

Kelsale-cum-Carlton Parish Council
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Draft

**MINUTES OF THE PARISH COUNCIL MEETING HELD ON WEDNESDAY 22nd May 2019 AT 7:00PM
IN KELSALE VILLAGE HALL, COMMITTEE ROOM**

Present at the meeting:

Cllr Alan Revell (Chairman)	Cllr Chris Burslem
Cllr Galloway (Vice-Chair)	Cllr Rob Holden
Cllr Tim Roberts	Cllr Martin Lumb
Cllr Susan Major	Cllr Keith Dickerson
Cllr Simon Ransome	Cllr Ray Ellis

In attendance: None

Welcome by the Chairman.

10888 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.

10889 Reports

(a) Report by County Cllr Richard Smith – Cllr Smith thanked all the parish councillors in advance for the service that they will be giving the community during the coming term of office. He reported that Saxmundham town council had received only 4 nominations and a subsequent 1 co-option during the election period. As a result, Cllr Smith will be spending more time helping the Saxmundham council with their day to day business. At this point he thanked the outgoing Clerk for all the work she has done for the parish council over the past year and said that he had enjoyed working with her. He said that the new District Councillor, Stephen Burroughes is not present at the meeting due to him having to attend a meeting at District Council head office. He also mentioned that Cllr Burroughes has some mobility problems and may find it difficult entering and exiting the building. After a brief discussion, it was agreed that photographs of the entrances will be taken and emailed to Cllr Burroughes to see if any extra provision is needed. Cllr Smith went on to say that he has already had meetings regarding the 2020-2021 budget. He reported that there is a lot of uncertainty surrounding this as the Fairer Funding Review promised by the government has not yet been completed. He also reported that Sizewell will be having a community forum to discuss the responses to the recent consultation from residents and businesses in the area. At this point he opened the floor for questions. Cllr Revell passed on a request from Ken Hannah asking Cllr Smith to follow up the reasons for the lack of progress with the erection of the ‘unsuitable for heavy goods vehicle’ signs on Rendham Road. Cllr Smith agreed to investigate and report back. Cllr Galloway asked for Cllr Smiths comments regarding the recent planning application at Sizewell. Cllr Smith confirmed that the County Council will be responding to the application.

Action: Clerk to take photographs of the entrances to the Village Hall and email to Cllr Burroughes.

(b) Report by District Cllr Stephen Burroughes – The Clerk reported that District Councillor Burroughes had tendered his apologies due to a conflicting meeting at East Suffolk District Council.

The Chairman formally opened the meeting at 7.50pm

10890 To receive apologies for absence – Cllr Buttle (holiday)

10891 To accept apologies for absence – accepted

10892 To record absence without apologies – Cllr Pulham

10893 Declarations of Interest – none.

To consider any dispensations – none.

10894 To consider the Approval of the draft minutes of the Parish Council meeting held on 24th April 2019

The draft minutes of the **Parish Council** meeting held on Wednesday 24th April 2019 had been circulated to all Councillors prior to the meeting. They were **proposed by** Cllr Roberts for **approval** and **seconded by** Cllr Holden. A vote was taken – **8 in Favour, 2 abstentions.**

10895 Parish Clerk's Report

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

7.1 Accounts submitted to Internal Auditor

The Clerk reported that the accounts had been submitted to the internal auditor on 2nd May. She had been informed that they would be returned within a two-week period. Over three weeks has elapsed, and they have not been returned. This means that the parish council will be unable to sign off both the end of year statement of accounts and the Annual Governance and Accountability Return until the June meeting.

7.2 Annual Governance and Accountability Return

Please see 7.1 above.

7.3 New Online Register of Interest System

The Clerk reported that she had set up accounts for all elected Councillors. It appears that one or two councillors had been having problems logging into the new system. The Clerk had provided them with a contact at the District Council who is assisting with any problems encountered.

7.4 Review of Policies

The **Complaints Policy** will need to be reviewed at the June meeting.

7.5 Handover to new Clerk

The outgoing Clerk welcomed the incoming Clerk who was present at the meeting. She reported that the handover was in progress and would hopefully be completed over the coming week. **Addendum: The day after the meeting the new incoming Clerk withdrew. Cllr Roberts contacted another applicant who had narrowly missed being offered the post during the interview process. This applicant has accepted the position and arrangements for induction are currently being made for them to take over as soon as possible.**

7.6 Upgrade of Accounts system

The Clerk reported that the accounts software has been made available online. She said that there was improved usability and that she was very impressed with the new version.

10896 Clerk's Report on urgent decisions - none.

10897 Matters arising from the Clerk's report

9.1 Review of asset register. Cllr Roberts provided Clerk with amended version. Clerk has updated asset register.

10898 Matters arising from the Parish Council meeting held on Wednesday 24th April 2019

10.1 Announcement of new Parish Clerk. Cllr Revell welcomed Jill Davies and thanked her for accepting the post. (Please see item 10895/7.5 above).

10.2 Long term plans for Low Road traffic calming measures. The Chairman asked Cllr Dickerson to comment on this item. Cllr Dickerson said that as the County Council did not have any long-term plans for traffic calming on Low Road, the parish council will be looking at making some improvements instead. Any plans will be presented to the Conservation Officer for approval (see item 10902 below)

10.3 Complaint from resident regarding recreation ground. The Clerk has written to the resident regarding the outcome of the discussion.

10899 Parish Council Matters

11.1 To consider a co-option Strategy to attract new councillors (Chairman)

Cllr Revell reported that several councillors have been co-opted at the Annual Meeting and there is only 1 vacancy outstanding. Therefore, no strategy is needed at present.

11.2 To consider the priorities for the coming year (Chairman)

Cllr Revell suggested that all councillors should think about this item over the coming month. The Clerk will put this item on the agenda for June. It was agreed that individual councillors will email the Clerk with their suggestions. She will then collate a list for discussion at the next meeting. Cllr Revell said that he had already received a suggestion of providing a defibrillator in Carlton. (see item 11.3 below).

Action: Clerk to put this item on the agenda for the June meeting.

11.3 To consider providing a defibrillator for Carlton (Cllr Holden)

Cllr Holden proposed that a defibrillator should be installed in Carlton. He is currently researching potential methods of funding the project with Cllr Galloway. A suggested location for it is in the Poacher's Pocket Public House on Rosemary Lane. Cllr Holden has agreed to carry on working on this idea and come back to the next meeting with more details.

Action: Cllr Holden to provide further details on this project for the June meeting.

11.4 To consider organising a Fashion Show Fund Raising Event in July (Cllr Galloway)

Cllr Galloway had circulated a paper with details about the proposed Fashion Show in advance of the meeting. After a brief discussion, everyone agreed that this is a very worthwhile community event and that it should go ahead. The proposed date for the event is 26th July 2019.

11.5 Decision on which parish council logo will be adopted (Cllr Buttle)

After a brief discussion it was agreed that everyone will use the colour version of the logo.

11.6 To consider providing a safety sign for Bin Bag Buddies (Cllr Roberts)

Councillor Roberts reported that the family have requested that a safety sign is provided by the parish council for Bin Bag Buddies. Cllr Roberts agreed to research potential suppliers and will start with Keep Britain Tidy.

Action: Cllr Roberts to research potential suppliers and report back at the next meeting.

11.7 To consider setting up a Neighbourhood/Farm Watch (Cllr Roberts) – To be discussed at the next meeting.

10900 Planning Matters

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

12.2 New planning applications since the last meeting:

DC/19/1662/COU - Unit 6, Carlton Park Industrial Estate, Ronald Lane, Kelsale Change of use from Class B8 to D2. The planning application was discussed, and a vote taken. **All in favour to support it.**

DC/19/1869/FUL Land Off Rosemary Lane, Kelsale-cum-Carlton Construction of a new detached dwelling served from existing access off Rosemary Lane. The planning application was discussed, and a vote taken. **All in favour to support it.**

DC/19/1637/FUL Sizewell B Power Station Complex and Adjoining Land Sizewell Power Station Road Sizewell –

1. In outline, comprising a Visitor Centre (maximum 2,000sq.m GEA) and a maximum of 9,500sq.m (GEA) of floorspace to provide administration, storage, welfare and canteen facilities with all matters reserved apart from access.

2. In full, for the demolition of the existing Outage Store, Laydown Area, Operations Training Centre, Technical Training Facility, Visitor Centre, and Rosery Cottage garage; removal of technical training and pool car park (63 spaces), Coronation Wood car park (21 spaces), Visitor Centre car park (16 spaces) and northern outage car park (576 spaces); meantime use of the Technical Training Centre as an interim Visitor Centre followed by its demolition; and erection of new (all floorspace in GEA) Outage Store (2,778sq.m), Laydown Area (11,990sq.m) including New Western Access Road, Yardman's Office (23sq.m), Training Centre (4,032sq.m), Rosery Cottage garage (30sq.m), Replacement Car Park (2,363sq.m) providing 112 spaces, and Outage Car Park (15,525sq.m) providing (576 spaces) including new access road (and alternative access to bridleway), footpath and amended junction at Sizewell Gap; and associated landscaping earthworks/recontouring, tree felling and boundary

treatment.

Cllr Galloway had circulated an email containing the main reasons to object to this planning application. The application was discussed, and a vote taken **all objected** for the same reasons that were submitted in the consultation response.

12.3 To consider a response to an appeal re: DC/18/2387/PN3 – Building at White House Farm, Low Road, Kelsale-cum-Carlton. After a discussion, it was agreed that the parish council still strongly object on the grounds on the original planning application.

Action: Clerk to respond to this stating that the original objections still stand.

10901 Financial Matters

13.1 Financial Statement since last meeting. See Finance Report. To approve the financial statement and payments. Approval of the financial statement was **proposed** by Cllr Roberts and **seconded** by Cllr Lumb. A vote was taken - **all in favour**

13.2 To approve and sign the bank statements & bank reconciliation for April 2019 – (Clerk) – duly signed by the Chairman.

13.3 To approve the Annual Governance and Accountability Return and statement of accounts 2018/2019 – (Clerk) – deferred until next meeting (see item 10895/7.1 above.)

13.4 To consider further Insurance quotations as a result of the review of the asset register (Clerk). The Clerk reported that she had sought quotations from Came & Company and Nature Save Ltd. A revised quotation of £520.49 from Axa was the best price from Came & Company and Nature Save Ltd had not responded. It was proposed to accept the quotation from Axa by Cllr Roberts and seconded by Cllr Lumb. A vote was taken – **all in favour**.

13.5 To consider the purchase of a printer for the new Clerk (Cllr Roberts)

Cllr Roberts reported that he could purchase a new printer with full warranty for £399. At this point the Chairman asked the incoming Clerk if she had a printer provided by the other council for which she works. She said she did. The Chairman suggested that she use this printer and that the two councils share the cost. The incoming Clerk agreed to ask the council concerned and will report back the outcome at the next meeting.

13.6 To consider a request for a donation from Suffolk Accident and Rescue Service (Clerk) It was agreed to make a donation of £100.00. This was **proposed** by Cllr Revell and **seconded** by Cllr Roberts. A vote was taken – **all in favour**.

Clerk to arrange to make a donation for £100.00 to SARS

13.7 To consider making the annual donation to Suffolk Flora Preservation Trust (Clerk) Cllr Dickerson explained the history of why it was important to make a donation to this charity. It was agreed to donate £100.00. This was **proposed** by Cllr Dickerson and **seconded** by Cllr Lumb. A vote was taken – **all in favour**.

Clerk to arrange to make a donation for £100.00 to SFPT

10902 Kelsale Village Centre Enhancement & Conservation Area Group

Cllr Dickerson reported that he has arranged a meeting for 15th July with a Conservation Area Officer to discuss proposals for the provision and siting of a variety of pieces of equipment in the village. The Conservation Officer has asked to be provided with a list of proposals in advance of the meeting. The KVCE & CAG will be holding a meeting on 10th June to finalise this list together with costings and priorities in preparation for the July meeting. Also, Cllr Burslem reported that he is meeting with the sustainable transport group to discuss the possibility of them providing help regarding the cycle path between Kelsale and Benhall. He will report back at the next meeting.

10903 To Receive Reports from Portfolio Holders and Liaison Representatives

Biodiversity action plan

Cllr Dickerson reported that a meeting had been held on 29th April and the following had been discussed:

- A number of grass verges were identified as being in need of cutting later in the year to encourage the wildflowers to seed. The verges have been marked up on a map. The verge on West View is cut by Flagship and the remainder by Suffolk Norse.
Action: The Clerk to contact Flagship and Suffolk Norse to request that these verges are cut later in the year.
- A policy on moles has been drafted. It was agreed to instigate a voluntary regime to flatten the mole hills as they appear on the recreation ground. Cllr Dickerson said that this policy will be presented at the June meeting for approval.

- A number of Swift nesting boxes have been put up on the Village Hall and other locations in the village
- A survey has been conducted on the land behind the bungalow on Clay Hills Rd.
- A survey has been conducted on Fir Tree Farm. Both surveys showed a healthy number of species inhabiting these sites.

Bonfire Group

None

Carlton Meres Group

None

Community Energy & Health

Cllr Roberts reported that a meeting is being arranged between representatives of the parish council and the medical practice in Saxmundham within the next two weeks.

Action: Cllr Roberts to report back on this meeting in June meeting.

Defibrillator & Telephone Kiosk

None

Emergency officer

None

Environment, Heritage & Access

None

Footpaths, rights-of-way, benches and litter officer

None

Grit/Dog Bin Management

None

Innovation & Grant Aid

None

Kelsale Primary School Liaison Rep

None

Kelsale Village Hall Management Committee (KVHMC) liaison rep

Cllr Roberts suggested that the company who quoted £250.00 to provide a fire risk assessment for the Village Hall should be engaged and funded by the parish council as a gesture of goodwill. After a brief discussion this item was **proposed** by Cllr Roberts and **seconded** by Cllr Lumb. A vote was taken – **all in favour**.

New Oasis

None

Neighbourhood Planning Steering Group (NPSG)

None

Parochial Church Council (PCC) Liaison rep

Cllr Galloway reported that Messy Church group had changed its venue to the School instead of the Village Hall temporarily. This has been very successful with more families attending than before, and future venues will be considered in this light.

Police liaison and neighbourhood/farm watch

None

Publicity Officers

None

Recreation Ground/Carlton Green Play-space

Cllr Holden reported the following:

- The chainsaw carving has now been raised onto concrete blocks to protect it.
- Work has been started on football pitch in readiness for the new team playing on it when the season starts.
- Notices have been put up appealing for funds for new chainsaw carvings.
- There are plans to convert the Petanque pitch on the recreation ground in Kelsale into a picnic area.
- There are plans to put in a raised herb bed on the recreation ground in Kelsale.
- There are plans to install a picnic bench and some more play equipment at Carlton Green.

Action: Cllr Holden to present costs for these plans at the next meeting.

Suffolk Association of Local Councils

None

Safeguarding

None

Sizewell Parishes Liaison Group (SPLG) & other matters relating to Sizewell

Cllr Buttle had circulated details of a company who conduct acoustic surveys on traffic noise prior to the meeting. Cllr Galloway suggested that the parish council should consider having a survey undertaken in order to provide solid evidence of what is currently happening on the A12 in Kelsale-cum-Carleton. This item is to be included on the next agenda for discussion. In the meantime, Cllr Galloway suggested that everyone considers their views on this in time for the meeting in June.

Action: Clerk to include the Acoustics Survey on the agenda for the next meeting.

Traffic safety and speed cameras

None

Trees and Green Spaces Officer

None

Webmaster

None

Youth and senior citizens facilities

None

At this point, Cllr Roberts asked if he could raise an emergency item that was not on the agenda. The Chairman agreed. Cllr Roberts reported that sadly the studio belonging to Stephen Hicklin, a local sculptor had been vandalised and completely wrecked this week. All of his work had been destroyed. Cllr Roberts asked if the parish council could offer him support at this time. It was agreed that the Clerk should write him a letter of support.

Action: Clerk to write a letter of support.

10904 Correspondence

- **East Anglia Children's Hospices** – The Clerk had received a letter asking for a donation to the charity. It was agreed to defer this to the next meeting.
- **Letter from David Stiff, Suffolk Highways** – Letter from David Stiff, Suffolk Highways – The Clerk had received a letter from Suffolk Highways informing the parish council that responsibility for illegal parking is moving from the Police Force to the County Council. This is especially relevant for schools. Cllr Galloway reported that she had spoken to the Headteacher at Kelsale Primary School who had reacted positively to the news but was unsure how effective issuing penalties for illegal parking was going to be without a CPO available
- **Afternoon Club** – The Clerk had received a thank you letter from the Afternoon Club for the recent donation from the parish council.
- **Swift Boxes** –The Clerk had received a verbal thank you from a member of the Village Hall Committee for the donation that the parish council had provided to enable them to purchase the boxes.

10905 Items for consideration for Inclusion on the next agenda

Acoustics Survey

10906 To consider excluding the public and press

No considerations were necessary

10907 Excluded items

There were none

10908 Date of the next meeting

The next meeting will be held on Wednesday 26th June 2019 at 7.00pm in the Village Hall committee room.

The Chairman closed the meeting at 9.40pm

Signed: Chairman

Dated: