

Kelsale-cum-Carlton Parish Council
31 Kings Road, Leiston, Suffolk, IP16 4DA,
Tel: 07733 355657 E-mail: kelsaleparishclerk@gmail.com
www.kelsalecarltonpc.org.uk

(Draft)

**MINUTES OF THE PARISH COUNCIL MEETING HELD ON WEDNESDAY 25th April 2018 AT 7:00PM
IN KELSALE VILLAGE HALL, COMMITTEE ROOM**

Present at the meeting:

Cllr Alan Revell (Chairman)	Cllr Tim Roberts
Cllr John Pulham (Vice Chairman)	Cllr Chris Burslem
Cllr Edwina Galloway	Cllr Carolyn Taylor
Cllr Claire Buttle	Cllr David Baker
Cllr Keith Dickerson	
Cllr Martin Lumb	

In attendance: District Cllr Fisher.

There were two members of the public present.

Welcome by the Chairman

10603. 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 two members of the public present. Councillors were invited by the public to provide an update regarding the issues surrounding Carlton Meres. The Chairman duly provided an update. The Footpaths Officer provided details of the amount of litter that had been collected in the area. At this point Cllr Pullham proposed that the Footpaths Officer, Mr Hannah, should be invited to have a place at the table from this point onwards to enable him to regularly report to the parish council. Cllr Roberts seconded this proposal and this proposal was carried unanimously.

10604. Reports

(a) Report by District Cllr John Fisher

District Cllr John Fisher reported that after the merger of Suffolk Coastal and Waveney councils, ward boundaries will change. The new District will have 55 councillors (compared to the combined current total of 90) representing 29 wards. This will result in each councillor representing a bigger area. Cllr Burslem asked if there will be a corresponding increase in budget to administer the larger wards. Cllr Fisher responded saying that this will not be the case. There is an opportunity for councils to comment between the 3rd July and 27th August regarding the merger. The Chairman asked that the parish council put in a response to voice their concerns about the merger.

Action: Clerk to put this item onto the agenda for the next parish council meeting.

The Chairman thanked everyone for their contributions.

The Chairman formally opened the meeting at 7:00pm

10605. To receive apologies for absence

Apologies were accepted from County Cllr Richard Smith, SCDC Councillor Dunnet, Cllrs Major and Ellis.

10606 Declarations of Interest

None

(a) To consider any dispensations

None received.

10607 To consider the Approval of the draft minutes of the Parish Council meeting held on Wednesday 28th March 2018

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

10608 Parish Clerk's Report

- (a)** The end of year accounts have been completed and sent to Internal Audit. Once the audit has been completed the new clerk will receive a full financial handover from Jo Peters.
- (b)** The clerk has possession of a mandate change form from Barclays Bank. Two new authorised signatories (Cllr Pullham and Cllr Taylor) to be added. Example signatures from both Cllrs are needed. Two Cllrs names (Geoffrey Fordham and Jenny Aird) to be removed. The Clerk's details to be amended. The signature from the Chairman needed to complete this process.
- (c)** There has been a request from Cllr Burslem to include a discussion in this meeting for the formation of a separate working group to deal with the non-planning issues that have arisen by the proposed Carlton Meres expansion.
- (d)** On the 25/04/2018, a member of the public asked the clerk to raise the following issues at this meeting.
 - i. When is the grass on the village green going to be mowed? It is now difficult to walk on.
 - ii. The ground on the village green has become uneven and has been affected by mole hills, making the terrain hazardous. Action needs to be taken to rectify this.
- (e)** The Clerk has been invited by Siobhan Martin, Head of Internal Audit to attend a briefing regarding GDPR. This briefing will take place on 14th May at 2.00pm. The Clerk will report back at the next meeting.
- (f)** The Clerk received an email from Karla Supple, Communications Officer from Waveney & Suffolk Coastal District Council to inform the parish council of funding that is available for properties that need to install first time central heating. Eligibility may be linked to income. However up to 100% of cost is available to eligible households. They have asked us to promote this scheme to residents in our area.
- (g)** The Clerk contacted Matt Purdon at Carlton Meres (as per actions list) and he has agreed to keep the parish council updated on news regarding the ongoing traffic issues.
- (h)** The Clerk has renewed the membership of Community Action Suffolk.
- (i)** The parish council received a thank you email from Suffolk Flora Preservation Trust for the donation they received.
- (j)** The Clerk sent a thank you letter to Nat Finbow for his help during the recent heavy snowfall (as per actions list).

10609 Matters arising from the Clerk's report

Item (c) above: There was a discussion regarding the formation of a separate group to deal with the non-planning issues regarding the Carlton Meres expansion. It was agreed to discuss this fully under Planning Matters later in the meeting. (Please see item 10611, Planning Matters below for full details)

Item (d) above: Cllr Buttler confirmed that she has spoken to Norse and they are waiting for their contract to be issued from SCDC. She agreed to follow up and report back at the next meeting.

Action: Cllr Buttler to contact Norse and find out more information and will also contact mole exterminator to deal with the mole problems.

Item (e) above: **Action: Clerk to report on the GDPR briefing at the next meeting.**

Item (f) above: **Action: Clerk to find out more information regarding this matter to give to Cllrs Pulham and Roberts for the next meeting.**

10610 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 It was agreed after a brief discussion that the parish council will re-join the Suffolk Association of Local Councils (SALC) at a cost of £396.92. This was proposed by Cllr Taylor, Seconded by Cllr Lumb and the proposal carried unanimously.

Action: Clerk to raise cheque, complete paperwork and send to SALC.

7.2 The Clerk reported that membership of the Local Council Public Advisory Service (LCPAS) is now due for renewal at a cost of £100.00. After a brief discussion it was agreed to renew membership. This action was Proposed by Cllr Dickerson, Seconded by Cllr Roberts and the proposal carried unanimously.

Action: Clerk to raise cheque, complete paperwork and send to LCPAS.

7.3 Cllr Galloway reported on progress regarding the new website. The site is now nearly ready to 'go live'. The 1st June is the preferred date for the parish council to take control of the site. Cllr Galloway stated that a full user manual will be available to enable the Clerk to up/download text and documents. All new GDPR compliant email addresses have been created. After a brief discussion it was agreed that these new accounts will be used from Thursday 26th April 2018 onwards for all council business. Cllr Roberts agreed to email all councillors with a list of the new email addresses to enable them to copy and paste into their new accounts. The Clerk agreed to create a new group email list with the new addresses for correspondence going forward.

Action: Cllr Roberts to email councillors with list of new email addresses.

Action: Clerk to create new email group with new email addresses for corresponding to councillors.

7.4 A new Formal Complaints Policy was circulated before the meeting. After a brief discussion, it was agreed to approve and adopt said policy. This action was Proposed by Cllr Galloway, Seconded by Cllr Roberts and carried unanimously. The Chairman duly signed the policy.

Action: Clerk to file signed copy and upload electronic copy onto the new website.

10611 Planning Matters

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

At this point in the meeting the Chairman invited councillors to further discuss the idea regarding the formation of a separate liaison group to deal with issues arising from the Carlton Meres expansion. Cllrs Roberts and Pulham stated that it would be a good idea to have a

formal link between the council and owners of the site in order to create a better future relationship. The Chairman stated that if such a group existed, it will enable continuity going forward. Cllr Pulham suggested that the owner of the park should be invited to join the group. Cllr Galloway suggested that local residents should also form part of the group. At this point Cllr Burslem asked that it be noted that Cllr Major has expressed an interest in being a member of the group. There was further discussion concerning whether Carlton Meres has breached planning regulations. Cllr Pulham stated that planning consents have been adhered to by Carlton Meres and no breaches have taken place. He added that only Zone 6 has consent for occupation for 10 months of the year. The remainder of the park has consent for occupation for 12 months of the year. After more discussion it was agreed that the remit for the next meeting would be to work out the scope of the group. There will be no need to create a separate ongoing agenda item for this group. Instead reports will be given via Portfolio Holders. Cllr Roberts suggested that this group could feed into the Neighbourhood Plan. Cllr Pulham suggested that a dedicated copy space be reserved specifically for Carlton Meres in the New Oasis newsletter. Cllr Lumb suggested that the remit of the group be extended to reviewing the impact of other leisure parks in the area and not concentrating solely on Carlton Meres.

Action: Clerk to include an item regarding the discussion of the aims, scope and composition of the new liaison group be included on the agenda for the next meeting.

10612 Financial Matters

(a) Income/Receipts

Financial Statement since last meeting	
SCDC - ECB Grant (Tree Sculptures)	£2,000.00
SCDC - CIL Payment	£441.96

<u>Expenditure: (Direct Debits/Standing Orders)</u>	£29.52
BT (Monthly line rental)	

Bank Balances:

Current Account as at 31 st March 2018	£6,563.05
Business Saver Account as at 31 st March 2018	£12,057.51

<u>(b) Payments made since the last meeting:</u>	None
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(c) To Consider/Approve the following cheque payments:

Leiston Press (Neighbourhood Plan Open Day banner)	£115.20
JT Pegg & Sons Ltd (Cycle Racks)	£360.00
Patrick Norman Wages (Litter Collector)	£70.00
Jo Jones (End of Year Accounts Payment – 10 hours)	£94.90
Kelsale Village Hall & Centre (Hall Hire)	£24.00
Cllr Claire Buttle (Jo Jones Leaving gift expenditure)	£243.50
Cllr Alan Revell Gala Tent (spare parts for marquee)	£54.92
Cllr Tim Roberts Expenses (APM 2018)	£72.27
Salary – Elizabeth Flight (April)	£461.44
HMRC (Tax/NI) – Elizabeth Flight (April)	£115.11
Expenses – E Flight	£43.47
TOTAL	£1,654.81

Cllrs Revell, Roberts and Buttle declared an interest in the above.

Proposed for approval by Cllr Pulham, Seconded by Cllr Dickerson. Proposal carried with three abstentions.

(d) To carry out the following reviews:

There were none

10613 To receive a report from the Village Centre Enhancement Group

Cllr Dickerson reported that the bike racks had been purchased and now need installing. The Chairman agreed to seek a price for installation from the contractors who are providing screening for the recycling area.

Action: Chairman to seek price for installation of the bike racks.

10614 Neighbourhood Plan Steering Group – To receive an update (see separate appendix)

Cllr Burslem reported that the open day/exhibition is due to be held 12/13th May 2018. He also said that good progress had been made on the panels for the exhibition. During the day there will be a video playing comprising old photographs and documents on a loop to add interest. Although it was agreed that a structured approach was needed, Cllr Burslem did not want information gathering to be too formal. He stated that a draft mission statement and a set of questions have been developed and other methods of gathering data from the public will also be used on the day. Cllr Taylor offered to provide contributions from the school children. She agreed to provide a visual display of the children's work. Cllr Burslem appealed for volunteers to help out over the weekend. Cllrs Lumb and Buttle offered to help set up. The outcome of this exhibition will be reported at the next meeting.

Action: Cllr Burslem to report on the outcome of the Neighbourhood Plan exhibition at the next meeting.

10615 To Receive Reports from Portfolio Holders and Liaison Representatives

New Oasis

Cllr Pulham appealed to members to provide articles for the next issue. The deadline for submissions is 1st June. There was a brief discussion regarding whether revenue from advertising in New Oasis has been collected. The Clerk agreed to look into this.

Action: Clerk to investigate advertising revenue and instate a new system for collection if necessary.

Biodiversity action plan

Cllr Dickerson reported that the group has surveyed 3 large ponds in Kelsale and found Great Crested Newts in all three ponds plus over 40 other species. Cllr Dickerson said that they have an agreement in principle from SCDC and Suffolk Wildlife Trust to create part of Tiggens Lane into a nature conservation area.

Emergency officer

Nothing to report

Tree Warden

Cllr Buttle reported that the contractor who had agreed to complete the tree carvings is proving to be elusive. She has been trying to contact him for a start date for the past 5 months. After a brief discussion, it was agreed that she will tell him that the carvings need to have been completed by the end of the summer half term holiday. If the work is not completed by this date, Cllr Fisher has an alternative contact.

Action: Cllr Buttle to approach contractor with final date.

Footpaths Officer

Nothing to report

VAS

Nothing to report

10616. Correspondence

None

10617 Any Other Matters Arising (For information only)

- a) **Annual Parish Meeting feedback.** Cllr Revell thanked Cllr Roberts for all his hard work organising the event. Unfortunately attendance was poor this year. After a brief discussion it was agreed that this may have been due to the single page flyer not having been distributed. Therefore this will need to be done in the future to encourage better attendance. There was some feedback from attendees. It was felt that the presentations need to be shorter overall and that the guest speaker should only be asked to speak for a maximum of 20 minutes. There were some complaints from the public that they had not had an opportunity to read the minutes in advance of the meeting. The Chairman has since sought advice on this and had been told that it is acceptable practice to approve the Annual Parish meeting minutes at the next parish council meeting and to then put them up on the noticeboards and ensure that they are uploaded onto the website. This will ensure that they will be taken as read at the APM next year. Cllr Burslem stated that the signing in procedure was poor resulting in not all names being captured. A book or formal signing in sheet is needed for the next meeting. Cllr Pulham suggested that a potential speaker for next year should be someone from the film archive.
- b) **Rear Footpath at the back of the church.** The Chairman reported that this is in poor condition and has been made worse by horse riders. A member of the public has requested that some bark be laid to alleviate slipperiness. The Chairman asked what the legal position is regarding riding horses on a footpath. Cllr Baker did some on the spot research and confirmed that horses are not allowed on designated footpaths. On a related issue, Cllr Burslem reported that he has had a complaint from a member of the public regarding the mess made by the horses on the roads.
Action: Cllr Baker to talk to the riders to ask them to keep off footpaths and clear up any mess from their horses.
- c) **Kerbs in the village.** Cllr Roberts has written to SCDC regarding the poor state of the kerbs in the village. At this point Cllr Dickerson asked that this item should be added to the agenda for the next meeting for a full discussion.
- d) **Restoration of finger post (Maple Farm).** It was agreed that this should be re-sited and restored.
Action: Cllr Roberts to obtain a quotation to re-site and restore the finger post.
- e) **Stock of road signs in Tiggens Lane.** These need to be removed as they are causing an obstruction.
Action: Clerk to write to Kier to ask them to remove the signs
- f) **Used car sales in car park.** The Chairman reported that a used car business that operates from Saxmundham is also selling cars directly from the Kelsale car park due to a lack of storage space on his premises. He stated that there are always around 2 to 3 cars parked in the car park at any one time. He said that the owner of this business needs to be contacted to ask him to stop this action going forward.
Action: Chairman to obtain the address of the business and write a letter asking him to desist.

10618 Date of the next meeting

The Annual General Meeting will be held on Wednesday 30th April 2018 at 7:00pm in Kelsale Village Hall. This will be followed by the Parish Council Meeting immediately afterwards.

There being no further discussion the Chairman thanked the Parish Council for their attendance and formally closed the meeting at 09.30pm.

Signed: Chairman

Dated:

Planning Appendix (28th April 2018)

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

Planning Ref: DC/18/1460/FUL

Address: Alderlee Main Road Kelsale Cum Carlton Suffolk IP17 2NS

Proposal: Erection of 10 Dwellings at land adjacent to 'Alderlee'. Main Road, Kelsale

The Planning Group is still discussing this proposal. No decision has been made by SCDC to date.

(b) Planning decisions confirmed 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.

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.