

Kelsale-cum-Carlton Parish Council
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**MINUTES OF THE PARISH COUNCIL MEETING HELD ON WEDNESDAY 28th August 2019
AT 7:00PM IN KELSALE VILLAGE HALL, COMMITTEE ROOM**

Present at the meeting:

Cllr Alan Revell (Chair)	Cllr Ray Ellis
Cllr Edwina Galloway (Vice-Chair)	Cllr Chris Burslem
Cllr Claire Buttle	Cllr Rob Holden
Cllr Susan Major	Cllr Simon Ransome
	Cllr Martin Lumb

In attendance: K Hannah

Welcome by the Chairman.

10951 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 thanked County Cllr Smith for progress with the Unsuitable for HGV signs on Rendham Road.

It was agreed after discussion, that the issue of the safety of the steps on the A12 which had been reported by Mr Hannah in his capacity as Footpaths officer would be left with County Cllr Smith for action as he feels appropriate. County Cllr Smith is meeting a Highways Officer who has been supplied with information on the concerns and photographs on the steps. It is understood a site visit has already been undertaken.

10952 Reports

- (a) **Report by County Cllr Richard Smith** – County Cllr Smith provided an update on budgetary issues and overspend. County Cllr Smith also provided an update on the Sizewell IV Consultation, including meetings he will be attending and commended KcCPC's work and proposed response to SZC IV. It is hoped there will be a joint response from SCC & ESDC. Mr Hannah requested that in advance of verges being cut that a litter pick took place first, thus avoiding increasing the amount of small litter. It was agreed liaison on this issue would be helpful.
- (b) **Report by District Cllr Stephen Burroughes** – District Cllr Burroughes submitted an East Suffolk report which was circulated to Cllrs in advance of the meeting. District Cllr Burroughes also thanked KcCPC for its comprehensive response on Sizewell Consultation IV. District Cllr Burroughes drew attention to the climate emergency and the need to reduce pollution in addition to highlighting the change to 'rewilding' areas (verges etc) which did not need cutting. District Cllr Burroughes advised the meeting that he had received communications in respect of asbestos at a site on Rosemary Lane called Kelvin. He will forward copy correspondence for information. Cllr Burslem raised the 3 Communities Link issue and it was agreed it should be added to the September or October Agenda for discussion.

The Chair formally opened the meeting at 7.10 pm

10953 To receive apologies for absence – Cllr Tim Roberts , Cllr John Pulham, Cllr Keith Dickerson

10954 To accept apologies for absence – accepted

10955 To record absence without apologies – None

10956 Declarations of Interest – None.

10957 To consider any dispensations – None.

10958 To consider the Approval of the draft minutes of the Parish Council meeting held on 31st July 2019

The draft minutes had been circulated and the version now on the website was unanimously approved. Proposer: Cllr Burslem, Seconder Cllr Lumb

10959 Parish Clerk's Report

There was no Parish Clerks report as we have no Parish Clerk

10960 Clerk's Report on urgent decisions

There was no Parish Clerks report on urgent decisions as we have no Parish Clerk

10961 Matters arising from the Clerk's report

There were no matters arising from the Parish Clerks report as we have no Parish Clerk

10962 Matters arising from the Parish Council meeting held on Wednesday 31st July 2019

10.1 Rendham Road signage -Mr Hannah provided an update. After 15 months the signs were installed in August but unfortunately not in the right places. Mr Hannah is liaising to get these errors rectified.

10.2 . Verges Working Group – Cllr Buttle updated the meeting that she is liaising with District Cllr Burroughes & County Cllr Smith in respect of a map showing the verges in the village and appropriate maintenance regimes.

10.3 Fingerpost – Cllr Galloway reported in Cllr Roberts absence that the Fingerpost was in place, part of the funding (from East Suffolk) had been received and the details of the 'unveiling' were on the website. County Cllr Smith advised the meeting that he would be submitting the forms for contribution towards the cost from County shortly.

10.4 Beaumont Cottages – Cllr Lumb said that he had a meeting arranged with Flagship to discuss the ownership of the Green/Roads/Verges on the Beaumont Estate as the first step in identifying what could be done to improve parking/safety and provision of a children's play area. Cllr Lumb will report back after the meeting.

10.5 New Online Register of Interests System: The meeting was informed Cllr Pulham has completed his Register of Interests

10.6 Bin Bag Buddies A Frame Signs - Cllr Galloway informed the meeting that Cllr Roberts had ordered the A frame signs which had been collected from Leiston Press by Cllr Galloway and delivered to the Bin Bag Buddies by Cllr Buttle.

10.7 Litter Collecting - carried forward to September. (Cllr Roberts)

10.8 Village Archive - carried forward to September. (Cllr Roberts)

10.9 Lane Signage – Cllr Holden had been approached by horse riders from the village who had noticed the 'Beware Horses' signs on Rosemary Lane and requested provision on 2 further roads in the village for safety reasons: Tiggins Lane & Butchers Road. The cost of

the 2 Rosemary Lane signs from Leiston Print was £150 inc. VAT. It was agreed that as the 2 roads concerned joined, 3 signs would be required not 4.

It was agreed to proceed with purchasing 3 signs and that arrangements would be made to install them as they will require poles. Proposer: Cllr Ellis, Seconder: Cllr Buttle

ACTION: To order 3 new signs from Leiston Press

10963 Parish Council Matters

11.1 Parish Clerk – Cllr Roberts has started advertising for a new Parish Clerk and will provide an update on progress in due course. Some candidates have already put themselves forward. The Chair asked that our former clerk Ms Flight be thanked for her continuing support in the absence of a Parish Clerk, and also thanked Cllr Galloway for her assistance at this time. The Chair advised the meeting all Parish Council paperwork has not been returned but he is trying to resolve this and was offered assistance by District Cllr Burroughes who may also be able refer us to a section of East Suffolk District Council. Cllr Galloway thanked Cllr Holden for arranging the new Hard Drives for back up.

11.2 Payroll – Cllr Galloway informed the meeting we were now signed up for SALCs Payroll service. They are now authorised as our Agent for PAYE by HMRC and have produced the paperwork for our Parish Clerk of June. Cllr Galloway advised the meeting that have spoken to our earlier Clerk she felt the combination of online banking and the Payroll service would free up much Parish Clerk time.

11.3 Sizewell C Draft Response to Sizewell C Stage 4 Consultation. The Chair asked that the author of the document be thanked by KcCPC for his work on the draft response. Paper copies of the proposed draft response had been circulated in advance for consideration. There was a small error which was highlighted by Cllr Ransome and which will be rectified. After discussion the Chair outlined why a questionnaire had not been proceeded with and then outlined that by accepting this draft as the formal response, we would be changing the Parish Councils stance from Neutral to Opposed to Sizewell C. A vote was taken 8 in favour, 1 abstention. **It was agreed that a short summary of the reason for the change of stance from Neutral to Opposed would be added to the website, the full response will also be available on the website. It was agreed the formal response would be submitted by Cllr Galloway.**

11.4 Bonfire 2019 – Cllr Buttle & Cllr Holden briefed the meeting in respect of an Insurance issue that had arisen. The issue related to a combination of the siting of the bonfire and firework display, the proximity of cars and buildings and the difference between the stipulations of our current Insurers and Health & Safety Guidance. **It was agreed that Cllr Holden would send the updated risk assessment to the insurers together with other requested information and await their response.** Cllr Buttle has continued to book as if the event was continuing subject to this issue being clarified. After discussion it was agreed that the problem may also be resolved by applying for a road closure on Main Road possibly from Rosemary lane to Tiggins Lane. **It was agreed Cllr Burslem would establish the costs and issues with a potential road closure request and if this route is needed it was agreed unanimously to agree in principle to spend up to £400 to obtain a closure if it was deemed necessary.** The Parish Council was reminded that the Bonfire Funds were earmarked and that the funds were already available for this purpose.

ACTION: Cllrs Buttle, Holden & Burslem to proceed as outlined above and report progress.

11.5 Recreation Ground – Maintenance, repairs and renewals

11.5.1 Annual Main Road Hedge Cutting: Cllr Buttle arranged for a quotation from a contractor for annual hedge cutting for the heavily pruned hedge on Main Road/recreation Ground to ensure it does not grow out of control again and is maintained for the safety of footpath users. **It was agreed to proceed at a cost of £120 per annum.**

Action: Cllr Buttle to give contractor instructions to proceed.

11.5.2 Bank of Fromus adjacent to bridge in Church Lane– Cllr Buttle will liaise with Cllr Major and a contractor to see the extent of what work is required and arrange for an estimate for strimming.

Action Cllr Buttle & Major to liaise

11.5.3 Fence Posts and fencing repair adjacent to Main Road Gate – Cllr Buttle has arranged for a quotation for this work from a contractor to remedy the problem. **It was agreed to proceed at a cost of £95 for materials and labour.**

Action: Cllr Buttle to give contractor instructions to proceed.

11.6 Priorities for 2019/20 where financial approval has been given:

11.6.1 Carlton Green Sculpture – Cllr Buttle has engaged the service of the sculptor who will carve the new trunk on the recreation ground in Kelsale from Monday 16th September to Wednesday 18th. Cllrs Buttle & Holden have arranged for it to be transported to its new home in Carlton once complete. Cllr Ellis will install the concrete base (on which the sculpture is to sit) once the exact site area has been marked up. The timing will mean the Recreation Ground will still be available for football.

Action: Cllr Holden to mark the area for the base to be sited on Carlton Green

11.6.2 Bench maintenance: Mr Hannah informed the meeting once the payment to buy the slats had been approved tonight, he will arrange for the work to be done by himself Cllr Holden to bring the benches up to standard.

Action: Cllr Holden & Mr Hannah to arrange for remedial work to existing benches

11.6.3 Picnic benches: Cllr Holden informed the meeting he had ordered the picnic benches but has no date for delivery as yet. The gravel for the base has been ordered and will be delivered Friday 30th August. It is intended they will be in place for the start of the football season. It was noted that should the Bonfire event be able to proceed with the bonfire in its current site the benches would be moved away from the Bonfire area temporarily.

Action: Cllr Holden to arrange installation once materials are available

10964 Planning Matters

12.1 Planning Report

The Planning Report had been circulated in advance, 2 further updates on the Planning Portal were noted on the day:

Ref. No: DC/19/2769/FUL Erection of agricultural store and shelter: Tiggins Meadow Tiggins Lane Kelsale Cum Carlton Suffolk IP17 2QX

Status: Permitted with 2 conditions relating to removal of existing buildings prior to commencement and agricultural use restriction.

DC/18/0630/LBC - Amendments to replacement sash window glazing () Kelsale Hall Main Road (Kelsale) Kelsale Cum Carlton IP17 2RE

Status: Permitted

12.2 New planning applications since the last meeting:

Ref. No: DC/19/3196/FUL Use of land for the stationing of 50 No. static holiday caravans; children's play area, recreation space and associated facilities: Carlton Meres Country Park Carlton Lane Kelsale Cum Carlton IP17 2QP

It was agreed as the Planning Application had appeared on the Planning Portal today with many documents to consider including an Environmental Impact Assessment that an extension would be requested in order that it may be fully considered at the next meeting.

ACTION Cllr Galloway to request an extension from East Suffolk District Council (ESDC) planning team

10965 Financial Matters

13.1 Financial Statement since the July meeting. See Finance Report.

The meeting was informed that as a result of Village Hall invoices being reviewed there has been a catch up so there are more invoices that usual on today's finance report.

The following payments (invoices received after the Finance report was produced) were approved:

East Suffolk District Council (invoice) for Election in May-	£87.04
Village Hall Hire	£20.00
Village Hall Hire	£20.00
Village Hall Hire	£14.00
Information Commission Subscription	£35.00
Bank Charges	£18.00 inc VAT

All requests for payment were approved. Proposer: Cllr Lumb, Seconder: Cllr Buttle

Receipt on 28th August of grant for £261 from East Suffolk towards Fingerpost

13.2 To approve and sign the bank statements

Cllrs were advised that once the August Bank Statement was received there would be a financial reconciliation which would be bought to the September meeting.

10966 Kelsale Village Centre Enhancement & Conservation Area Group

It was agreed Cllr Dickerson will be asked for an update at the next meeting

10967 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)

None

A4 & A5 Component responsibilities of KcC Biodiversity Group

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)

None

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

None

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

None

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

Cllr Lumb is progressing the risk assessment requirements. A Fire Safety Report showed that batteries needed replacing in all the Fire Alarms at the Village Hall as they were out of date. Cllr Lumb will purchase new ones as soon as possible and ensure prompt installation. The Fire Officer has been providing advice, and the Village Hall Trustees have been advised that although work needs to be undertaken to improve fire protection measures that use of the facility can continue. The Trustees of the Village Hall are holding an Emergency meeting on Thursday 29th August 2019

A15: Parochial Church Council (1 – Cllr Galloway)

None

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

None

A17: Suffolk Constabulary (1 – Cllr Lumb)

None

B – What only Kelsale cum Carlton Parish Council can do

B1: Sizewell (1 – Cllr Galloway)

Cllr Galloway had circulated in advance an email received 22nd August addressed to the Parish Clerk from the Parish Clerk from Theberton & Eastbridge Parish Council asking that Kelsale cum Carlton Parish Council consider strongly supporting their application to the Secretary of State, Application to Call-In Planning Application DC/1637/FUL. **After discussion it was unanimously AGREED to send a letter of support**

ACTION: Cllr Galloway to send a letter of support from Kelsale cum Carlton Parish Council

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)

Cllr Major informed the meeting she had spoken with the Environment Agency about ensuring the Gull was cleared and had agreed to call them in September to fix a date for October.

B8: Safeguarding (1) Vacant

C – Community Events

None

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)

None

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)

To be added to September Agenda

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

None

E5: Benches (1 – Kenneth Hannah)

See 11.6.2

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

None

10968 Correspondence

Cllr Ransome had received a communication from a resident that currently exercises his guide dog on the Memorial Field that he would like to use the Recreation Ground for this purpose on occasion. This situation would be treated as an exception due to the dog being a guide dog. Concerns were expressed about ensuring the football pitch was avoided. **It was agreed Cllr Ransome would confirm exercise in this way was acceptable in this particular case, but on the condition any dog fouling must be cleared immediately.**

ACTION: Cllr Ransome to communicate decision with resident.

Communication had been received from residents in respect of another abandoned car in the Car Park & a potentially dangerous branch on a tree in the car park. Cllrs Burslem and Buttle had been of assistance on these issues.

10969 Items for consideration for Inclusion on the next agenda

Provision of Defibrillator in Carlton – Cllr Holden
Litter Collecting in Village – Cllr Roberts
Establishment of Village Archive – Cllr Roberts
Parish Clerk recruitment – Cllr Roberts
New Oasis Production – Cllr Pulham
Three Communities Link Project – Cllr Burslem
Proposed Exhibition in 2019 – Cllr Burslem

10970 To consider excluding the public and press

No considerations were necessary

10971 Excluded items

There were none

10972 Date of the next meeting

The next meeting to be held on Wednesday, 25th September 2019 at 7.00pm in the Village Hall committee room.

The Chairman closed the meeting at 9.04 pm

Signed: Chairman

Dated:

DRAFT