Kelsale-cum-Carlton Parish Council

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(Draft)

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

Present at the meeting:

Cllr Alan Revell (Chairman)	Cllr Tim Roberts
Cllr Edwina Galloway	Cllr Susan Major
Cllr Claire Buttle	Cllr Burslem
Cllr Keith Dickerson	
Cllr Lumb	

In attendance: None

Welcome by the Chairman

10661. 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 7 members of the public present. The Footpaths Officer reported that progress was being made regarding getting a weight limit assigned on Rendham Road, Carlton. Highways had visited and conducted a survey and correspondence had been sent to members of the County and District Council and the management of Carlton Meres to request help with funding the project. He also stated that the notice of planning permission had gone up at Carlton Meres and that he had formally responded to the planning application asking for caveats to be included to ensure that commercial vehicles do not travel up this road. The Chairman stated that an 'unsuitable for heavy vehicles' sign could be purchased by the Parish Council in the first instance with a view of raising the funds for the full works to be completed by Highways. The Clerk was asked to contact Highways to find out the formal procedure of getting a weight limit assigned to a road and also to ask how to purchase an 'unsuitable for heavy vehicles sign'.

A member of the public asked for an update regarding the legality of the licences that Carlton Meres hold. The Chairman responded by saying that the Vice Chairman has been in contact with the management on several occasions and to date had been unsuccessful in having sight of the licences. The Chairman said that the Parish Council would continue to contact them.

Action: Clerk to contact Highways to find out the correct procedure of getting weight limit assigned to a road. Also find out how to purchase an 'unsuitable for heavy vehicles sign'.

At this point the Chairman thought it appropriate to move item 106672/11.2 into the public forum. Please see a report of this in the minutes below.

10662. Reports

(a) Report by County Cllr Richard Smith – Cllr Smith reported that he had attended an audit meeting this week and had pleasure in announcing that the accounts for the Council have been approved. He explained that finance will now take centre stage as consideration for next year's budget begins. He said that the government is giving councils less money in grants at the same time as putting caps on how much councils

can raise in tax. He explained that two thirds of Suffolk County Council's net spend is on those areas of statutory requirement. Namely on vulnerable children and social care for the elderly. Suffolk County Council will be expected to make around £20 million savings in the next financial year and these savings are going to be difficult to identify. The result will be less money available for non-statutory spending such as Highways. Cllr Smith also reported that the Sizewell C Stage 3 Consultation will be going ahead from January to March 2019. He will be attending a meeting on Thursday 26th July where more information is expected to be disseminated. He stated that planning for another nuclear power station to be sited on Anglesey has been lodged and consists of 41,000 pages. He stated that it is possible that Anglesey will be second on the list of power stations to be built with Sizewell a possible third. Regarding timescales, he said that if Sizewell gets through the planning Inspectorate it is likely that construction could start in 2021 or 2022. Therefore, it is looking more likely than it has previously. Cllr Burslem asked for feedback regarding the Suffolk County Council full meeting where the Suffolk Cycling Strategy had been discussed. Cllr Smith stated although the motion had been supported, money cannot be guaranteed for anything other than cycle paths on newly built housing clusters. Cllr Roberts asked Cllr Smith for a private meeting to discuss some financial matters. Cllr Smith agreed to this.

(b) Report by District Cllr Phillip Dunnett – Cllr Dunnett reported that the Draft Local Plan consultation which started on 20th July is now underway. He explained how important this document is. He urged the Parish Council not to concentrate on the second half of the plan but to carefully study the first part which contain the proposed policies. The Chairman reported that a public meeting had been convened on July 19th where a presentation had been made regarding the new Draft Local Plan to impress on members of the public the importance of this document. Cllr Burslem asked for an update regarding the progress of a problematic area of planning in Saxmundham. Cllr Dunnett explained what has been happening and that this may result in a legal challenge being made.

(c)) Report by District Cllr John Fisher – Did not have anything to add.

At this point Cllrs Smith and Dunnett asked for permission to leave the meeting

The Chairman formally opened the meeting at 7.50pm

10663. <u>To receive apologies for absence</u>

Apologies were received from Cllrs Ellis, Pulham, Baker and Taylor.

10664. <u>To accept apologies for absence</u>

It was decided to only receive and not accept apologies at this meeting.

10665 <u>To record absence without apologies</u>

None

10666 <u>Declarations of Interest</u>

None

(a) To consider any dispensations

None

10667 <u>To consider the Approval of the draft minutes of the Parish Council meeting held on 20th June 2018</u>

The draft minutes of the **Parish Council** meeting held on Wednesday 20th June 2018 had been circulated to all Councillors prior to the meeting. They were **proposed** for **Approval by Cllr Roberts and seconded by Cllr. Buttle. All in Favour, 2 Abstentions.** The minutes were duly signed by the Chairman as a true record. Cllr Dickerson asked that a slight amendment be made to the minutes under the Bio-diversity portfolio. 'roadside nature reserve' will replace 'new conservation area'.

Action: Clerk to amend.

10668 <u>Parish Clerk's Report</u>

7.1 – Report on training undertaken:

7.11 – Clerks Financial Workshop 2/07/18

The Clerk explained that this workshop had revealed that tightening up of certain processes and procedures will be needed to ensure that all the correct actions

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regarding financial regulations have been put in place.

7.12 – Clerks training 5&12/07/18

The Clerk reported that this training has been invaluable and revealed that there are a few missing policies and procedures that will need to be introduced over the next few months to ensure that the Parish Council comes up to the required standard. She said that she feels empowered and confident to complete her role more effectively now.

7.13 – Planning workshop 09/07/18

This workshop provided very useful information that can be used when discussing planning applications in the future.

7.14 – GDPR workshop 11/07/18

The Clerk stated that although the needs that were identified as a result of the workshop seemed onerous, they were not, and she would concentrate on getting everything place over the next few months.

7.2 – Approval of final Privacy Notice

After a brief discussion a vote was taken on adopting the Privacy Notice that will be uploaded onto the website. The proposal was carried unanimously.

7.3 - Approval of Email, Internet & Social Media Policy

After a brief discussion a vote was taken on adopting the new Email, Internet & Social Media Policy. The proposal was carried unanimously.

7.4 – Approval of GDPR Risk Assessment

The Clerk explained that the previous GDPR risk assessment that had been adopted had not in fact been a risk assessment, instead it had been a list of considerations for a risk assessment. Using these considerations as a basis the Clerk had converted the information into a risk assessment. She stated that these documents need to be reviewed regularly if there are any changes and that if anyone thinks of something that has been missed, they should inform the Clerk for inclusion.

7.5 – To consider alternative solution regarding document storage

The Clerk explained that she had rethought the strategy for document storage going forward. Nearly all documentation that Councillors would need access to have been uploaded onto the website. There was a discussion about the storage of photographic evidence and after a brief discussion it was agreed that the Clerk and Cllr Roberts would arrange to meet to discuss how this could be done most effectively. The Clerk explained that regarding the new Planning Procedures to be undertaken, she will be producing a form for Councillors to complete with their responses. This process will be used and reviewed at a later date.

7.6 –To consider the expenditure limit for Clerk regarding urgent decisions between meetings.

There was a brief discussion regarding whether the Chairman should also have an expenditure limit. Cllr Fisher stated that it should only be the Clerk. It was agreed to leave this limit at £300 for now. This may be reviewed after the new Standing Orders have been adopted.

7.7 – Bonfire Event working group

The Clerk informed the Parish Council that she has joined the Bonfire Event Working Group.

7.8 - To consider the report supplied by Therese Coffey MP sent to Kelsale--cum-Carlton Parish Council.

The Clerk asked if everyone had read this report. They had. There were no comments or questions.

10669 <u>Clerk's Report on urgent decisions</u>

No urgent decisions were taken.

10670 <u>Matters arising from the Clerk's report</u>

9.1 - Clerk to amend current Standing Orders to bring them in line with the newly published model document – **in progress**

9.2 - Clerk to scan the signatures and email a response to SCDC confirming that a change of road name is needed for the electoral roll – **completed**

10671 Matters arising from the Parish Council meeting held on Wednesday 20th June 2018

10.1 - Clerk to request a list of households to write to from Councillors and create and distribute mailing – **completed**

10.2 - 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 – **in progress**

10672. Parish Council Matters

11.1 – To consider the consultation for the new Suffolk Local Plan (Cllr Revell)

The Chairman stated that the public meeting on Thursday 26th July had been very successful. However, he said that he will make an apology to be included in the next issue of New Oasis about the lack of a microphone on the night making it difficult for some people to hear easily. Cllr Roberts requested that in future the Village Hall Committee should issue a form requesting what facilities the hirer needs on the night. Cllr Lumb agreed to make this request at the next Village Hall Committee Meeting. At this point the Chairman asked Cllr Galloway to give her thoughts about how the Parish Council should respond to the Draft Local Plan. She said that before this is considered, a decision needed to be made about booking a 1:1 meeting that had been offered by those responsible for the plan. It was agreed that Cllrs Galloway and Buttle will attend. Cllr Galloway explained that the method of response expected was different to previous consultations for a Local Plan. Cllr Galloway agreed to email Councillors with a response form. She also stated that there are also some questions on the County Council website that can form part of the response. Cllr Roberts asked if we could be guided by Mr Ian Galloway who had kindly written and delivered the presentation at the public meeting. Cllr Galloway said that it is unlikely that he will have time and that it would be best to have responses from all the other Council members. At this point the Chairman extended his grateful thanks to Mr Ian Galloway for his undertaking in both producing and presenting the information at the public meeting. The Council are especially grateful for the amount of work that Mr Galloway had done in achieving this.

Action: Cllr Galloway to email a response form to Councillors.

11.2 – To consider the response from Therese Coffey MP to the letter sent to her regarding Carlton Meres (Cllr Roberts).

The Chairman had felt it appropriate to move this item to the top of the agenda for inclusion in the public forum.

Cllr Roberts gave a brief explanation of the letter that had been received in response to the Parish Council's letter sent to Therese Coffey MP on 22nd May 2018. He explained that anyone with a 12-month tenancy at Carlton Meres should be required to pay Council tax as this would be deemed their main residency. He also said that if the park was deemed to be a 'significant' development then it would be eligible to pay the Construction Infrastructure Levy (CIL). The response had stated that it was a decision for the local District Council on how to apply these rules. There was a brief discussion about the need to identify how many residents have a 12-month tenancy. Cllr Smith stated that the last information he had received indicated that this amounted to around 5. Cllr Roberts asked for a response from Cllr Dunnett who said that he would be happy to take this back to Suffolk Coastal District Council to resolve. Cllr Roberts agreed to give all the information he has to Cllr Dunnett and then liaise directly with Carlton Meres for their response. As a member of the public had asked to see the site licence at Carlton Meres. The Clerk was asked to do a Freedom of Information request to Carlton Meres and ask to see their licences.

Action: Cllr Roberts to pass on information to Cllr Dunnett and liaise with Carlton Meres directly for their response.

Action: Clerk to do a Freedom of Information Request to ask to see the existing licences at Carlton Meres.

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11.3 – To receive a report of the briefing regarding the proposed boundary changes to the merger of Suffolk and Waveney District Councils (Cllr Galloway).

Cllr Galloway reported that she had attended a briefing at SCDC headquarters in Melton to find out more information regarding the new proposed boundary changes. She explained that there is nothing that the Parish Council can do to argue against the proposals. With all the recent development in Saxmundham, it will have become too big to include Kelsale-cum-Carlton. There need to be equal numbers of people in the wards and they are pairing up wards on this basis. She said that if we oppose the changes, then the Parish Council need to come up with a viable alternative and she cannot think of one. She suggested that the connection with Saxmundham be retained using other methods.

11.4 – To consider providing a formal response to Suffolk Coastal District Council to support the Conservation Area with the proposed boundary adjustments (Cllr Galloway).

Cllr Galloway reported that we have been asked by Suffolk Coastal District Council to take a formal vote at the Parish Council Meeting on whether the proposed Conservation Area should be adopted or not. She stated that she had been informed that the public consultation had produced a good response that was overwhelmingly in favour. As a result of feedback from local residents they are considering including the allotments and the meadow as well. A vote was taken, and it was unanimously in favour.

Action: Clerk to provide a formal notification of the vote.

11.5 – To consider providing a grant for maintenance of the grounds in the churchyard (Cllr Major)

Cllr Major asked that a grant be made available to the church for maintenance of the grounds. There was a brief discussion and some confusion over which part of the churchyard would be covered by this. Cllr Dickerson requested that this is put on the agenda for the next meeting to allow discussion to take place at the next Bio Diversity meeting on Monday 30th July. In the meantime, the Clerk will distribute the Management plan to the Council.

Action: Clerk to circulate the Management Plan to all Councillors for information and discussion.

10673 Planning Matters

12.1 – Planning Report:

12.11 – to discuss planning applications received as per the Planning Report (please see separate document)

Each planning application was discussed in detail and a vote taken with reasons stated.

Action: Clerk to respond to Suffolk Coastal District Council by close of business on 26th July 2018 for each of the planning applications discussed.

12.2 – To consider the outcomes of the public meeting held on Thursday 19th July 2018 regarding future planning in the village. The Chairman requested that due to time constraints, this item should be transferred to the next agenda.

Action: Clerk to transfer this item onto the agenda for the next meeting.

10674 Financial Matters

(a) Financial Statement since last meeting

(a) Income/Receipts

Financial Statement since last meeting

Adnams Grant	£263.20
VH Broadband Payment	£285.94
Advertising Revenue	£70.00
Total	£619.14

Expenditure: (Direct Debits/Standing Orders)

BT (Monthly line rental)	£29.52
Elizabeth Flight (Salary) - June 2018	£582.40

Bank Balances:

Current Account as at 30th June 2018	£19,963.48
Business Saver Account as at 30th June 2018	£12,063.52
(b) Payments made since the last meeting:	None
(c) To Consider/Approve the following cheque payments:	
Suffolk Coastal District Council - TEN Licence for Bonfire Event	£21.00
HMRC - PAYE (Elizabeth Flight)	£115.11
SALC - Clerk and Councillor Training	£223.20
Tim Roberts - Reimbursement for Clerk's Laptop & Software	£571.94
Car Park & Playing Field - Maintenance	£105.00
Kelsale Village Hall - Room Hire VC 9th/30th May & VH 12th May	£73.00
C E Ruth Ltd - Setting tree trunk into hole for carving	£104.40
Elizabeth Flight - Geneal & Mileage Expenses July 18	£242.74
Elizabeth Flight - Overtime (extra mainly due to training) 24.5 hours	£228.34
TOTAL	£1,684.73

A vote was taken to approve the above payments. All in favour, 1 abstention.

13.1 – to sign and approve the bank statements and bank reconciliations for April, May and June 2018 (Clerk) – this was agreed as good practice. The Chairman signed both the bank statements and bank reconciliations.

13.2 – to consider the introduction of new quarterly financial reporting procedures to include budget v actual (Clerk) – after a brief discussion it was agreed to have six monthly financial reports. A vote was taken and it was supported – all in favour.

10675 To receive a report from the Village Centre Enhancement Group

Cllr Dickerson reported that he will hold a meeting once the Conservation area has been finalised. He also said that a resident will be making some improvements to the railings on Low Road.

10676 Neighbourhood Plan Steering Group – To receive an update (see separate appendix)

Cllr Burslem reported that a meeting had been held last Wednesday.

10677 To Receive Reports from Portfolio Holders and Liaison Representatives

New Oasis – No report.

Biodiversity action plan – Cllr Dickerson stated that there will be a meeting held on Monday 30th July.

Emergency officer – Cllr Roberts reported that he had been making arrangements for the Village Hall to become a potential rescue centre. During the process however, problems had been identified regarding fire risks. He said that there is potential to get a fire alarm system installed and paid for to address this. He also stated that he has a supply of Video Door bells that are free to vulnerable people and the old. He asked for members of the Council to inform him if they thought they knew an eligible person who might be in need.

Tree Warden – No report.

Footpaths Officer

The Footpaths Officer reported that he had spoken with the person in charge of rights of way at Suffolk District Council who had given him some maps and information. He also said that the department will be starting to tackle some of the problem areas that he has identified, the first being the steps going to the A12.

VAS No Report

Recreation Ground – Cllr Buttle reported that she has received a new quote for mole clearing. Initial clearing will be £70 and then 4 visits per year at £50 per visit. It was agreed to engage the contractor.

Sizewell – Cllr Galloway stated that she would be attending an information meeting on Thursday 26th July 2018.

10678. Correspondence

17.1 Wildlife trail & herb growing in the village. Cllr Buttle confirmed that she had been in touch with the member of the public who had suggested this and that he was attending the next Biodiversity meeting to develop the idea.

17.2 – Autumn Tidy Up – Due to time constraints, it was agreed to transfer this item to the next agenda.

10679 Items for consideration for Inclusion on the next agenda

- School Parking Drop off proposals
- Hedge Cutting
- Condition of street signs
- FOI to CM for licence
- Road sign and Street Furniture Officer – (Cllr Buttle to ask a potential contact)
- Cycle Rack
- Autumn Tidy Up
- Grant for church
- Outcomes of Public Meeting held on 9/07/2018

10680 To consider excluding the public and press

No considerations were necessary

10681 Excluded item

There were none

10682 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 10.15pm.

The next meeting will be held on Wednesday August 29th at 7.00pm in Kelsale Village Hall.

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Signed: ..... Chairman Dated: .....