

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

**MINUTES OF THE PARISH COUNCIL MEETING HELD ON WEDNESDAY 24th April 2019 AT
7:00PM IN KELSALE VILLAGE HALL, COMMITTEE ROOM**

Present at the meeting: 6 members of the public

Cllr Alan Revell (Chairman)	Cllr Susan Major
Cllr Claire Buttle	Cllr Rob Holden
Cllr Edwina Galloway	Cllr John Pulham (Vice-Chair)
Cllr Tim Roberts	Cllr Carolyn Taylor
Cllr Martin Lumb	Cllr Ray Ellis

In attendance: None

Welcome by the Chairman. The Chairman welcomed 2 prospective candidates for the vacant role of Clerk who had attended to observe the meeting. He also welcomed a member of the public who may be interested in joining the parish council and who was also observing the meeting.

10858 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.

Mr Ken Hannah gave a brief report regarding the delivery of the new bench which will be sited in the recreation ground at the weekend. He also said that he is awaiting quotations for wood to refurbish other benches in need of repair and will pass these onto the Clerk once they have been received.

10859 Reports

- (a) Report by County Cllr Richard Smith** – The Clerk had received apologies from County Cllr Smith. No report had been received.
- (b) Report by District Cllr Phillip Dunnett** – The Clerk had received apologies from District Cllr Dunnett. No report had been received.
- (c) Report by District Cllr John Fisher** – District Cllr Fisher reported that the new shadow East Suffolk District Council is now in operation until after the May elections. He explained that he is standing for election in the Saxmundham ward and if re-elected will no longer represent Kelsale-cum-Carlton due to boundary changes. Therefore, a new district councillor will be in attendance after this meeting. He was asked if the new district councillor will have a Locality budget and he confirmed that he thinks that there will be a similar budget available going forward. At this point Cllr Pulham said that Cllr Fisher will be much missed by the parish council. The Chairman reiterated this and thanked Cllr Fisher for all the help and support he has given during his years of service.

The Chairman formally opened the meeting at 7.10pm.

10860 To receive apologies for absence – Cllr Burslem (holiday), Keith Dickerson (indisposed)

10861 To accept apologies for absence – accepted

10862 To record absence without apologies – none

10863 Declarations of Interest – none.

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

10864 To consider the Approval of the draft minutes of the Parish Council meeting held on 27th March 2019

The draft minutes of the **Parish Council** meeting held on Wednesday 27th March 2019 had been circulated to all Councillors prior to the meeting. They were **proposed by** Cllr Roberts for **approval** and **seconded by** Cllr Pulham. A vote was taken - **all in Favour, 1 abstention.**

10865 Parish Clerk's Report

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

7.1 Formal resignation of the Clerk. The Clerk explained that she had formally resigned from the parish council at the end of February. She had sent a letter of resignation to the Chairman explaining her reasons and he had duly accepted it.

7.2 Parish Council Election. The Clerk reported that all nomination forms that she had received by the deadline had been returned (by appointment) to the Returning Officer on Tuesday 2nd April. The Clerk had since been informed that the election for Kelsale-cum-Carlton would be uncontested and therefore there would be no Poll on May 2nd. A list of nominated candidates forming the new parish council are as follows:

- Cllr Alan Revell
- Cllr John Pulham
- Cllr Edwina Galloway
- Cllr Claire Buttle
- Cllr Chris Burslem
- Cllr Martin Lumb
- Cllr Tim Roberts
- Cllr Rob Holden

This leaves five vacancies. A strategy to co-opt new councillors will be formulated at the first committee meeting of the new council.

Action: Clerk to include this item on the next agenda.

7.3 Review of Asset Register. A report showing the results of the review was tabled by Cllr Roberts at the meeting. He talked through the report and the conclusions he had made as a result of his findings. After a brief discussion a vote was taken on accepting the proposed amendments to the asset register – all in favour.

Action: Cllr Roberts to provide the Clerk with the final amended copy of the asset register as soon as possible. Clerk to amend the register accordingly in the accountancy software.

7.4 Review of Financial Risk Assessment. The Clerk had circulated a copy of the Financial Risk Assessment in advance of the meeting. She reported that any suggested amendments had been included in the final draft received by councillors. She explained that it includes an update regarding the new internet banking system. The Clerk asked that the Financial Risk Assessment be approved. A vote was taken – **all in favour.**

7.5 End of Financial Year Procedures & Internal Audit. The Clerk reported that she has nearly finished conducting the financial end of year procedures and has been gathering evidence for the upcoming internal audit. She explained that the accounts will be submitted for approval at the May meeting once the report from the internal audit has been received.

7.6 Annual Governance and Accountability Return – Section 1 Annual Governance Statement 2018/2019. The Clerk read out the Annual Governance and Accountability Return (AGAR) – Section 1 Annual Governance Statement 2018/2019 in the meeting. This action was taken to ensure that all councillors agreed to the terms set out in the document and understood their collective responsibility for it. A vote was taken by councillors to accept the terms set out in the document – all in favour. The Chairman and Clerk duly signed and dated the document. At this point the Clerk explained that the remainder of the AGAR will be agreed and approved, together with

the statement of accounts after the internal audit report has been received. This will take place at the May meeting.

7.7 External Audit. The Clerk reported that she has received information from the appointed external auditors, PKF Littlejohn and had downloaded the procedures needed to complete the process. The deadline for returning the documentation is 1st July. Once the accounts have been submitted to the external auditor, a Public Rights Notice will be issued to allow the public the right to scrutinise the parish council accounts.

7.8 Request from local football coach to use the recreation ground. The Clerk reported that she had received an email from a local football coach making enquiries about using the recreation ground pitch during the summer months. She has requested further details and is awaiting a response.

10866 Clerk's Report on urgent decisions - none.

10867 Matters arising from the Clerk's report

9.1 Mount certificate for Conservation Area into frame provided and arrange for it to be hung in the committee room. *Clerk.* The Clerk has passed the certificate and frame to a Trustee of the village hall who is arranging to have it hung in the committee room.

9.3 Source litter picking equipment and provide T-shirts for Bin Bag Buddies as agreed in the meeting. *Clerk.* The Clerk reported that this is in progress and will have been completed by the next meeting.

9.4 Update of parish logo. *Cllr Buttle.* There was a discussion regarding whether a colour or black & white logo should be chosen, and an agreement could not be reached. Therefore, it was agreed to discuss this matter again at the next meeting.

Action: Clerk to add to the next agenda.

10868 Matters arising from the Parish Council meeting held on Wednesday 27th March 2019

10.1 Landowner on Rosemary Lane. *Clerk.* The Clerk reported that after some initial difficulties identifying the landowner, she was given an address and has issued the letter.

10.2 Following on from the report by County Cllr Richard Smith regarding Mr Ian Galloway. *Clerk.* The Clerk explained that she had written a letter of thanks to Mr Galloway regarding his input on the Sizewell C consultation response. He had replied saying that he wanted to express his gratitude to Cllrs Buttle and Galloway for their help with this.

10.2 Maintenance of hedge on Main Road. *Clerk.* The Clerk reported that she had issued letters to both properties on Main Road asking owners to clear the hedges and paths for which they are responsible. The Chairman commented that work had already started at one of the properties.

10.3 Long term plans for Low Road traffic calming measures. *Clerk.* The Clerk reported that she had contacted Suffolk County Council regarding their long-term plans for traffic calming measures on Low Road. She read out the following response that she had received:

'The Safety and Speed Management team have advised that there is already traffic calming on this road with the priority system through the narrow section. We have no plans to introduce any further traffic calming on this road.'

The Chairman said that the parish council will liaise with the Village Centre Enhancement Group to discuss what measures would be appropriate for the parish council to carry out themselves before any action is taken.

Action: Chairman to liaise with the Village Centre Enhancement Group about this item.

10869 Parish Council Matters

11.1 – To consider the introduction of a Neighbourhood/Farm Watch – Cllr Roberts (carried over from last meeting) – Cllr Roberts requested that this item is carried forward to the next meeting.

Action: Clerk to add this item to the next agenda.

11.2 – To consider the impact of the new East Suffolk District Council planning criteria on the parish council – Chairman. The Clerk explained that she had received an email from East Suffolk District Council that day inviting her to attend a training session regarding the new planning criteria in early June. As a result, it was agreed that this item will be deferred until the training has been completed and information fed back to councillors.

11.3 – To receive an update on the recruitment of the new Parish Clerk – Cllr Roberts. Cllr Roberts reported that to date he had received 6 serious expressions of interest in the post. Of those 6, he had already received 2 formal applications from experienced Clerks. He said that arrangements for interviews will be made after the deadline has expired on the 30th April. The interview panel will consist Cllr Buttle, Cllr Revell, Cllr Roberts and Cllr Dickerson. A recruitment pack with all relevant information has been produced and Cllr Roberts agreed to send this to the interview panel as soon as possible. At this point the Chairman thanked Cllr Roberts for all the work he had completed for this task.

Action: Cllr Roberts to send the interview panel the recruitment pack as soon as possible.

11.4 – To consider forming a fundraising strategy for further chainsaw sculptures – Cllr Buttle. The Chairman suggested that once the new council had been elected a strategy for fundraising should be discussed and agreed. Cllr Buttle explained that she would like a carving completed on the Carlton play area as well on the recreation ground in Kelsale. Cllr Buttle also said that she has already had several pledges of money from residents and asked permission to put up posters around the village appealing for further donations. An appeal would also be made via the website. A vote of approval was proposed by Cllr Roberts and seconded by Cllr Pulham – **all in favour.**

11.5 – To consider a complaint received from a local resident regarding the upkeep of the recreation ground – Chairman. The Chairman reported that a resident had sent a formal complaint regarding the state of the grass on the recreation ground. They had said that both the length of the grass and its uneven surface is a health and safety risk as someone could trip and fall. The matter was discussed, and it was concluded that the parish council has little control over the length of the grass as it is cut by Suffolk Norse according to a predetermined timetable. The grass has had its first cut already so is now the correct length. However, the parish council will make arrangements to have the ground rolled flat once the football pitch is in use again.

Action: Clerk to write to the resident explaining the outcome of the discussion.

10870 Planning Matters

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

12.2 New planning applications since the last meeting:

DC/19/1219/VOC - Carlton Meres Country Park, Carlton Lane, Kelsale-cum-Carlton. Variation of Condition No 2 Of C/01/1154 – Siting of 52 static holiday caravans in lieu of 70 touring caravans (part revised scheme to C00/2803). Response required by 16/04/2019.

An in-depth discussion took place regarding this planning application. The following statement was given consideration

'The static caravans hereby permitted shall be sited in accordance with the layout shown on the approved plans and shall be used solely for holiday purposes and no holiday unit on the site shall be occupied by the same person(s) for 56 days or more in a calendar year'

An agreement regarding the planning application could not be reached which resulted in two votes being taken.

Vote one – Support the application – **5 in favour.**

Vote two – No Objection to the application – **4 in favour.**

The Chairman used his casting vote. A response of **No Objection** to be lodged with the planning department.

Action: Clerk to respond with No Objection.

DC/19/1027/FUL - Alderlee, Main Road, Kelsale-cum-Carlton - Construction of 10 dwellings. Response required by 26/04/2019.

An in-depth discussion took place regarding various aspects of this planning application. A vote was taken to **Object** to this application – **all in favour**

Action: Clerk to respond with Object.

DC/19/1170/FUL - The Barn At, Oak Tree Farm, Clay Hills Road, Kelsale-cum-Carlton - Replacement of derelict outbuilding to create games/hobby room.

Response required by 30/04/2019.

An in-depth discussion took place regarding this application. A vote was taken to have **No Objection** to this application with the following caveats:

- It must not be turned into holiday accommodation
- It must keep as many features of the original building as possible

All in favour

Action: Clerk to respond with No Objection.

12.3 Planning training for councillor. Cllr Holden had formally requested to receive training regarding planning procedures. This training is delivered via SALC. A vote was taken to approve this request – **all in favour.**

10871 Financial Matters

13.1 Financial Statement since last meeting. See Finance Report. To approve the financial statement and payments. A vote was taken to approve the financial payments for April **all in favour – 1 abstention**

13.2 To approve and sign the bank statements & bank reconciliation for March 2019. The Chairman checked the bank reconciliation against the bank statement and duly signed a copy for the records.

13.3 To approve and sign the reclamation of VAT for the period 01/04/2018 – 31/03/2019 – Clerk. The Clerk presented a list of payments for which she had reclaimed VAT for the financial year 2018/2019. A vote was taken to approve this list – **all in favour.** At this point there was a brief discussion regarding whether VAT should be reclaimed more frequently during the year. It was concluded to continue making an annual claim for the time being.

13.4 To consider quotations to renew Insurance cover. As a result of the amendments made to the Asset Register (see 10865/7.03 above), it was agreed that the Clerk should obtain further insurance quotations to reflect the new values agreed.

Action: Clerk to obtain further Insurance quotations and present to the May meeting for approval.

13.5 To consider a quote for car park signs – Cllr Roberts – A discussion took place regarding what type of signs would be appropriate for this purpose. As a result, it was agreed to refer this item to the Village Centre Enhancement Group to seek advice from the District Council Conservation team and report back at the next meeting.

Action: Cllr Roberts to refer this matter to the Village Centre Enhancement Group for advice.

10872 To receive a report from the Village Centre Enhancement Group None

10873 To Receive Reports from Portfolio Holders and Liaison Representatives

New Oasis – Cllr Pulham reported that the latest edition of New Oasis had been circulated and he had received some positive feedback on it. He confirmed that the deadline for copy for the next issue is June 14th, 2019.

Biodiversity action plan - None

Emergency officer – Cllr Roberts reported that as a result of the findings of the Suffolk Resilience exercise in November last year, various breaches of Health & Safety law, most notably fire regulations had been identified. He said that as a result he has obtained a quotation for a Fire Risk Assessment to be conducted in the village hall for a total of £250.00. This was considered to be a very reasonable quote. Therefore, Cllr Roberts **proposed** that approval is given to engage the contractor to conduct the risk assessment as soon as possible. This was **seconded** by Cllr Major. A vote was taken – **all in favour**.

Tree Warden - none.

School – Cllr Taylor reported that she had inspected the swimming pool facilities that had been offered by Carlton Meres Holiday Park while Leiston Leisure Centre is refurbished. Unfortunately, it is only 1 metre deep and therefore not suitable to teach children to swim. She also said that a meeting has been convened to take place next week to again discuss the possibility of building a new classroom at the school. Interviews for her replacement will also be taking place next week. At this point, it being her final meeting with the parish council, Cllr Taylor thanked everyone for the lovely present that had been given to her at the Annual Parish Meeting last week and said her goodbyes. She said that she will still like to be a member of the Bonfire Event working party in the autumn.

Footpaths Officer - None

VAS - None

Recreation Ground – None.

Sizewell – None.

Village Hall – None.

Power4KCC– Cllr Roberts reported that the Power4kcc Annual General Meeting had taken place and it was agreed that Village Hall would continue to receive free electricity generated from the solar panels.

PCC – None.

PPG - Cllr Roberts reported that he has had no feedback from Saxmundham Surgery regarding a meeting between the practice staff and the new council representatives. He will contact them again to try and open a dialogue with them going forward.

10874 Correspondence

Carlton Play area – The Chairman has had a request from a resident asking if they can plant a memorial tree in the Carlton play area. Cllr Buttle suggested that a fruit tree would be very appropriate. The Chairman agreed to talk further with the family and suggest that the parish council has some involvement with this.

NSPPC – The Clerk had received some literature from the NSPPC regarding raising money for their 125th anniversary. Cllr Roberts took the details and will pass onto a contact.

Fly the Red Ensign – Merchant Navy Day – The Clerk had received some literature regarding Merchant Navy Day on 3rd September 2019. The Chairman offered look at it and see if the parish council can participate in any way.

Adnams Annual Report – the Clerk had received a copy of the Adnams Annual Report and Accounts as the parish council had received funding from them last year. It was agreed to file these.

10875 Items for consideration for Inclusion on the next agenda

- Portfolio terms of reference - AGM
- Allocation of portfolio holders – AGM
- Priorities for the coming year
- Co-option Strategy to attract new councillors
- Decision on which parish council logo will be adopted
- Signs for car park in Low Road
- Analysis of APM and how to improve attendance in the future
- Neighbourhood/Farm Watch

10876 To consider excluding the public and press

No considerations were necessary

10877 Excluded items

There were none

10878 Date of the next meeting

At this point the Chairman thanked Cllr Taylor for all the work she has conducted whilst sitting on the parish council and wished her well in the future.

The next meeting will be the Annual General Meeting. This will take place on Wednesday 22nd May at 7.00pm in the committee room in Kelsale Village Hall. It will be followed immediately by the first meeting of the newly convened council.

The Chairman closed the meeting at 9.10pm.

Signed: Chairman

Dated: