

**Kelsale-cum-Carlton Parish Council**  
*Neutral Farm House, Mill Lane, Butley, Woodbridge, Suffolk. IP12 3PA*  
*Tel: 01394 459400, E-mail: kelsaleparishclerk@gmail.com*  
[www.kelsalecarltonpc.org.uk](http://www.kelsalecarltonpc.org.uk)

MINUTES OF THE PARISH COUNCIL MEETING HELD ON WEDNESDAY 28<sup>th</sup> FEBRUARY 2018 AT  
7:00PM IN KELSEALE VILLAGE HALL, COMMITTEE ROOM

Present: Cllr Alan Revell (Chairman)  
Cllr John Pulham (Vice Chairman)  
Cllr Edwina Galloway  
Cllr David Baker  
Cllr Keith Dickerson  
Cllr Tim Roberts  
Cllr Susan Major  
Cllr Claire Buttle  
Cllr Ray Ellis  
Cllr Martin Lumb

In attendance: District Cllrs J Fisher and P Dunnett. There were six members of the public present.

**Welcome by the Chairman**

10577. Public Forum

Mr Ken Hannah, a local resident from Rendham Rd, had mentioned his willingness to collect litter from the part of the parish lying to the west of the main A12 by-pass. He had already made his first collection of litter which was substantial. He confirmed that he would not need to be remunerated, but he would like some official recognition so that he would be covered by the Council's insurance arrangements. This was **Unanimously Agreed**, and he was advised from where to obtain any necessary bags and pick-ups for his purpose.

A member of the public repeated further concerns about the amount of traffic using the Rendham Road to access Carlton Meres, some of which was heavy traffic. It was agreed further steps would be taken to contact SC Highways to erect appropriate signage but it would be difficult to prevent private cars from driving along that road.

The Planning Group had invited East Green Residents to attend the meeting that night to hear the Planning Policy & Procedure circulated and the debate. Mrs MacKinnon outlined some of residents' concerns in respect of the recent East Green Planning Application. Cllr Ellis also raised questions about the infrastructural issues, specifically including increase in traffic, lack of mains drainage, precedent for future development in agricultural land and the 2 miles of single track road with no structured passing spaces. Mrs MacKinnon asked who the Parish Council represented. A resident from East Green continued the same enquiries that had been dealt with in previous meetings about why the Planning Group took no notice of the residents' wishes to oppose the planning application at East Green Farm. Cllr Pulham replied indicating that the matter of support or opposition was not a simple question of an opinion, but was a technical issue dependent upon planning grounds, and if there were none it would not be correct or even realistic to seek to oppose the application.

A member of the public raised concerns regarding matters relating to the current Parish Council website. The person was reminded that the website was still a matter of "work in progress" following years of neglect, but it should be completed shortly.

Members of the public raised concerns regarding the recent development taking place at Carlton Meres Country Park. The Chairman and Vice Chairman indicated they felt this was a licensing matter and SCDC Licensing Dept should be asked to take action. It was agreed the Clerk, Cllr Major, Cllr Roberts and Cllr Pulham would draft letters to Dr Therese Coffey, MP as well as to SCDC Licensing and Planning departments but that this should also be discussed in greater detail as it was an Agenda item.

The Chairman thanked the members of the public for their comments and stated they were not able to vote but were welcome to contribute to the meeting.

10578. Reports

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

County Cllr Smith was not present. No written report had been received.

**(b) Report by District Cllr Philip Dunnett**

District Cllr Dunnett raised a query about an email which had been circulating following the recent fire which partly destroyed Saxmundham station. It was felt the email may have come close to identifying the suspected culprits of what was believed to be an arson attack. Cllr Dunnett felt these premature comments might hamper proper investigation, that all persons are innocent until proven guilty, and accordingly such emails should not happen in future. Specifically, whilst such emails should probably not be encouraged, there is the enduring right of 'Freedom of speech'. Consequently, unless a Councillor has the express permission of their Council to express an opinion on behalf of the whole Council, then they are acting outside of permissible actions and should respect the responsibilities being a Councillor brings with it. Namely, not to express an opinion that may be their own personal one and then by direct reference, connect it with their Council or the role that they may have on the Council.

**(c) Report by District Cllr John Fisher**

District Cllr Fisher reported on the merger of Suffolk Coastal with Waveney Council, into East Suffolk DC, and outlined the changes that might be needed to the structure of Electoral wards. The merger will take effect in April. The new electorate will comprise 202,037 members and on that basis:

- **2023** forecast of 202,037 electorate – represented by a total of 55 Councillors (a ratio of 3,673:1)
- **2023** forecast of 864 electors in Kelsale-cum-Carlton which will likely be 1 of 9 Parishes in a Councillors remit

Further, in answer to a question to Councillors Fisher & Dunnett by Councillor Burslem regarding Carlton Meres, they agreed to have a discussion with the Planning department and report back.

**The Chairman formally opened the meeting at 8:00pm**

10579. To receive apologies for absence

Apologies were accepted from Cllr Carolyn Taylor & Jo Peters (Parish Clerk).

10580. Declarations of Interest

Cllr Ellis declared a Pecuniary Interest in matters concerning development and Carlton Meres as he has submitted an application for static caravans on his site off Rosemary Lane.

**a) To consider any dispensations**

None received.

10581. To consider the Approval of the draft minutes of the Parish Council meeting held on Wednesday 31<sup>st</sup> January 2018

The draft minutes of the Parish Council meeting held on Wednesday 31<sup>st</sup> January 2018 had been circulated to all Councillors prior to the meeting. These were **Unanimously Proposed for Approval**. The minutes were duly signed by the Chairman as a true record.

10582. Parish Clerk's Report

In the absence of the Clerk due to impassable heavy snowfall, the Clerks report was deferred until the next meeting.

10583. Matters arising from the Clerk's report

Not Applicable

10584. Matters arising from the Parish Council meeting held on Wednesday 31<sup>st</sup> January 2018 and to Update the Action List

Clerk's Vacancy - It was reported that two applications had been received for the position and steps would be taken to advertise the vacancy more widely. The closing date is 9<sup>th</sup> March 2018. Cllr Galloway had proposed previously 'Competency Based Interviews' which would be adopted. It was acknowledged that Parish Clerk Training costs must be allocated in 2018-19 Budget, and that it would be wise to explore the 'interim' Parish Clerk capability advertised on Jayne Cole website. Action: Chairman & Vice Chairman to discuss with Parish Clerk a structured handover to successful applicant. Cllr Roberts advised he was seeking an 'Activity Calendar' from the Clerk.

A question arose about the Parish Council re-joining SALC and it was agreed that if the cost was less than £500 per annum, the Parish Council should re-join. This would be in addition to membership of LCPAS.

It was reported that Shawsgate Vineyard were not available to speak at the APM. Cllr Galloway suggested Raw Milk Farm in Bungay, Cllr Roberts suggested David Edgerley or William Kendall. It was agreed Cllrs Roberts, Dickerson & Galloway to resolve speaker issue & report back.

Cllr Buttle provided an update regarding the tree sculptures that were to be sited within the Recreation Ground.

#### **Agenda:**

##### **Item 7.2 – Planning Procedure**

Cllr Roberts introduced the pre-circulated (and current modified) version of the planning procedures and acknowledged they were derived from those adopted by another Parish Council. The Planning Procedures had been in front of the Parish Clerk, SALC & Jayne Cole for a ‘sanity check’ and to ensure they were workable for the Parish Council.

After a wide-ranging discussion Cllr Pulham stated he had reservations that the whole council was reserving for consideration only the larger complicated applications, to be voted on in plenary sessions, despite the fact that the larger council would probably not have undertaken site visits, interviews or training. It was nevertheless **Unanimously Agreed** that a trial period of six months could take place.

In response several Councillors made comments supportive of Full Council consideration of some Planning Applications (as proposed), citing “responsibilities to residents” Cllr Galloway & Cllr Dickerson, outlined their view that it was “Cabinet Responsibility” and “the role of the Parish Council was to represent residents”

Before the proposal & vote, Councillor Dunnett made the point that East Suffolk is **the Planning Authority** and is solely responsible for making the decision.

Further, in answer to a question as to how the decisions were agreed he added that **if as a result of quantitative and/or qualitative comments from a Parish Council an application is ‘referred to Committee’ then it is essential that the Parish Council turn up.**

##### **Item 7.3 Car Parking at Kelsale Primary School**

In the absence of any action since the loss of County Cllr Gower, Cllr Pulham, proposed that Cllrs Galloway, Pulham & Taylor meet to discuss the problem of parking outside the school as it was still unresolved.

##### **Item 7.4 – Footpaths Officer**

It was agreed after an initial discussion in the Public Forum that Ken Hannah should be appointed as Footpaths Officer. See above. (Public Forum). Ken Hannah may be contacted at [kenlhannah@gmail.com](mailto:kenlhannah@gmail.com).

##### **Item 7.5 – To adopt a Formal Complaints Policy**

It was agreed the Complaints Policy should be deferred to the next meeting when the Parish Clerk would be there to present the agenda item.

##### **Item 7.6 – Parish Council Website**

Cllr Galloway presented 2 papers, one providing an update on the website and the other regarding email addresses. The proposals as submitted were **Unanimously Approved**. Future email correspondence will be via Gmail once established.

##### **Item 8.1 - Carlton Meres Development**

Councillor Major presented a paper which reported the concern of the GP Practice in Saxmundham and the strain to the practice due to the amount of treatment they provide to residents from the caravan park where currently 56 residents are registered with them. Where care and treatment is needed by unregistered residents from the park NO REIMBURSEMENT is received by the practice and time and care is subsequently reduced for Kelsale (& other local) residents as a consequence of limited resources. With no mail now being delivered to residents at the site the Practice also has real problems with contacting, when necessary, residents on the park.

It is also believed that to comply with regulations, residents in the caravans need only be away for two weeks to be deemed 'holiday makers' thus NOT NEEDING TO PAY ANY COUNCIL TAX.

The park has stated it has plans to extend to create a total of 700 lodges/caravans which would be an increase of 150. Cllr Pulham informed the meeting that he had reviewed all the documents, 43 years ago a Certificate of Lawfulness was issued and only one issue is enforceable which is the double decker. There are no occupancy restrictions expect for zone 6 where Jan-Mar is limited. Cllr Pulham stated that his firm was acting for a resident of Carlton Meres so had background he could provide on the way lodges were sold.

It was noted that Rendham Rd residents had asserted that:

- a) Carlton Meres have put up their own 'brown tourist route style' direction sign at the northern end of Rendham Rd taking traffic the 'wrong way.' into Carlton Meres, including cement mixers and static caravans of trailers.
- b) Carlton Meres have also removed other signage from the northern end of Rendham Rd regarding access restrictions.

IT WAS AGREED, after discussion, that the Parish Council should write to the local MP Therese Coffey – Sec. of State for the Environment and also to SCDC expressing concern and requesting the matter be dealt with - to remedy this difficulty for the Medical Practice and the injustice to the residents of Kelsale and Carlton.

**Item 9 – Financial Matters**

All financial matters expect the Asset Register which was deferred until the next meeting were **Unanimously Approved**. It was agreed the Parish Council would contribute 50% of the cost of the annual insurance for the Village Hall & Centre subject to them obtaining comparative quotes.

**Item 10 – Report from Village Centre Enhancement Group**

A discussion took place about siting the bike rack in the Low Rd car park. It was agreed this would be positioned on the left as you enter the car park.

**Item 11 - NPSG**

Nothing to report.

**Item 12 – Portfolio Holder reports**

A new Portfolio was suggested and Approved to look after Community Energy Matters and Health by Cllr Roberts & Cllr Dickerson who will draft a Portfolio Description and circulate for comments prior to the next meeting.

Cllr Roberts raised the opportunity for the Parish Council and other community groups to utilise the EDF Social Volunteering initiative. Councillors were asked to think creatively and consult widely about initiatives/work that might be suitable in; the Parish Council, the Parish Church Council & the Village Hall & Centre Trust remits and forward ideas to Cllr Roberts. Cllr Roberts to check who insures the volunteers

Cllr Baker advised that Speed Camera data was still unavailable due to the lack of a Microsoft Excel Licence  
**Action: Cllr Roberts to liaise.**

Cllr Pulham advised that the New Oasis would be published in 3 weeks.

**Date of next meeting**

The next meeting will take place on Wednesday 28<sup>th</sup> March at 7:00pm.

**The Chairman thanked all present for their attendance and closed the meeting at 9:15pm**

Signed.....Chairman

Dated ..... 2018

