

Kelsale-cum-Carlton Parish Council
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(Draft)

**MINUTES OF THE PARISH COUNCIL MEETING HELD ON WEDNESDAY 28th March 2018 AT
7:00PM IN KELSALE VILLAGE HALL, COMMITTEE ROOM**

Present	Cllr Alan Revel (Chairman)	Cllr Ray Ellis
	Cllr Edwina Galloway	Cllr Tim Roberts
	Cllr David Baker	Cllr Chris Burlsem
	Cllr Claire Buttle	Cllr John Pulham
	Cllr Keith Dickerson	Cllr Carolyn Taylor
	Cllr Lumb not present	
	Cllr Major not present	

In attendance: Julia Catterwell (SCDC), Stephen Brown (SCDC), Anthony Taylor (SCDC) Gillian Benjamin(SCDC), County Cllr Richard Smith, District Cllrs Fisher & Dunnett.

There were six members of the public present.

Welcome by the Chairman

10585. Designated Public Place Orders (DPPOs) in Kelsale

The Chairman welcomed Julia Catterwell from SCDC to the meeting. Julia Catterwell explained that Kelsale is one of 10 areas with existing DPPOs in the Suffolk Coastal area. DPPOs cover areas where no alcohol is allowed to be consumed by members of the public. These orders currently exist in Kelsale Churchyard, bus shelters, Recreation Ground, Car Park, Carlton Green and the village centre. Julia explained that these orders are now under review as the requirement to have a DPPO has changed. Evidence of need will now be required. If it is deemed that a DPPO is required there will be a cost implication and Julia provided details of the cost options. She confirmed that a consultation will be carried out. It was agreed that this matter would be included as an agenda item at the June Parish Council meeting. The Chairman thanked Julia for her contribution. **Action: Clerk to add DPPOs - Kelsale as an agenda item for the June Parish Council meeting.**

10586. Development Process for Creating a Neighbourhood Plan

Stephen Brown, Anthony Taylor and Gillian Benjamin were all welcomed by the Chairman. Stephen provided information of how a Neighbourhood Plan relates to SCDC's Local Plan. He provided details of a review of the Local Plan which will take place in the summer and result in an update of existing policies affecting Neighbourhood Plans. He explained that it is unlikely that the existing designated areas will change. The Local Plan consultation will also cover private landlord information which was submitted under the call out for sites in 2017. He explained how sustainability checks will be carried out and confirmed that this information would be available during the summer 2018. He highlighted the importance of setting up a robust, clear and transparent framework for assessing sites and stressed the need for flexibility. Cllr Dickerson raised concerns regarding the increase in the number of new homes proposed for the parish over the past few years. In response, Stephen stated that he thought that low density housing would better suit Kelsale-cum-Carlton. Cllr Burslem raised the question of the inclusion of affordable housing in planning. He stated that if a policy could be implemented by SCDC in respect of enforcing affordable housing going forward it would solve the problem of developers ignoring this need. Cllr Galloway asked would the emerging NP only have any meaningful weight once it has been Adopted to which Stephen provided clarification. Cllr Pulham and the Chairman asked for clarification regarding applications which go to appeal. He also raised concerns about the Planning Inspectorate. Stephen explained that the Planning Inspectorate have in the past been using lack of supply of land as an excuse but that now more land has been made available, this should prove beneficial in the future. A member of the public raised concerns regarding the lack of local medical infrastructure not being taken into consideration regarding planning applications. Stephen stated that SCDC did take any evidence provided regarding future infrastructure into consideration when making decisions. There was then a brief discussion regarding the status of the Kelsale-cum-Carlton Neighbourhood Plan and whether it should be a Complex plan or not. This decision is pertinent to how much funding the NP would receive. Gillian suggested that a path that

could be taken would be to include extra business needs and provided details of how this could be done. The Clerk asked Stephen for clarification regarding plot 570. He was unable to answer the question as he was not aware of this transaction. The Chairman thanked everyone for attending.

10587. 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 6 members of the public present. They were interested in what progress has been made regarding traffic issues regarding the use of Rendham Road at Carlton Meres. The Chairman confirmed that the letter to Dr Therese Coffey, MP had not yet been actioned. A member of the public stated that his wife had written a letter to the MP and stated that her response was to refer the matter back to the District Council Ward Member. A member of the public raised concerns regarding the recent refusal of an application for this site. Cllr Pulham provided information regarding the application which was refused by SCDC. Concerns were raised regarding timeframes in respect of planning applications to which Cllr Dunnett provided clarification. Further concerns regarding traffic on Rendham Road were raised and the Clerk stated that the No Left Turn sign is not a Highways sign and therefore is not legally enforceable. The Chairman stated that a Weight Limit sign should be implemented on Rendham Road and asked the member of the public to email the Clerk with his concerns. Cllr Baker suggested that the member of the public should approach Carlton Meres directly as a local neighbour to see if any solutions can be brokered. After a brief discussion, it was agreed that the Parish Council will write to Carlton Meres to request that they advise their customers and contractors to not turn left onto Rendham Road. The Clerk agreed to telephone Matt Purdon regarding this matter. Cllr Dunnett also suggest that the member of public should continue to gather photographic evidence going forward. The Chairman thanked the members of public for their comments. **Actions: Clerk, Cllrs Roberts and Major to action letter to Therese Coffey MP. Parish Council to write to Carlton Meres to request that they advise customers and contractors not to turn left onto Rendham Road. Clerk to telephone Matt Purdon to reinforce this message.**

10588. Reports

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

Cllr Richard Smith reported on the recent funding issues affecting Northamptonshire County Council and how this relates to other local councils around the country including Suffolk. He also reported on the recent appointment of a new Chief Executive Officer to Suffolk County Council and provided details. Interviews for the Growth, Highways and Infrastructure post had been carried out but no suitable candidate had been found. He stated that there had been further delays to matters relating to Sizewell C and provided details on why these had occurred. County Cllr Smith then went on to pay tribute to the Clerk and wished her every success in the future. The Chairman thanked County Cllr Smith for his report. Cllr Pulham asked if there had been any update regarding the parking issues at Kelsale Primary School. Cllr Smith stated that he was unaware of any issues relating to this matter and would follow up with Headteacher Carolyn Taylor.

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

District Cllr John Fisher reported that work on the merger is still ongoing.

(c) **Report by District Cllr Phillip Dunnett**

District Cllr Dunnett reported that new ECB funding amounting to £6,500 would be available for community projects from April 2018.

The Chairman thanked everyone for their contributions.

The Chairman introduced the new Parish Clerk, Mrs Elizabeth Flight and welcomed her to the meeting.

The Chairman formally opened the meeting at 8:00pm

10589. To receive apologies for absence

Apologies were accepted from Cllrs Major and Lumb

10590. Declarations of Interest

Cllr Ellis declared a Pecuniary Interest in respect of site 450 from the Local Plan consultation document.

Cllr Baker declared a Pecuniary Interest in respect of site 458

Cllr Ellis declared a Pecuniary Interest in Planning Application DC/18/0534/FUL

a) To consider any dispensations

None received.

10591. To consider the Approval of the draft minutes of the Parish Council meeting held on Wednesday 28th February 2018

The draft minutes of the Parish Council meeting held on Wednesday 28th February 2018 had been circulated to all Councillors prior to the meeting. Subject to a minor amendment these were **Proposed for Approval by Cllr Galloway, Seconded by Cllr Buttle. 9 in Favour, 1 Abstention.** The minutes were duly signed by the Chairman as a true record.

10592. Parish Clerk's Report

I have been asked by former Cllr Jeni Aird to offer sincere thanks to Cllr Tim Roberts for requesting for Mr Finbow to assist in clearing and gritting during the recent severe snowfalls.

10593 Matters arising from the Clerk's report

The Clerk requested that approval be given for a further 10 hours paid time to enable her to complete the 2017/18 End of Year Accounts. Approval was Proposed by Cllr Dickerson and Seconded by Cllr Pulham and carried unanimously. **Action: Clerk to write a letter of thanks to Nat Finbow for his help with snow clearing and gritting carried out during the recent bad weather.**

10594. Matters arising from the Parish Council meeting held on Wednesday 28th February 2018 and to Update the Action List

The Action List was updated accordingly.

7.1 – Replacement Parish Clerk – The Chairman welcomed Mrs Liz Flight. It was reported that a handover had been taking place over the past week. The Chairman thanked Cllr Roberts for all his hard work carried out throughout the interview process.

7.2 - Proposed improvements to car parking at Kelsale Primary School – Cllr Taylor to liaise with County Cllr Richard Smith. Cllr Taylor reported that an additional classroom will be built ready to use by September 2019 and work will start in October 2018. She explained that there are not enough funds to cover additional car parking to which she provided details. She reported that she has also secured £85,000 for a new heating system. She explained that Suffolk County Council are unable to provide any funds for any traffic control measures. Cllr Pulham stated the Parish Council should explore other available options in order to assist the Primary School. Action List to follow up.

7.3 – Parish Council Website – Cllr Galloway reported that the new e-mail addresses have now almost been set up. There was no further update. This is a work in progress.

7.4 – To approve and adopt a Formal Complaints Policy – A copy of this document had been circulated to all Councillors prior to the meeting. Cllr Galloway stated the SALC policy was more effective than the proposed policy. It was agreed this policy should be deferred to the April PC meeting.

10595. Planning Matters

Planning Applications (See separate appendix for details of applications received and updated decisions since the last meeting)

8.1 To consider the following planning application:-

Cllr Ellis left the meeting

Planning Ref: DC/18/0534/FUL

Address: Caravan and Camping Site, Mill Farm, Rosemary Lane, Kelsale

Proposal: Use of existing caravan and camping club site to extend the 4/5 month tenting season with up to 5 static caravans. I have regular guests that camp in tents during the height of the summer and they would like to holiday in the spring/autumn. Therefore, I would own and manage booking of these static caravans.

Cllr Pulham stated the Planning Group were In Favour of this application. Cllr Galloway stated she had received some complaints regarding this application. There was a brief discussion and a formal vote was taken. 6 in favour, 1 against and 2 abstentions. The Proposal was carried.

10596. Financial Matters

Financial Statement since last meeting

Income/Receipts

Nil

Expenditure: (Direct Debits/Standing Orders)

BT (Monthly line rental)	£	29.52
BT (Broadband Fee)	£	195.36
Jo Jones Salary	£	514.55
Nest (Jo Jones Pension)	£	27.00

Bank Balances:

Current Account as at 28 th February 2018	£	7,948.87
Business Saver Account as at 28 th February 2018	£	12,051.50

(b) Payments made since the last meeting:-

Payments made since the last meeting:-

None

(c) To Consider/Approve the following cheque payments:-

To Consider/Approve the following cheque payments:-

Jo Jones Expenses	£	35.00
Patrick Norman Wages (Litter Collector)	£	70.00
HMRC (Jo Jones)	£	128.40
Cllr Roberts (Cllr Expenses - cancelled rail ticket - Interviews)	£	48.20
TOTAL	£	281.60

Proposed for approval by Cllr Taylor, Seconded by Cllr Pulham. Proposal carried with 1 abstention.

(d) To carry out the following reviews:

9.1 - To carry out a review of the Parish Council's Asset Register – Proposed Cllr Roberts, Seconded Cllr Dickerson. Proposal carried unanimously.

9.2 – To carry out a review of the Parish Council Risk Assessment – Proposed Cllr Dickerson, Seconded Cllr Pulham. Cllr Pulham suggested the Clerk should also add the Footpaths Officer to this document.

9.3 – To review and adopt the General Data Protection Law Risk Assessment – Cllr Roberts to work with the Clerk in respect of this matter going forward. The Proposed Data Breach check insurance was Proposed Cllr Pulham, Seconded by Cllr Galloway. Proposal carried unanimously.

9.4 -To carry out the Annual Review of the Internal Financial Control System – The Annual Review was carried out and Unanimously Approved by the Council.

9.5 - To carry out the Annual Review of the Effectiveness of the Internal Audit – The Annual Review was carried out and Unanimously Approved by the Council.

10597. To receive a report from the Village Centre Enhancement Group (see separate appendix)

It was reported that the Bike rack will be installed in the near future. Regarding the screening of recycling bins, the Chairman will obtain costings and possibly apply for funding from the District Council's ECB.

10598. Neighbourhood Plan Steering Group – To receive an update (see separate appendix)

11 - Cllr Burslem reported that the open day/exhibition was due to be held 12/13th May 2018. The outcome of this meeting would be to find out the issues.

10599. To Receive Reports from Portfolio Holders and Liaison Representatives

New Oasis

Cllr Pulham reported that New Oasis has now been distributed.

Biodiversity action plan

There was a report on a recent meeting held. Cllr Taylor offered the school grounds for information to be collected on as they have a lot of different types of wildlife.

Emergency officer

Cllr Roberts extended his thanks to everyone for all their assistance in the snow.

Tree Warden

It was reported that the trees have now been felled. Cllr Ellis very generously donated £100 towards the stakes in return for a van load of logs that he had collected.

Footpaths Officer

Ken Hannah reported he had cleared half the Parish on other side of A12 of litter and taken photos of broken posts. The Chairman thanked him on behalf of PC.

VAS

Cllr Baker now has a copy of Excel.

10600. Correspondence

None

10601. Any Other Matters Arising (For information only)

Cllr Buttle reported that Benhall PC would like to borrow a marquee in which to hold the Big Lunch. There were no objections. **Action: Cllr Buttle to check that the insurance policy with Benhall PC will cover the cost of a replacement marquee.**

Cllr Galloway has received a letter from Eileen Cuthbert asking if the Parish Council want to hold an event to celebrate democracy with EqualTeas & UK Parliament Week. There was no decision made in respect of this request.

10602. Date of the next meeting

The Annual Parish Meeting will be held on Wednesday 18th April 2018 at 7:00pm in Kelsale Village Hall and the next meeting of Kelsale-cum-Carlton Parish Council will be held on Wednesday 25th April 2018 at 7:00pm.

There being no further discussion the Chairman thanked the Parish Council for their attendance and formally closed the meeting at 10.05pm.

Signed: Chairman

Dated:

Planning Appendix (28th March 2018)

(a) Planning applications received since the last meeting:-

Planning Ref: DC/18/0534/FUL

Address: Caravan and Camping Site, Mill Farm, Rosemary Lane, Kelsale

Proposal: Use of existing caravan and camping club site to extend the 4/5 month tenting season with up to 5 static caravans. The Planning Group had **No Objections** to this application. No decision has been made by SCDC to date.

(b) Planning decisions confirmed since the last meeting:-

Planning Ref: DC/18/0215/PN3

Address: Carlton Green Farm, Rendham Road, Kelsale-cum-Carlton

Proposal: Prior notification for a Proposed Change of Use of agricultural building to a dwelling house. This Planning Group had **No Objection** to this application. This application was **Refused** by SCDC on 6th March 2018.

Planning Ref: DC/18/0106/FUL

Address: Red House Farm, East Green Road, Kelsale-cum-Carlton

Proposal: Erection of single storey rear extension (5.2m High)

The Planning Group had **No Objections** to this application. This application was **Granted** by SCDC on 6th March 2018.

Planning Ref: DC/17/5402/FUL

Address: Homeleigh, Bridge St, Kelsale

Proposal: Single storey porch extension (to include WC)

The Planning Group had **No Objections** to this application. This application was **Granted** by SCDC on 21st February 2018.

Planning Ref: DC/17/5077/FUL

Address: Pitfield, Bridge St, Kelsale

Proposal: Change of use from holiday let to 1 x 3 bedroom dwelling (C3 use)

The Planning Group had **No Objections** to this application. This application was **Refused** by SCDC on 27th February 2018.

Planning Ref: DC/17/5282/FUL

Address: Hillview Cottage, Curlew Green, Kelsale

Proposal: For the removal of an existing flat roof extension (rear elevation) and dilapidated porch (side extension) and for the re-instatement of a wider porch to the side of the property and construction of a new single storey flat roof extension and two storey extension (rear elevation) to facilitate a new kitchen and living area with bedroom above. (Associated internal works).

The Planning Group had **No Objections** to this application. This application was **Withdrawn** by the applicant.

Planning Ref: DC/14/1728/CLE

Location: Carlton Meres Country Park, Carlton Lane, Kelsale-cum-Carlton

Proposal: Application for lawful use for the (2 storey) mobile home on land at the existing mobile home park. The Planning Group **Strongly Objected** to this application. No decision has been made by SCDC, to date.