

Kelsale-cum-Carlton Parish Council
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**MINUTES OF THE PARISH COUNCIL MEETING HELD ON WEDNESDAY 26th June 2019
AT 7:00PM IN KELSALE VILLAGE HALL, COMMITTEE ROOM**

Present at the meeting:

Cllr Edwina Galloway (Vice-Chair)	Cllr Chris Burslem
Cllr Claire Buttle	Cllr Rob Holden
Cllr Susan Major	Cllr John Pulham
Cllr Tim Roberts	Cllr Martin Lumb

In attendance: K Hannah

Welcome by the Chairman.

10909 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 Hannah raised issues in respect of his portfolio and benches and it was agreed he would put together costed proposals in order that these may be circulated in advance of next month's meeting for discussion.

10910 Reports

- (a) Report by County Cllr Richard Smith** - The Clerk reported that District Councillor Smith had tendered his apologies due to annual holiday leave.
- (b) Report by District Cllr Stephen Burroughes** - Cllr Burroughes introduced himself and said he was delighted to be present at the meeting. He asked if a report he had submitted to be sent in advance of the meeting had been received and circulated but it had not. He stated that the merger of Waveney District Council and Suffolk Coastal District Council was a success. He himself was now the councillor for Kelsale and Yoxford, a large district but he would always be available for contact and discussion. Cllr Burroughes sees the economic outlook for the district as positive with ventures such as the Tour of Britain leaving Beccles as a way in which the area can be seen in a positive light nationally. Cllr Burroughes highlighted the locality/enabling budget as a way of accessing funds for the parish and would support us regarding any projects that could access this budget.

The Chair formally opened the meeting at 7.15 pm

10911 To receive apologies for absence – Cllr Revell (holiday), Cllr Ransome, Cllr Dickerson

10912 To accept apologies for absence – accepted

10913 To record absence without apologies – Cllr Ellis

10914 Declarations of Interest – none.

To consider any dispensations – none.

10915 To consider the Approval of the draft minutes of the Parish Council meeting held on 22nd May 2019

The draft minutes of the **Parish Council** meeting held on Wednesday 22nd May 2019 had been circulated to all Councillors prior to the meeting. Cllr Galloway had also circulated an amendment in advance "To consider the approval of the draft minutes of the Parish Council meeting along with the minutes of the Annual Meeting, both being held on Wednesday 22nd May 2019, and the adoption of the list of portfolios on the website which reflects subsequent changes to Portfolios. A vote was taken - **all in Favour, 2 abstentions for non-attendees.**

10916 Parish Clerk's Report

7.1 Handover to new Clerk

The Clerk formally introduced himself and thanked Cllr Galloway, Cllr Roberts and, in particular, former clerk Liz Flight, for the help and support after accepting the role of clerk in such unusual circumstances. The clerk stated that it had been a steep learning curve and had found the transition process with the former clerk very useful. He has already been on an initial clerks' training course with SALC, with the next step in the training process on Tuesday, 2nd July. The clerk has been attending Wednesday surgeries at the Village Hall in the morning, introducing himself to the local community through this channel.

7.2 New Online Register of Interests System

Cllr Roberts stated after initial difficulty his register of Interests was now done. Cllr Pulham having been away on holiday and business had not yet submitted his Register of Interests. Cllr Roberts offered to help Cllr Pulham register.

10917 Clerk's Report on urgent decisions - none.

10918 Matters arising from the Clerk's report

9.1 All remaining Cllrs to ensure Register of Interests now completed

10919 Matters arising from the Parish Council meeting held on Wednesday 22nd May 2019

10.1 Photographs of Threshold to Committee Room - The clerk took photographs of the entrance including a video and sent it to Councillor Burroughes. Councillor Burroughes stated that funds were available for access issues, but on this occasion, he was able to access the building.

10.2 Letter of support - Cllr Roberts updated the Parish Council in respect of communication with Mr Hicklin as a consequence of the break in at his sculpture gallery in Saxmundham. Mr Hicklin, however, has yet to respond and Cllr Roberts reported he had tried to contact him at home and at his studio on several occasions to offer our assistance.

10.3 To consider providing a safety sign for the Bin Bag Buddies -

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

10.4 Verge Cutting in Kelsale Centre

Prior to Suffolk Norse being contacted to request that areas shown hatched in a map of the centre of Kelsale are cut later in the year, the areas had just been cut. The hedge along Main Road had been reported by a resident as being dangerous and Cllr Lumb agreed as he had walked it that morning. Cllr Buttle said that she would look at it the next day.

Action for Cllr Buttle to review footpaths/hedges cited.

10.5 Recreation Ground Improvements

Cllr Holden is putting together costed proposals for recreation ground improvements in order they may be circulated in advance of a future meeting.

10920 Parish Council Matters

11.1 To Review and approve the Complaints Policy (Clerk)

It was agreed to adopt the Complaints Policy for 2019 circulated in an email on 26th June, subject to the updated logo being added.

11.2 Priorities for the coming year (Chair)

It was agreed that, as only two comments had been made, that this Agenda item should be deferred to the next meeting and all Cllrs encouraged to suggest improvements that could be made to the Parish.

Action: ALL Cllrs to put forward suggestions for their personal 2019/20 priorities in order that they may be discussed at the next meeting and agreed by the entire PC

11.3 To consider commissioning an Acoustics Survey (Cllr Buttle)

After discussion, it was pointed out that it was likely that this would be required as part of the Environmental Impact Assessment by EDF and, therefore, at this stage it should not be

proceeded with. East Suffolk District Council and Kelsale cum Carlton Parish Council are liaising on this issue.

11.4 To Consider setting up a Neighbourhood/Farm watch. (Cllr Roberts)

Cllr Roberts outlines a potential approach which he will refine with Cllr Lumb and the statutory authorities and will then report back at the next meeting

Action for Cllr Roberts to report on refined proposals for colleagues to consider

10921 Planning Matters

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

12.2 New planning applications since the last meeting:

DC/19/2324/FUL- 1-2 Curlew Cottages, Curlew Green, Kelsale Cum Carlton, Suffolk, IP17 2RA - The Planning application was discussed. Residents in Curlew Green had provided Cllr Buttle with their feedback and after discussion ALL OBJECTED for the same reasons provided with the previous withdrawn application. Cllr Pulham stated that he would check land registry the next day to clarify the point as to whether the track in front of the proposed dwellings was shown as part of the area.

ACTION Cllr Pulham to report back and Clerk to respond to East Suffolk District Council (ESDC) planning team with decision in timescale required

DC/19/2130/FUL Sunnyside, Main Road, Kelsale Cum Carlton, Saxmundham, Suffolk, IP17 2NS The Planning application was discussed. Cllr Galloway advised the meeting she had spoken with ESDC and it would accept our comments until midnight, Thursday 26th June and, therefore, the decision and any comments must be registered with the ESDC planning team by this deadline. The majority voted IN FAVOUR of this application with caveats.

ACTION Clerk to respond to ESDC planning team with decision in timescale required

10922 Financial Matters

13.1 Approval of Annual Governance and Accountability Return and Statement of Accounts 2018/19 – (Vice Chair and Clerk). **The Clerk had not circulated this document in advance of the meeting and had bought only one hard copy to the meeting. This document was passed around the Cllrs at the meeting in order that they may read it and ask any questions prior to a vote. It was approved unanimously. Cllr Galloway instructed the Clerk to submit the completed AGAR documents as a matter of urgency to the external Auditor.**

ACTION the Clerk to submit the return ASAP and prior to the imminent deadline.

13.2 To approve and sign the bank statements & bank reconciliation for May 2019, which were duly signed by the Vice Chairman.

13.3 The following payments were approved:

- Village Hall £20
- PLAY Inspection Company £156
- Councillor Briefing 10/6/2019 SALC £23
- Parish Clerk (June) 72 hours @ 9.77 = £703.44

10923 Kelsale Village Centre Enhancement & Conservation Area Group

There is to be a meeting on 15th July to discuss the proposed improvements put forward by the Group. One suggestion was laying new stone slabs outside committee room to improve the aesthetics and pedestrian safety. Cllr Roberts said he had natural stone that the Parish Council could obtain at a reasonable price. Cllr Galloway suggested a herb garden next to the seat similar to how it had been historically. Cllr Roberts then suggested a design for the area be prepared after the meeting on the 15th and with the suggested aim of restoring this area to its former beauty as captured in via the photos from the 1920s.

10924 To Receive Reports from Portfolio Holders and Liaison Representatives

A – Liaison with others on behalf of KcC

None

A1: Carlton Meres Liaison (2 – Cllrs Roberts & Pulham)

None

A2 & A3: Community, Energy & Health (2 – Cllrs Dickerson & Roberts)

Cllr Roberts reported that he had attended a SaxHealth PPG meeting with Cllrs Major and Dickerson and a meeting was to be arranged direct between SaxHealth and Carlton Meres management

A4 & A5 Component responsibilities of KcC Biodiversity Group

The meeting was informed that a discussion between the Groundsman and a Member of the Biodiversity Group would take place in respect of moles on the football pitch. The football pitch is being prepared for use by the Benhall Badgers for the new season.

A6: Kelsale & Yoxford Ward Liaison (2 – Clerk & Cllr Roberts)

None

A7: East Suffolk Council (2 – Clerk & Cllr Roberts)

None

A8: Suffolk Association of Local Councils (2 – Clerk & Cllr Roberts)

None

A9: Saxmundham Town Council (2 – Clerk & Cllr Roberts)

None

A10: KcC Schools (1 – Cllr Galloway)

Cllr Galloway informed the meeting that there would be a Church Service for former Cllr and headmistress Mrs Carolyn Taylor on the 18th July. This would be the last service that Mrs Taylor would attend as head.

A11 Footpaths & Rights of Way (1 – Kenneth Hannah)

Mr Hannah had updated the meeting earlier

A12 & A13: Grit & Dog bins (1 – Cllr Roberts)

None

A14: Kelsale Village Hall & Centre (1 – Cllr Lumb)

Cllr Lumb said he would attend a forthcoming meeting and the Fire Safety Report would be instructed by Cllr Roberts. He would then liaise with the former clerk, Liz Flight, on pulling the whole risk register together

A15: Parochial Church Council (1 – Cllr Galloway)

None

A16: Grant donors & facilitators (1 – Cllr Roberts)

None

A17: Suffolk Constabulary (1 – Cllr Lumb)

Cllr Galloway updated the Cllrs in respect of the recent public meeting in Saxmundham about Crime and informed the meeting that District Cllr Fisher would provide an update of the minutes once they had been agreed.

B – What only Kelsale cum Carlton Parish Council can do

B1: Sizewell (1 – Cllr Galloway)

Cllr Galloway provided Cllrs with an email update on Sizewell the next Community Forum and the Environmental Impact Assessment and Environment Statement Scoping Opinion on 23rd June 2019.

B2: East Suffolk Consultations (1 – Cllr Galloway)

None

B3: Suffolk County Council Consultations (1 – Cllr Galloway)

None

B4: East Suffolk Council Mandatory Planning Consultee All Councillors (Cabinet Responsibility)

As per Planning Section

B5: Planning Group (5 – Cllrs Holden, Lumb, Ellis, Pulham & Ransome)

As per Planning section

B6: Emergency Planning (2 – Cllrs Roberts & Lumb)

None

B7: Trees & Green Spaces (3 – Cllrs Buttle, Holden & Revell)

None

B8: Safeguarding (1) Vacant

None

C – Community Events

C1: Bonfire Party Team (6 – Cllrs Buttle, Pulham, Revell, Ransome, Holden & Major)

None

C2: Christmas Lunch (2 – Cllrs Buttle & Galloway)

None

D – Keeping residents informed

D1: Parish Newsletter (1 – Cllr Pulham)

Cllr Pulham advised the meeting that, as he had been away on holiday for some time, he had not been able to prepare the Summer Edition of the New Oasis. He had two articles and no time to write editorial and, therefore, if a summer edition was published it would be very short.

D2: Parish Council Website (2 – Clerk & Cllr Galloway)

None

D3: Leaflets, bulletins & Noticeboards (2 – Clerk & Cllr Buttle)

None

E – Parish Council Initiatives

E1: (including A4 & A5) Biodiversity Group (1 – Cllr Dickerson)

None

E2: Neighbourhood Plan Steering Group (2 – Cllrs Galloway & Buttle)

None

E3: Defibrillator Access (1 – Cllr Holden)

Cllr Holden confirmed he had now had all the information and had taken over this portfolio fully. Cllr Galloway thanked Cllr Holden. Cllr Holden will prepare a paper for his proposal to install a Defibrillator in Carlton

E4: Kelsale Village Enhancement & Conservation Area Group (3+ – Cllrs Revell, Dickerson, Ransome, Major, Pulham & Burslem)

See above

E5: Benches (1 – Kenneth Hannah)

See public part of minutes

E6: Speed Camera (2 – Cllrs Lumb & Roberts)

Cllr Lumb reported that he had moved the camera to Main Road

10925 Correspondence

None

10926 Items for consideration for Inclusion on the next agenda

Contract of employment and accompanying legal documents for the new clerk (Cllr Roberts)

Costings for Benches (Mr Hannah)

Provision of a Safety Sign for Bin Bag Buddies (Cllr Roberts)

Costings for recreation ground improvements (Cllr Holden)

To consider priorities for the coming year (Chair)

To consider setting up a Neighbourhood/Farm Watch or a Good Neighbour scheme (Cllr Roberts)

Update on the Fashion Show (Cllrs Galloway and Buttle)

Locality grant applications for the restored fingerpost (Cllr Roberts)

Setting up a village archive – proposals and costings (Cllr Roberts)

To confirm instruction to Carl Ruth to undertake repairs to the village car park surface (Cllr Roberts)

10927 To consider excluding the public and press

None

10928 Excluded items

There were none

10929 Date of the next meeting

The next meeting to be held on Wednesday, 31st July 2019 at 7.00pm in the Village Hall committee room.

The Chairman closed the meeting at 8.50pm

Signed: Chairman

Dated: