formally opened the meeting at 7.28pm.**

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

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

**11337 To accept apologies for absence** – Accepted

**11338 To record absence without apologies** – None

**11339 Declarations of Interest** – None

**11340 To consider any dispensations** – None.

**11341 To consider the Approval of the draft minutes of the Parish Council meeting held on 27<sup>th</sup> January 2021.**

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

**11342 Parish Clerk's Report**

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

**11343 Clerk's Report on urgent decisions**

None

**11344 Matters arising from the Clerk's report**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

for new members.

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

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

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

## **11346 Parish Council Matters**

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

**11347 Planning Matter**

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

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

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

Prior notification – Conversion of agricultural barn to residential.

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

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

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

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

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

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

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

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

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

All the Councillors agreed to object to this application.

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

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

Construction of a single dwelling.

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

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

The Planning Group recommended a response of no comment.

All the Councillors agreed to respond with no comment.

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

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

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

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

Cllr Ransome commented that this is all internal work.

The Planning Group recommended a no comment response.

All the Councillors agreed to respond with no comment.

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

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

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

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

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

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

ACTION: Clerk to contact ESC Planning Team to ask for advice, guidance relating to the neighbour's comments.

#### **11348 Financial Matters**

**13.1 Financial Statement since the November meeting. See Updated Finance Report of 19<sup>th</sup> February 2021.**

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

**13.2 To approve and sign the bank statements:** The Bank Statement to 31<sup>st</sup> January 2021 and a financial reconciliation were brought to the meeting and would be signed by the Chairman when a meeting with the Clerk takes place.

**13.3 To note the quarterly accounts to December 2020.**

The Quarterly accounts were noted by all the Councillors.

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

#### **11349 To Receive Reports from Portfolio Holders and Liaison Representative**

##### **E1 – Biodiversity Group**

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

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

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

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

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

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

##### **B7 – Trees and Green Spaces**

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

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

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

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

ACTION: Place on the agenda for the next month.

#### **11350 Items for consideration for Inclusion on the next agenda**

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

#### **11351 Correspondence**

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

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

Annual Inspection for the play equipment – The Clerk reported that the quote to inspect the two play areas had been received, the cost for this is £139.

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

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

**11352 To consider excluding the public and press**

No considerations were necessary.

**11353 Excluded items**

There were none

**11354 Date of the next meeting**

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

The Chair closed the meeting at 9.19pm.

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