

Kelsale-cum-Carlton Parish Council
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(Draft)

**MINUTES OF THE PARISH COUNCIL MEETING HELD ON WEDNESDAY 20th June 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 Susan Major
Cllr Edwina Galloway	Cllr David Baker
Cllr Claire Buttle	
Cllr Keith Dickerson	

In attendance: None

Welcome by the Chairman

10642. 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 was 1 member of the public present.

██████████, Footpaths Officer, sent his apologies but had asked the Chairman to raise a matter regarding the cutting of grass verges in the village in his absence. ██████████ had drawn attention to grass verges at the junction of Carlton Road and the A12 and Rendham Road and Peasenhall Road that were so overgrown they were causing a danger to motorists trying to exit these junctions. Cllr Roberts reported that a similar situation had arisen in Snape recently where there had been four road traffic accidents in one day. In this instance the Police had contacted Highways to ensure that the verges were cut. It was agreed that urgent action needed to be taken.

Action: Clerk to contact Highways as a matter of urgency to request that the verges are cut as soon as possible.

10643. 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 John Fisher

Cllr Fisher reported that the merger between Suffolk Coastal and Waveney District Councils will be going ahead. The District Councillors have submitted proposals to the boundary commission. The proposals will need to be ratified by Parliament. It is likely that they will be ratified but this may be affected if Parliament has been dissolved due to a General Election having been called. Cllr Fisher confirmed that the new boundaries will mean that on average there will be 1 Councillor serving 11 parishes, although for Kesale this is 13 parishes (including 2 very small parishes). He also confirmed that one locality budget will be shared with all parishes, although he conceded that some of the very small rural parishes do not have projects that need funding. Cllr Fisher also gave a brief update regarding progress at Carlton Meres. He confirmed that an officer is looking at this but no decisions have been taken to date. He also stated that regarding the traffic issues at Carlton Meres, the District Council is not able to do anything to help at this time.

(c) Report by District Cllr Phillip Dunnett

District Cllr Dunnett was not present. No written report had been received.

The Chairman formally opened the meeting at 7.20pm

10644. To receive apologies for absence

Apologies were received from Cllrs Ellis, Taylor, Lumb and Burslem, District Councillor Dunnett and County Councillor Richard Smith

10645. To accept apologies for absence

The Clerk reported that Cllr Ellis had written to her to explain that he cannot be present at another parish council meeting until September due to work commitments. It was agreed that Cllr Ellis' apologies would be accepted from now until the end of September. This was proposed by Cllr Roberts and seconded by Cllr Revell. All in favour.

Cllr Baker reported that Cllr Lumb had recently been in hospital and therefore was unable to attend the meeting. It was agreed to accept his apologies. This was proposed by Cllr Baker and seconded by Cllr Revell. All in favour.

Cllr Taylor was unable to attend the meeting as she is away on a school trip. It was agreed to accept her apologies. This was proposed by Cllr Roberts and seconded by Cllr Major. All in favour.

Cllr Burslem was unable to attend the meeting as he is away on holiday. It was agreed to accept his apologies. This was proposed by Cllr Roberts and seconded by Cllr Baker.

10646 To record absence without apologies

None

10647 Declarations of Interest

None

(a) To consider any dispensations

None

10648 To consider the Approval of the draft minutes of the Parish Council meeting held on Wednesday 25th April 2018

The draft minutes of the **Parish Council** meeting held on Wednesday 30th May 2018 had been circulated to all Councillors prior to the meeting. Cllr Dickerson reported that a small amendment is needed in the minutes. Under section 10640 Kelsale Church Debris, this should read 'is subject to an agreed management plan'. Amendment to be made by the Clerk. **proposed for Approval by Cllr Dickerson and seconded by Cllr Pulham. All in Favour, 1 Abstention.** The minutes were duly signed by the Chairman as a true record.

10649 Parish Clerk's Report

7.1 - Report on recent training - Notices, Agendas & Minutes/Standing Orders

The Clerk reported that she had attended two training courses. The first course 'Notices, Agendas & Minutes' has resulted in a number of small changes being made to the Agenda to bring it in line with current legislation. The second course, Standing Orders resulted in guidance being given regarding a new model Standing Orders document that has been published for 2018 to bring it in line with the new GDPR legislation. All councils have been advised to adopt the new model (developed by the National Association of Local Councils). With the agreement of the parish council, the Clerk will use the new model document to bring into line existing Standing Orders. Once completed, this will be circulated to Councillors and presented at a meeting for ratification.

Action: Clerk to amend current Standing Orders to bring them in line with the newly published model document.

7.2 - Introduction of new Expense claim forms

The Clerk requested that Councillors start using newly designed Expense and Mileage claim forms when they are requesting reimbursement for expenditure that was circulated before the meeting. This will make the process easier for the Clerk to administer and will aid the calculation of VAT to be claimed back over the financial year. She also stated that if anyone needed to help in using these forms to please contact her for assistance.

7.3 - Advertising revenue

The Clerk thanked Cllrs Galloway and Pulham for providing her with details of all the advertisers on the website and New Oasis. Invoices have been sent to all existing and new

businesses for the next year. Currently this will result in an income of £275. This will increase if more businesses advertise. Cllr Galloway suggested that the revenue earned from advertising should be used specifically to update and enhance the website. Cllr Pulham was in agreement that all the advertising revenue should be pooled for this purpose.

7.4 - Developing links with the local press

The Clerk suggested that links with the local press should be developed with a view of raising the profile of the village and its achievements. The Chairman suggested that the Clerk should be designated as the parish council Press Officer.

Action: The Clerk to research contacts in local publications with a view of submitting copy when appropriate.

7.5 - SCDC request regarding East Green road name

The Clerk reported that she had been contacted by SCDC concerning a wrongly named road in East Green. In 2010 the District Council's electoral roll database had been updated with an incorrect name. Instead of 'East Green', the name 'East Green Road' had been entered erroneously. This has subsequently caused problems for some residents on the road with credit reference agencies. SCDC informed the Clerk that if all the residents agreed that the wrong road name had been uploaded onto their database, it could be changed but would need the signatures of everyone concerned. Cllr Galloway has collected signatures from all residents on the road agreeing to the change on the database.

Action: The Clerk to scan the signatures and email a response to SCDC confirming that a change of road name is needed for the electoral roll.

8 Clerk's Report on urgent decisions

This is a new agenda item and provides the Clerk with the ability to report on any action that may have been necessary between meetings. This may include expenditure for an urgent repair. There was a discussion regarding how much expenditure had been allocated to the Clerk for this duty. It was agreed that Clerk would examine the Standing Orders to extract this information and report back at the next meeting.

Action: Clerk to include expenditure limit for the Clerk between meetings on the next agenda.

10650 Matters arising from the Clerk's report

9.1 – To consider suitable 'retention' periods for documents held by the Council

After a brief discussion it was agreed that documents would be retained in line with other legal documents for a period of 6 years. The remainder of documents would be passed to Suffolk Records Office for archive. This was proposed by Cllr Revell and seconded by Cllr Roberts. All in favour.

9.2 – Risk assessment for data breaches

The Clerk reported that this action had not yet been completed. This will be completed and will have been circulated prior to the meeting in July.

9.3 – Registration with ICO – completed

The Clerk confirmed that registration with ICO had been completed and that the registration number had been received on 20/06/18. This means that the Privacy Notice can now be completed and uploaded onto the website.

Action: Clerk to complete Privacy Notice and upload onto the new website.

9.4 – Training booked with SALC

The Clerk reported that all the required training had been booked with SALC. There was a brief discussion as to whether members of the Planning Group or any other Councillor wished to attend a Planning workshop available in July.

Action: Clerk to find out which Councillors would like to attend this training and book it ASAP.

9.5 – Donation to SARS

The Clerk reported that a letter of thanks had been received from SARS for the parish council's donation to their charity.

9.6 – Website update

The Clerk reported that Cllr Galloway has been very helpful in uploading legal and archive documents onto the website. She also stated that Cllr Galloway was still receiving very positive feedback from users of the website. At this point Cllr Major proposed a vote of

thanks for Cllr Galloway's hard work.

10651 Matters arising from the Parish Council meeting held on Wednesday 25th March 2018 and to update the Action List

10.1 Land at the back of the Recreation Ground in need of cutting back to avoid future flooding

Cllr Major reported that land abutting her property and a number of other houses is very overgrown and in need of cutting back to prevent the risk of flooding in the immediate future. She confirmed that she has instructed her Gardner to survey the land pertaining to her property and he will be providing an estimate for any work that needs to be done. Cllr Buttle stated that she had contacted the Gardner used by the parish council and asked him to trim the trees down in the same area and this would be at a cost of £45.00. After a brief discussion it was agreed that Cllr Major will be reimbursed for any work completed by her own Gardner. This was proposed by Cllr Roberts and seconded by Cllr Revell. All in favour.

Cllr Major requested that the Clerk be instructed to write to the other residents on the appropriate roads asking them to ensure that they are aware that they have a duty to ensure that their land which borders the river does not present a danger of risk of flooding. Cllr Pulham recommended that a booklet published by the Environment Agency 'Living on the Edge' be downloaded and a link to the publication included in the letter.

Action: Clerk to request a list of households to write to from Councillors and create and distribute mailing.

10.2 – Trailer in the Car Park

It was reported that following on from the issue of cars being sold via the car park, a trailer had appeared and had remained there for a period of time without moving. Cllr Roberts offered to write a note to attach to the trailer asking the owner to remove it as soon as possible.

The Action List was updated accordingly.

10652. Parish Council Matters

11.1 – Weight Limit on Rendham Road

Mr [REDACTED], the Footpaths Officer was not present but gave a detailed report by email prior to the meeting. To move this issue forward, Cllr Roberts suggested that Mr [REDACTED] and the Carlton Meres Liaison Group should formally approach Highways to investigate how a financially acceptable solution to this problem can be reached. Cllr Pulham on behalf of the Liaison Group agreed that this was a good approach and proposed to set up a meeting of the group to discuss this in the very near future. Once Highways have been approached and information gathered it should be brought back to the parish council. At this point the full support of the parish council will be given. This was proposed by Cllr Pulham and seconded by Cllr Galloway. All in favour.

11.2 - Advice from SALC regarding Planning Applications

As a result of the Clerk having sought advice from SALC regarding the correct procedure councils should use for reviewing planning applications, the Chairman proposed a new system be adopted. The whole parish council will need to review and discuss planning applications in the absence of a formal Planning Committee with delegated powers. The new process will consist of a review document being produced for all Councillors to complete for each planning application that comes in. (This will include tick boxes for ease of use plus an area for comment). This document will be uploaded onto Google Docs as a shared document that Councillors can all view and use. The Clerk will collate the information on the document and produce a Planning Report to be circulated before parish council meetings. This report will highlight any contentious or complex applications that may need more extensive discussion before a decision is taken on it. The Planning Report will be made available via the website for public access after the minutes have been ratified and signed. Site visits will still be required and will be undertaken by the more experienced members of the Council in planning matters who will comment in the shared document and make recommendations. From this point forward it is proposed that the Clerk will book site visits and keep a record of these. It is proposed to trial this process for six months and then review and improve where necessary. This was proposed by the Chairman and seconded by Cllr Roberts. All in favour.

There will be quite a bit of work required to get this system up and running, however after this the process should run smoothly.

Action: Clerk to set up new procedure, liaising with Councillors experienced in planning

matters to formulate documentation and supporting where necessary Councillors to use the new procedure.

11.3 - Conservation area Public Exhibition 23/06/2018

Cllr Galloway reported that the Conservation area Public Exhibition to be held in the Village Hall on 23rd June 2018 is a Suffolk Coastal District Council consultation and they require no input from the parish council. Cllr Galloway has received information from SCDC publicising the event which has been uploaded onto the website. Some general information has been included in the New Oasis magazine. Cllr Roberts offered to put up some general information on social media to publicise further.

10653 Planning Matters

12.1 - Planning Applications Received

Planning ref: DC/18/2024/FUL

Address: Sandpit Cottage, Low Rd, Kelsale

Proposal: Erection of extension to provide additional bedroom and entrance lobby.

After a brief discussion the Parish Council **Approved** this application.

Action: Clerk to inform SCDC of the Parish Council decision.

12.2 Planning Decisions Confirmed

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 remained **Neutral** to this application.

No decision has been made by SCDC to date.

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.

Application permitted by SCDC 11/06/2018

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.

10654 Financial Matters

(a) Financial Statement since last meeting

(a) Income/Receipts

Financial Statement since last meeting

Adnams Community Trust Grant £263.20

Kelsale Village Hall - Broadband contribution £285.94

HMRC – VAT Reclaim £5,683.79

Total £6,232.93

Expenditure: (Direct Debits/Standing Orders)

BT (Monthly line rental) £29.52

Elizabeth Flight (Salary) - June 2018 £461.44

Bank Balances:

Current Account as at 31st March 2018 £17,883.65

Business Saver Account as at 31st March 2018 £22,100.60

(b) Payments made since the last meeting: None

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

Claire Buttle - Line Marker Spray - Reimbursement	£6.50
HMRC - PAYE (Elizabeth Flight)	£115.11
Leiston Press - Posters, Target Posters, Flyers - NP publicity	£102.40
Came & Company - Insurance Renewal	£539.85
██████████ - Car Park & Playing Field - Maintenance	£105.00
Kelsale Village Hall - Room Hire 18th/25th April	£30.00
██████████ - May Invoice	£85.00
ICO - Subscription	£40.00
Melbec - Website Construction	£840.00
Claire Buttle - Posts for recreation ground - Reimbursement	£148.79
Elizabeth Flight - Geneal & Mileage Expenses	£101.84
Suffolk Accident Rescue Service - Donation	£50.00
Plus reimbursement to Village Hall for Broadband	Up to £100
TOTAL	£2,164.49

Cllr Buttle stated that the cheque listed for reimbursement for £148.79, should in fact be paid directly to J T Pegg. The Clerk requested that she be supplied with the original invoice before this can be completed. This and other payments were Proposed for approval by Cllr Roberts and Seconded by Cllr Pulham. All in favour.

(d) To carry out the following reviews: None

13.1 – Overpayment of Broadband contribution by the Village Hall

The Clerk reported that the Village Hall had overpaid their contribution towards the Broadband by mistake. They paid a 50% contribution instead of a 30% contribution. It was agreed to approve this reimbursement up to £100 at this meeting (see 10654 (c) above)

10655 To receive a report from the Village Centre Enhancement Group

Cllr Dickerson reported that the VCEG were going to wait to complete any improvements in the village until after the Conservation consultation has been conducted. Cllr Roberts stated that improvements to the kerbs in the village will also wait until after the consultation.

10656 Neighbourhood Plan Steering Group – To receive an update (see separate appendix)

Cllr Galloway reported that a meeting of the Neighbourhood Plan Steering Group had taken place and it had been agreed that a more thorough breakdown of the composition of the population in Kelsale and Carlton needs to be undertaken in the first instance. Statistics will be gathered and analysis undertaken. In addition we are also dealing with the issues raised by Natural England and Historic England

10657 To Receive Reports from Portfolio Holders and Liaison Representatives

New Oasis

Cllr Pulham reported that the next publication of New Oasis is almost finished and will be published at the end of the week. He stated that the publication is now looking like a community owned magazine and this is a really positive step forward. Cllr Pulham is liaising with Carlton Meres to give them a chance to publicise their events in the magazine.

Biodiversity action plan

Cllr Dickerson reported that another three sites have been surveyed, bringing the total to 17. The highlight was Cllr Galloway's pond which is home to a wide variety of wildlife, including Great Crested Newts. Cllr Dickerson will be proposing that another conservation area is designated at the junction of Main Road and Curlew Green as it contains 54 species of plants and wildlife. He stated that further developments for the pond on the recreation ground will be discussed at the July meeting

Emergency officer

Cllr Roberts reported that a number of opportunities for applying for grants had been made available in recent weeks. Most notably is a grant from the Screwfix Foundation offering funds for material improvements to buildings. He suggested that an old toilet at the back of the Village Hall could be refurbished to provide facilities for the community. Unfortunately the deadlines for some of these grants are very short. The Clerk suggested that she makes a list of available grants and their deadlines and frequency (e.g. annually, quarterly etc.) available to maximise that amount of time to prepare applications for the future.

Action: Clerk to produce a list of grant opportunities going forward.

Tree Warden

No report given.

Footpaths Officer

No report given.

VAS

No report given.

Recreation Ground

No report given.

10658. Correspondence

A letter of thanks had been received from SARS regarding the donation of £50.00.

10659 Items for consideration for Inclusion on the next agenda

- Planning Procedures
- School Parking Drop off proposals
- Hedge Cutting
- Condition of street signs

10659. To consider excluding the public and press

No considerations were necessary

10660. Excluded item

There were none

10660 Date of the next meeting

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

The next meeting will be held on Wednesday July 25th at 7.00pm in Kelsale Village Hall.

Meeting closed at 09.00pm.

Signed: Chairman

Dated: