

Kelsale-cum-Carlton Parish Council
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Draft

**MINUTES OF THE PARISH COUNCIL MEETING HELD ON WEDNESDAY 27th February 2019 AT
7:00PM IN KELSALE VILLAGE HALL, COMMITTEE ROOM**

Present at the meeting:

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|-----------------------------|----------------------|
| Cllr Alan Revell (Chairman) | Cllr Ray Ellis |
| Cllr Claire Buttle | Cllr Susan Major |
| Cllr Chris Burslem | Cllr Rob Holden |
| Cllr Tim Roberts | Cllr Keith Dickerson |
| Cllr Martin Lumb | |

In attendance: Mr Mark Stevens, Assistant Director, Operational Highways

Welcome by the Chairman. The Chairman welcomed a member of the public who may be interested in joining the parish council and who was attending to observe the meeting.

10815 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.

(It was agreed before the meeting that Mr Mark Stevens would take questions immediately before Public Forum to allow him to leave the meeting afterwards).

The Chairman welcomed Mr Mark Stevens, Assistant Director, Operational Highways to the meeting. Mr Stevens was invited to the meeting by County Cllr Smith to answer questions from residents in the village and councillors regarding Highways issues. The Clerk had requested that questions were tabled prior to the meeting and that the Chairman would present these questions to Mr Stevens. County Cllr Smith stated at the beginning of the meeting that it was not within the remit of Mr Stevens to take questions regarding the Sizewell C consultation. Mr Stevens introduced himself and then explained in detail how the Highways budget is managed and spent. He went on to explain how the budget cuts in recent years has affected his ability in maintaining and replacing the infrastructure effectively and that as a result the network is deteriorating. The Chairman went on to ask specific questions from councillors and residents and Mr Stevens explained that any works that have not been completed are due to budget constraints. Mr Ken Hannah asked Mr Stevens about the viability of doing certain works himself if the County Council is unable. Mr Stevens said that this is not recommended mainly due to safety issues, but with this in mind Highways are in the process of producing a Community Self Help Scheme to guide members of the public in the right way of completing jobs for themselves. There was also a discussion regarding legal liabilities if there were accidents/damage as a result of poorly maintained roads and the answer to this question was a little unclear. A question regarding landowners' responsibilities for keeping their hedges cut back so that they do not encroach onto the highway was raised. Mr Stevens stated that Highways do request landowners to cut back their hedges and have the power to enforce this if the landowner does not co-operate. He also stated that Parish Councils can also serve letters on behalf of the County. At the end of the session the Chairman thanked Mr Stevens for his time. There was no Public Forum as all issues had been raised during the question and answer session.

10816 Reports

- (a) **Report by County Cllr Richard Smith** – there was no formal report due to the question and answer session detailed in 10815 above. However, County Cllr Smith said he was open for questions. Cllr Galloway asked if Cllr Smith knows who will have to pay for the upkeep of the highway as a result of the increased traffic caused by HGV movements during the proposed building of the Sizewell C & D power stations. Cllr Smith stated that extensive negotiations will be needed with EDF at the appropriate time to ensure that the taxpayer does not suffer as a result.
- (b) **Report by District Cllr Phillip Dunnett.** Cllr Dunnett was not present at the meeting. No report had been received by the Clerk in advance of the meeting.
- (c) **Report by District Cllr John Fisher.** Cllr Fisher was not present at the meeting. No report had been received by the Clerk in advance of the meeting.

The Chairman formally opened the meeting at

10817 **To receive apologies for absence** – Cllr Pulham (away)

10818 **To accept apologies for absence** – Apology was accepted.

10819 **To record absence without apologies** – none.

10820 **Declarations of Interest** – none.

(a) **To consider any dispensations** – none.

10821 **To consider the Approval of the draft minutes of the Parish Council meeting held on 23rd January 2019**

The draft minutes of the **Parish Council** meeting held on Wednesday 23rd January 2019 had been circulated to all Councillors prior to the meeting. They were **proposed by** Cllr Roberts for **Approval** and **Seconded by** Cllr Dickerson. **All in Favour, 1 abstention.**

10822 **Parish Clerk's Report**

The Clerk's Report was circulated in advance of the meeting for the consideration of all Parish Councillors.

7.1 Forthcoming Parish Council Elections. The Clerk reported that she had attended Elections training in January and had subsequently circulated an election briefing to all parish councillors. She asked that everyone ensures that all significant dates have been entered into their diaries.

7.2 Change of date for May meeting. The Clerk reported that to comply with legislation regarding the timings of the election, Mays meeting has had to be brought forward a week to the 22nd.

7.3 Timetable for end of year accounts. The Clerk had produced a timetable detailing all the events that would be occurring during the period when year-end accounts are administered. The Clerk requested that Heelis and Lodge are engaged again this year to complete the internal audit. This was proposed by Cllr Roberts and Seconded by Cllr Major. A vote was taken – all in favour.

7.4 Annual review of Financial Regulations – the Clerk had checked for any changes in the NALC model Financial Regulations (which the parish council adopted in 2018) since the last review in September 2018. There had been no changes. The regulations remain the same.

7.5 Annual review of Standing Orders – the Clerk had checked for any changes in the NALC model Standing Orders (which the parish council adopted in 2018) since the last review in September 2018. There had been no changes. The Standing Orders remain the same.

10823 **Clerk's Report on urgent decisions**

There were no urgent decisions.

10824 **Matters arising from the Clerk's report**

9.1 Digital Mapping Tool – research. The Chairman read a message from Cllr Pulham (due to his absence) regarding a demonstration of the Digital Mapping Tool software that he had attended recently. Cllr Pulham concluded that the software was not suitable for the parish council at this time.

9.2 Purchase of frame for Conservation Area certificate. Cllr Roberts presented the Clerk with a suitable frame for the certificate.

Action: Clerk to mount the Certificate in the frame and arrange for it to be hung in the Committee Room.

9.3 Solutions for Internet Banking. The Clerk reported that an online application had been completed with Unity Trust Bank. She had printed the documentation that required signatures.

Only Cllr Pulham's signature was needed and then the documents will be returned and the transfer from Barclays to Unity Trust Bank can take place.

9.4 Annual Parish Meeting Speaker. The Clerk reported that the contact at Peakhill Farm had declined the invitation to speak at the Annual Parish Meeting. Cllr Roberts had been in contact with the BFI regarding a potential film that could be shown in place of a speaker.

Action: Cllr Roberts to arrange for a film to be supplied in DVD format for the APM.

9.5 Schedule the checking of District Council website for upcoming Planning Committee Meetings. The Clerk reported that she has set up a routine for checking the Planning Committee website every week for changes.

9.6 Email regarding cars parked in Low Road car park. Cllr Roberts reported that this is still ongoing. However, there is a car currently parked that has been abandoned. He will get the details of the car and pass to the Clerk who will report this to the District Council.

Action: Cllr Roberts to pass on details of abandoned car to the Clerk, who will report it.

10825 Matters arising from the Parish Council meeting held on Wednesday 23rd January 2019

10.1 Weight Limit Signs on Rendham Road. The Clerk asked Mr Hannah to provide the report. He stated that the council representative, Charlie Mitson had completed a site visit and a decision had been made as to where to locate the signs. Mr Hannah said that the work will take around 3 to 4 months to complete. Mr Hannah also stated that he will be continuing to state the case for Carlton Meres to pay to make Rendham Road a weight restricted road.

10.2 Strategy for attracting new councillors for election. Cllr Roberts had circulated details of the strategy to councillors in advance of the meeting. He presented the strategy and said he had used materials supplied by NALC which had been converted to represent Kelsale-cum-Carlton. There are a number of posters and a document explaining what the council does. These materials will be uploaded onto the website and printed copies will be put in visible locations around the village.

Action: Clerk to print and distribute printed copies around the village and to arrange for some of the materials to be uploaded onto the website.

10.3 Meeting with representatives at Carlton Meres. Cllr Roberts reported that he, Cllr Pulham and Mr Ken Hannah had a good meeting with a Carlton Meres representative. They talked about the proposed expansion of Carlton Meres by around 50 units over the next 2 to 3 years which will increase the size of it considerably. Carlton Meres want to gain access on Peasenhall Road during the expansion. Cllr Roberts stated that Carlton Meres are now enforcing their licenses in a professional manner and has been told that if anyone is found to be on the electoral roll, they are warned that unless they remove themselves from it, the site will be withdrawn from them. Cllr Roberts stated that there had been positive progress on how each party can help the other and that Carlton Meres are willing to have discussions with the local GP practice. Carlton Meres have spent £1.5 million on the new Treatment Plan and 2.5 million on improvements to their leisure facilities. Cllr Roberts said that he will write up the content of the meeting and circulate to the parish council in due course. Another meeting has been arranged for March 5th to continue discussions. The Chairman thanked Cllrs Roberts and Pulham and Mr Hannah for their work.

10.4 Maintenance of hedge on Main Road. Cllr Buttle reported that the work on the hedge should have been finished on 25th February but there had been problems with the traffic management company. The work will however be finished at the earliest opportunity. The Chairman and Cllr Roberts both thanked Cllr Buttle for all the work that she has done to make this a success. Cllr Buttle had been in contact with the owner of Kelsale Court to ask if they could continue the hedge cutting exercise further down Main Road. The owner said that he didn't think this was his responsibility but if the parish council wrote and instructed him to do this he would comply. The Clerk was asked to write a diplomatic letter to the owners of both Kelsale Court and Kelsale Manor requesting that they cut their hedges.

Action: Clerk to write to the owners of Kelsale Court and Kelsale Manor to request the cutting back of their hedges.

10.5 Review of Planning Policy. Cllr Roberts reported that this is still ongoing, but he has rewritten the Terms of Reference for the Planning Group and this would be reflected in the review of the planning policy.

10.6 Screen Suffolk permission to film on recreation ground. Cllr Dickerson reported that he has signed the agreement but wanted to draw attention to the fact that this will give Screen Suffolk exclusive rights to filming on the recreation ground. A vote was taken on whether to accept this condition – all in favour.

Action: Clerk to return signed permission form to Screen Suffolk.

10.7 Neighbourhood Farm Watch. To be carried forward to the next meeting.

10.8 Refurbishment of Benches. The Clerk asked Mr Hannah to deliver his report regarding the refurbishment of benches in the village. Mr Hannah had circulated a list of quotations prior to the meeting. There was an in-depth discussion of the types of bench that would be most suitable for the village together with prices. It was suggested that an appeal is launched to find out if any residents from the village might want to sponsor a bench to commemorate a late loved one. It was agreed that there would be a gradual replacement programme and that this would be built into the budget going forward. A proposal was put forward to replace 1 bench per year and if a family wished to sponsor a bench this number will be increased to 2. Replacement slats to be put on the two most badly affected benches immediately. The cost of this work will total £600 and will be deducted from the New Equipment and Refurbishment budgets. This proposal was put forward by Cllr Roberts and Seconded by Cllr Dickerson. A vote was taken – all in favour.

Action: Clerk to draft a feature to be included in the next edition of New Oasis asking for sponsors for benches. There are 4 sites where benches need to be replaced.

10.9 Horse riding warning signs. The Clerk reported that the original quotation for the simpler signs had been requested and were currently under construction.

10826 Parish Council Matters

11.1 To consider the Sizewell C Consultation Response. Cllr Galloway reported that the draft response is in progress and currently runs to 180 pages plus appendices. She stated that there has been a very good response to the questionnaire and that these are currently being analysed and that the results from this will be included in the impact statement. She confirmed that the proposal will hopefully be finished within the next two weeks and circulated to councillors to allow them time to read the document in advance of the next meeting, where it will be voted for approval. At this point Cllr Buttle thanked everyone who had helped with distributing the questionnaire around the village. The Chairman thanked Cllrs Buttle and Galloway for their work on this and formally thanked Mr Ian Galloway for his contribution. At this point County Cllr Smith thanked Mr Ian Galloway for the presentation that he produced for the Public Meeting. He said that this presentation had been the best that he had attended and was most thought provoking.

11.2 To consider the Scottish Renewables Phase 4 Consultation. Cllr Holden reported details regarding the Scottish Renewables Phase 4 Consultation for the East Anglia 1 & 2 windfarms. The Chair asked Cllr Holden if he would like to make a response to the consultation. It was suggested that any impact on the village would be the resultant increase in traffic and that as this work would potentially overlap the building of the Sizewell C construction, then a response taking into account the 'incombination' effect should form the basis of the response.

11.3 To consider the purchase of a Licence for the recreation ground. This item is to be carried over to the next meeting.

11.4 To consider the cutting of the hedge on Rosemary Lane. Cllr Buttle reported that there had been numerous complaints from residents regarding the landowner who had cut the hedge down to ground level. Cllr Buttle said that she had reported this to the District Council representative Nick Newton. He had responded by saying that he will not be able to ascertain whether anything illegal has occurred until mid-summer when it will be clear if the hedge is rejuvenating. If the hedge is dead, action can then be taken.

11.5 To consider the parish council response to Nuclear Power. This item is to be carried over to the next meeting.

11.6 To consider the signpost quotation. Cllr Roberts reported the costs that will be involved to repair and refurbish the historical fingerpost sign outside Maple Farm. The total cost comes to £400.00. At this point County Cllr Smith offered to pay for this from Locality Budget. He agreed to put in the application now on behalf of the parish council. This solution was proposed by Cllr Roberts and Seconded by Cllr Lumb. All in favour. The Chairman

thanked Cllr Smith for this offer.

10827 Planning Matters

12.1 Planning Report (contains details of new applications listed below)

12.2 New planning applications since the last meeting:

DC/19/0257/FUL Hillview Cottage, Curlew Green, Kelsale Demolition of an existing dilapidated cart lodge and store and for the erection of a new cart lodge with garden studio/work space, store and mezzanine level. After a brief discussion a vote was taken in favour of supporting this application. All in favour.

DC/19/0133/FUL Carlton Meres Country Park, Carlton Lane, Kelsale-cum-Carlton Use of land for the stationing of static holiday caravans for holiday occupation between 1st March in any year and 14th February in the next. After a brief discussion a vote was taken to remain neutral on this application. 10 in favour, 1 against.

10828 Financial Matters

13.1 Financial Statement since last meeting. See Finance Report. To approve the financial statement and payments. A proposal to approve the payments on the financial report was called by Cllr Roberts and seconded Cllr Taylor. A vote was taken – all in favour

13.2 Clarifications regarding Pension payments and HMRC liability. The Clerk gave an explanation of the presence of extra Pension payments and to report some problems she had been having with HMRC regarding tax liability.

13.3 To sign and approve the bank statements and bank reconciliations for December 2018 and January 2019. Signed by the Chairman.

13.4 To approve Annual Playground Inspection from Play Inspections at a cost of £130.00 (exc VAT). Proposed by Cllr Robert and Seconded by Cllr Buttle. A vote was taken - all in favour.

10829 To receive a report from the Village Centre Enhancement Group

Car Park Review - Cllr Dickerson reported that a review of the car park had been undertaken and that it had been noted that there had been some deterioration in the surface. He proposed that Ruth's should be asked to quote for an annual refurbishment contract to prevent further deterioration occurring. A vote was taken – all in favour.

Kelsale Conservation Area appraisal – Cllr Dickerson reported that a Conservation Area appraisal had been completed in November 2018 and that it had been scathing about some aspects of the village. He would like to ask the consultant who had carried out the appraisal back to the village and together with the Village Enhancement Group seek methods to improve these areas. Cllr Galloway suggested that Robert Scrimgeour, District Council contact could also be approached to do this.

Low Road traffic calming scheme – Cllr Dickerson requested that the Clerk asks Highways what their long-term plans are for the roads are.

Action: Clerk to contact Suffolk Highways to enquire about their long-term plans for traffic calming on Low Road.

Ungrounding of power cables – Cllr Dickerson reported that undergrounding of power cables has been scheduled to take place in Kelsale centre next year.

The next meeting of the Village Centre Enhancement Group will take place on Monday 18th March at the house of John Pulham.

10830 Neighbourhood Plan Steering Group None. The Clerk was requested to take this off the agenda for the time being.

10831 To Receive Reports from Portfolio Holders and Liaison Representatives

New Oasis

None

Biodiversity action plan

None

Emergency officer – Cllr Roberts reported that there had been a meeting with the Village Hall Committee and the Social Club committee regarding health and safety issues in the building.

Tree Warden

School

Cllr Taylor reported that between Saxmundham, Benhall and Kelsale there are only 6 places available between 3-year groups. Suffolk County Council still maintain that there is no need

for another classroom to be built. Cllr Taylor also said that she has officially resigned as headteacher from the school and will be standing down from the parish council at the May elections.

Footpaths Officer

None

VAS

None

Recreation Ground Cllr Buttle reported that a new person to complete the chain saw carving will be starting work on 25th March. This person has requested that he is allowed to stay on the recreation ground in his camper van while working and this permission has been granted. Cllr Buttle also said that she has had a request from a couple wishing to renew their wedding vows that they use the recreation ground to host a party afterwards. The Chairman requested that Cllr Buttle get more details, and this can be discussed again. The Chairman reported that he had received a request from a children's football team to use the pitch on the recreation ground to play on. He stated that the pitch would not be full sized and the parish council goal posts will not be required, therefore not encroaching on the conservation area. Everyone agree that it would be good to see the pitch being used again. However, the parish council will need to see proof of insurance, their safeguarding policy and their risk assessment before play can commence. The team would also need to hire the committee room in order to be able to use the toilet facilities.

Action: Cllr Buttle to provide more details regarding the proposed party on the recreation ground.

Sizewell – none.

Village Hall

Local Plan – Cllr Galloway reported that the District Council have agreed to submit more representations on the parish councils behalf because they were so well thought out and interesting.

10832 Correspondence

None

10833 Items for consideration for Inclusion on the next agenda

Health and Safety assistance for Village Hall.
Portfolio Holders Terms of Reference.

10834 To consider excluding the public and press

No considerations were necessary

10835 Excluded items

There were none

10836 Date of the next meeting

The next meeting will take place on Wednesday 27th March 2019 at 7.00pm in Kelsale Village Hall.

Signed: Chairman

Dated: