

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

**Present at the meeting:**

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

**In attendance:** 1 member of the public.

**Welcome by the Chairman.**

**11355 Public Forum**

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

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

**11356 Reports**

**Report by County Councillor Richard Smith**

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

Cllr Revell thanked County Cllr Smith for his support.

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

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

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

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

Cllr Stewart commented that when he was delivering the leaflets, most of the residents he saw, agreed that the link road should be removed.  
Cllr Revell said that all the Cllrs agree the link road should be removed. The results will be conveyed when they are gathered in.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**11358 To accept apologies for absence** – Accepted

**11359 To record absence without apologies** – None

**11360 Declarations of Interest** – None

**11361 To consider any dispensations** – None.

**11362 To consider the Approval of the draft minutes of the Parish Council meeting held on 24<sup>th</sup> February 2021.**

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

**11363 Parish Clerk's Report**

Policies – there is one policy to adopt, this is the Internal Control Statement; this has been reviewed by SALC; I will require a volunteer, preferably not a signatory to go through the check

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

#### **11364 Clerk’s Report on urgent decisions**

None

#### **11365 Matters arising from the Clerk’s report**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**10.4 Biodiversity Group** – Cllr Dickerson reported that he had obtained quotes for printing leaflets from Leiston Press; 500 leaflets would be £144, 750 - £159 and 1,000 - £173.

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

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

**10.5 Low Road** – This item was discussed in 11365.

### **11367 Parish Council Matters**

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

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

Cllr Revell thanks Cllr Galloway.

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

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

Cllr Revell thanked Cllr Galloway.

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

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

Cllr Dickerson replied that there are alternatives to nuclear.

Cllr Revell said that the individuals supported the CEE Bill.

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

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

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

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

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

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

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

Cllr Revell commented that since the pandemic there has been lots of rubbish left in parks and on beaches, people must be encouraged to clean up their own mess.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

### **11368 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/21/0980/FUL – Peakhill Farm, Honeypot Lane, Kelsale-cum-Carlton, IP16 4TG**

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

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

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

All Councillors supported this application.

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

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

Single storey extension and replacement porch.

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

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

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

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

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

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

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

### **11369 Financial Matters**

**13.1 Financial Statement since the November meeting. See Updated Finance Report of 26<sup>th</sup> March 2021.**

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

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

### **11370 To Receive Reports from Portfolio Holders and Liaison Representative**

#### **E1 – Biodiversity Group**

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

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

Cllr Buttles asked why the rubbish could not be removed.

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

#### **B7 – Trees and Green Spaces**

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

### **11371 Items for consideration for inclusion on the next agenda**

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

**11372 Correspondence**

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

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

ACTION: Clerk to contact the Ramblers Association.

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

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

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

**11373 To consider excluding the public and press**

No considerations were necessary.

**11374 Excluded items**

There were none

**11375 Date of the next meeting**

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

The Chair closed the meeting at 9.34pm.

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