

CLERKS REPORT 29/07/26

Policies

There are three policies to re-adopt at this meeting, and they are the Subject Access Request Policy, Subject Access Request Procedure and the Subject Access Request Form. There are currently no changes to these policies. There is one new policy which is the General Reserve Policy which was recommended by the internal auditor on their report.

Car Park.

The cars that have been sitting on the car park for a considerable time, are still there! When some wording has been agreed a notice will be placed on the cars requesting that they contact the Clerk. An email was sent to Simon to see if he had a suggestion of suitable wording for the notice.

The clothing bank has been reported again due to the amount of bags left beside it. A resident has enquired as to whether the bottle/glass bank and the clothing bank are still required. A letter of thanks has been received from EAAA stating that over £8,000 has been raised from the clothing banks. A request was also sent to East Suffolk Council as there was some fly tipping beside the clothing bank and those items would not be collected by the clothing bank team.

External Audit

The report has been received and there was one comment, the incorrect box had been ticked when completing the AGAR form, it related to the Council having a Trust and whether the finances of the Trust were not included in the report. I ticked the NA box, and it should have been the YES box as our accounts exclude any finances from a trust.

Traffic management

A chasing email has been sent to Rebecca Quigg requesting the traffic management information for the Main Road and Clay Hills Road.

Coffee Morning

VanESSA, which is the East Suffolk Rural Mobile Food and Advice Hub, is hopefully visiting the area. Following on from a recommendation I suggested that they attend a coffee morning, or after school in Beaumont Cottages area. This is to assist families or individuals in need of some assistance with food poverty etc.

Carlton Meres

An email has been received from Sizewell C notifying the PC of the intention to use part of Carlton Meres as a temporary area of accommodation for the workers. Advice is being sought from ESC regarding a temporary change of use, for up to 10 years.

Correspondence

An email has been received from the MP Jenny Riddell-Carpenter regarding 'Better buses for Suffolk Coastal', this was circulated to all.

Remembrance Service – an email has been received from Saxmundham Town Council requesting information about the Remembrance Service as it is the turn of Kelsale-cum-Carlton to host it this year.

Webinars

I have attended a couple of webinars.

The first was related to the new Annual Governance & Accountability Return, which is going to be digital from 2026-27 financial year. This is not compulsory but is preferred. The problem is that although the form may be completed online, it will still need to be printed off as they require a wet signature from the Chair! There will also be changes to some of the questions that are asked.

The second webinar was about Lion Link and the changes to the proposals. This was very difficult to listen to as there was an awful echo, which made it hard to understand. There are changes to the landfill site at Walberswick, it will be further away from the village. There is exploratory work being undertaken on Benhall Bridge, this is to confirm whether there is an upgrade required. Most of the sited works are to be moved slightly south. They are removing the full build of Kiln Lane substation and replacing this with an extension on the side of the existing building. It is expected that this will take 18 months to build. If there is a copy of the presentation sent out, I will circulate this to you all.

Trees

I was approached by the tree warden at the coffee morning who asked if there was any progress with removing the two dead trees on the recreation ground.

Nobby has been to look at the garden of a resident of Spinney Close who reported some overhanging foliage in her garden. Nobby reported that there are a couple of trees that need to be cut back, this is not something that he can do. An email was sent to John and Claire to see if they could possibly take a look and give some feedback.

Sizewell C Community Fund

Having submitted the review form for the funding that was received for the utility connection, a response has been given that requires more information. A member of the team is to meet with me on the 5th August. She has also offered to attend the Bonfire Event and count the number of attendees.

Annual Leave

Please note that the Clerk will be on Annual Leave from the 8th August to the 15th August inclusive.