

Kelsale-cum-Carlton Parish Council
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**MINUTES OF THE PARISH COUNCIL MEETING HELD ON WEDNESDAY 31st July 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 John Pulham
Cllr Tim Roberts	Cllr Martin Lumb

In attendance: K Hannah

Welcome by the Chairman.

10930 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 concerns to County Cllr Smith and District Cllr Burroughes in respect of the continuing lack of progress with the installation of the Unsuitable for HGV signs on Rendham Road. He had been advised in May that it would be four to six weeks – it is now at week nine and nearly 15 months since initial survey. The funding is in place. Residents are frustrated, as are Park Holidays with the lack of progress. Mr Hannah supplied photos of the latest incident -a car going too fast to avoid an oncoming vehicle in the wider part of the road and going into a ditch. County Cllr Smith agreed to liaise on the issue. Mr Hannah asked if it would be possible to change the name of Rendham Road as had been attempted a number of years before. He was advised that all residents on the road would need to sign to agree this and that the contact to speak to would be the Gazetteer Mandy Mann.

10931 Reports

- (a) **Report by District Cllr Stephen Burroughes** – District Cllr Burroughes highlighted Operation Camouflage a programme, organised by East Suffolk Council (ESC) and the Army Welfare Service (AWS) which aims to bring together young people from different backgrounds to challenge themselves and develop new skills. Recruits are required. District Cllr Burroughes also highlighted the East Suffolk Business & Community Awards and also that the first stages of an ambitious plan to roll out ‘ultrafast’ broadband across Lowestoft have been agreed. The Suffolk Cloud Project, co-ordinated by Suffolk County Council (SCC), is installing ultrafast broadband to public sector premises across 10 towns in Suffolk, including Lowestoft, Felixstowe and Woodbridge. Recent communications in respect of verge cutting were discussed and it was agreed a small working group would be set up to ensure any issues of this nature in Kelsale cum Carlton could be discussed and resolved. Cllr C Buttle agreed to be a member of the Group to represent KcC.
- (b) **Report by County Cllr Richard Smith** – County Cllr Smith provided an update on Sizewell and encouraged participation in the current Consultation 4. Unfortunately, due to the recent issues with Parish Clerks an invitation to a meeting called to understand the views of Parish Councils had not been received by the Parish. However, Cllr Galloway

had been reassured that KcC views would be taken into account. County Cllr Smith mentioned the joint response from SCC and ESC would be in the public domain 10 days before the September meeting. Cllr Roberts thanked County Cllr Smith & District Cllr Cllr Burroughes for the funding for the Fingerpost. Cllr Roberts advised Cllrs the post was now in place in the same position as before but the arms had yet to be affixed. Cllr Roberts is arranging a small ceremony at which he intends inviting County Cllrs Smith & District Cllr Burroughes. County Cllr Smith outlined current budgetary planning issues due to Govt being pre-occupied with Brexit. They maybe a significant shortfall. Cllr Lumb raised an issue of large (mainly service) vehicles mounting the kerb and running over the green at Beaumont Cottages. It was agreed Cllrs Lumb and Pulham would establish who owned the green and the roads at Beaumont Cottages. County Cllr Smith offered the Parish Council a new grit bin at no cost, this was accepted with thanks and consideration will be given to its placement in Rendham Road.

The Chair formally opened the meeting at 7.30 pm

10932 To receive apologies for absence – Cllr Ransome (away), Cllr Dickerson (away)

10933 To accept apologies for absence – accepted

10934 To record absence without apologies – None

10935 Declarations of Interest – None.

To consider any dispensations – None.

10936 To consider the Approval of the draft minutes of the Parish Council meeting held on 28th June 2019

The draft minutes of the **Parish Council** meeting held on Wednesday 28th June 2019 had been circulated to all Councillors prior to the meeting. Cllrs were reminded that the Parish Clerk had started but not completed the minutes and therefore the bulk of them were written by Cllr Gallowa . Cllr Roberts proposed and Cllr Pulham seconded, a vote was taken - **all in Favour, 2 abstentions for non-attendees.**

10937 Parish Clerk's Report

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

10938 Clerk's Report on urgent decisions

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

10939 Matters arising from the Clerk's report

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

10940 Matters arising from the Parish Council meeting held on Wednesday 28th June 2019

10.1 New Online Register of Interests System Cllr Roberts offered to help Cllr Pulham complete the online register of Interests as he had not completed this. **Action Cllr Pulham to complete Register of Interests**

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

Cllr Roberts had researched potential suppliers and proposed that we purchase 2 light 'A' board signs from Leiston Press at a cost of £143 plus VAT. Cllr Pulham seconded this and a vote was taken – all in favour. **Action: Cllr Roberts to order A Boards from Leiston Print**

10.3 Verge Cutting in Kelsale Centre

Cllr Buttle had been alerted to a safety issue in respect of the hedge by the Recreation Ground on Main Road. Cllr Buttle assessed the pathway as dangerous and took immediate action engaging the services of Conservation Works to make the area safe. There is an invoice of £150 plus VAT for this emergency work .

10.4 Recreation Ground Improvements

Cllr Holden has circulated some partly costed proposals for recreation ground improvements. It was agreed this would be discussed in agenda item 11.2 to agree Parish Council priorities for the year.

10.5 Priorities for the coming year is now an agenda item in its own right

10.6 Neighbourhood Plan/Farmwatch – Cllr Roberts had circulated a paper (A good neighbour Scheme (GNS) for Kelsale-cum-Carlton parish (KcC) on this issue. It was agreed after discussion that KCC supported the establishment a GNS in the parish, and that Cllr Roberts & Cllr Lumb should proceed as outlined in the paper and bring the topic back to the September meeting for a final decision. It was agreed that the suggested budget of £150 plus Vat should be allocated for the exercises proposed, although Cllr Roberts hopes he may be able to apply for funding rather than use Parish Council funds. **Action Cllr Roberts & Lumb to proceed as per the paper provided and report back to a future meeting.**

10.7 Planning – Information was provided to the meeting about the lack of response by the Parish Clerk to the planning applications discussed at the last meeting. Cllr Buttle had managed to respond in the required timescale (instead of the Parish Clerk) on Curlew Cottages

10.8 Agar Submission – Cllr Galloway advised the meeting of the fact that the Parish Clerk had not submitted the prepared paperwork to the external auditor. The Parish Council had been given 2 extensions and had managed to retrieve the prepared and completed paperwork and this was now with the External Auditor.

10941 Parish Council Matters

11.1 Parish Clerk – The Chairman updated the meeting in respect of the events leading up to the termination of employment of the Parish Clerk. As a consequence of this, having reviewed procedures Cllr Galloway proposed that the Parish Council agree to subscribe to SALCs payroll service from 1st August which would cost £8 +VAT per month for a single employee with auto enrolment. Our Clerk until May this year informed Cllr Galloway that had we used SALCs payroll, together with online banking we may only need a Parish Clerk for 12-15 hours rather than 18. It was agreed we would consider any other safeguards after further reflection, and this may include a hard drive to augment what is held on Google drive. **ACTION Cllr Galloway to return paperwork to subscribe to SALCS payroll which should finalise issues relating the Parish Clerks tax situation and enable us to use their expertise for future Parish Clerks.**

Cllr Burslem asked for clarification on references obtained and suggested more emphasis should be placed on this before a future Parish Clerk commenced work. It was agreed after discussion that Cllrs Revell, Roberts, Lumb & Galloway consider the best way forward to recruit a new Parish Clerk. **ACTION Agree and implement a course of action to recruit a Parish Clerk**

11.2 Priorities for the coming year (Chair)

A paper had been circulated suggesting improvements that could be made to the Parish:

Priorities List in no particular order

Project & lead Cllr	Cost	Priority Level
Defibrillator and cabinet installed in Carlton (Cllr R Holden)	Approx £2,000	High
Tree Sculpture in Carlton (Cllr C Buttle)	Approx £900 – already funded from fundraising	High & Approved

Notice Board by fence in Carlton Play area to people to post local events (Cllr C Buttle)	Approx. £400	High
Maintenance of existing Benches in Village	£400-£500	High & Approved
Water & Power on Recreation Ground Kelsale	Costings required	Medium
Biodiversity Group: Creation of a wildlife meadow at Carlton Church, Churchyard Management Plan in Kelsale, Sensory Garden, Biodiversity Leaflet and Circular Trail leaflet. Cllr Dickerson	Costings required	Medium
The 3 Communities Link Project - Quiet lanes/Bicycle lane - (See paper issued) Once more work has been undertaken, a costed proposal for what the Parish Council can do will be put before the Parish Council. Cllr Burslem	Costings required together with source of funding	Low at present
a. Heritage Exhibition Cllr Burslem b. (See paper issued)	Initial budget £250	High
c. Establishing a Parish Archive Cllr Roberts (See paper issued)	Initial budget £350	Medium
Playground equipment for Beaumont Cottages & Road/Parking improvements. Cllr Lumb	Before this is progressed ownership of the area needs to be ascertained.	High
Picnic Benches and base on Kelsale recreation ground before the Football season starts	Full costings to be confirmed	High – provisional approval given subject to firm cost and checking which budget this should be taken from
Conservation Area	For further discussion	
Repositioning of recycling banks : Move to corner of car park near pedestrian entrance.	£300	
Repositioning of waste bins at entrance to car park Leave where they are but screen with a triangular grassy area (with wildflowers)	£100	

Positioning of cycle racks (already purchased) Should be sited to left of car park entrance (as planned) and screened by existing boundary trees as much as possible.	£200	High priority
Removal/replacement of street light on end of Guildhall. Replace with a fitting more in keeping with the listed building.	£500 and would need approval of owner	
Implementation of 20mph speed limit throughout Conservation Area. Encouraged. Would need 3 signs.	£5,000 including consultation	
Review of new hard curb opposite Church View, Bridge Street near bollards. .Keep curb as it performs a useful function re: bank erosion. Remove bollards.	£100	
Implementation of Electric Vehicle recharging point(s) Encouraged. Subject to survey by PlugIn Suffolk	Electricity costs only	
Undergrounding of electricity cables in Conservation Area. Encouraged. Need to underground BT cables as well.	Free to PC from UKPN budget.	

11.3 Bench Paper - As requested Mr Hannah had presented a paper giving costings on the refurbishment of damaged benches in the village. After considering the 3 costings for slats it was unanimously agreed to approve the expenditure based on the quote from Clarkes of Walsham of £457.20 inc VAT and delivery. The preservative required to have a maximum budget of £30 plus VAT. **ACTION: Mr Hannah to purchase these items on behalf of the Parish Council and repair the current bench stock.**

11.4 Fashion Show – Cllr Buttle presented a paper on the success of this fund-raising event and said that as further monies had been donated the total meant we now had enough to proceed and proposed that approval be given to proceed with a chainsaw carving to enhance the Carlton Green play area. Cllr Buttle advised the sculptor could commence work in the Autumn, with the plan being to carve it in Kelsale and then move it to its permanent site. Cllr Ellis volunteered to fund and put in place a suitable concrete base. All in favour. **ACTION**

Cllr Buttle to engage the services of the sculptor.

11.5 Fingerpost – Cllr Roberts confirmed the cost of this would be covered by 2 grants and therefore would not be funded by the Parish Council. Cllr Roberts is aiming to organise an ‘opening’ ceremony and hopes Cllrs Smith & Burroughes can attend. **ACTION CLLR Roberts to conclude project and ensure the asset is properly insured**

10942 Planning Matters

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

12.2 New planning applications since the last meeting:

DC/19/2939/FUL- Felieu, Carlton Road, Kelsale Cum Carlton, Suffolk, IP17 2NP - The Planning application was discussed. Cllrs Revell & Holden declared an interest in this application. ALL that could vote were In FAVOUR of this application

DC/19/2747/LBC –Kelsale Hall, Main Road, Kelsale Cum Carlton, IP17 2RE

The Planning application was discussed. All were IN FAVOUR of this application. with caveats.

DC/19/2769/FUL –Tiggins Meadow, Tiggins Lane, Kelsale Cum Carlton, IP17 2QX

The Planning application was discussed. All had **NO OBJECTIONS** on this application with conditions that as it was in Countryside it should not be allowed to be converted to Holiday or Permanent Accommodation.

Discharge of Condition Nos. 5, 7, 11, 13, and 15 of DC/17/2649/ARM - Approval of Reserved Matters of DC/15/2683/OUT. The Parish Council had received a letter from neighbours of this development. Having discussed this issue it was agreed that the Parish Council were sympathetic to the neighbours of this development and would write to east Suffolk in support of their concerns.

ACTION The decisions on all Planning Applications to be reported to East Suffolk District Council (ESDC) planning team with decision in timescale required

10943 Financial Matters

13.1 Financial Statement since the June meeting. See Finance Report. Payments on the report were approved including some that had been omitted from the June meeting as there was no Financial report prepared, simply a page asking that 4 payments be approved.

The following payments (invoices received that day) were approved :

Mr M Mann (invoice 65) for General Maintenance- £105

Birketts Solicitors Invoice no 619060 -£453 inc VAT

All requests for payment were approved.

13.2 To approve and sign the bank statements from April to June 2019, which were duly signed by the Chair.

10944 Kelsale Village Centre Enhancement & Conservation Area Group

A meeting took place on 15th July to discuss proposed improvements to the Conservation Area. It was agreed the Parish council would await a report from Cllr Dickerson at the next Parish Council meeting.

10945 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 Lumb had reported earlier in the month a discharge going into the Gull when there had been no rain. He had reported it to the Environment Agency. He will continue to observe the

Gull in case this occurs again.

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)

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

Mr Hannah advised the meeting of a notification by a walker who had an issue on (41) E-344-041/0. Having contacted the walker he had received no reply. The concrete steps near the A12 seem to be a disputed 'asset' with no one wishing to admit ownership of them.

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

See the report from Cllr Richard Smith

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

Cllr Lumb is progressing Liz Flights risk assessment. A Fire Safety Report is now being prepared after an inspection and costings for any recommended improvements will be considered by the Trustees for example firewalls and an alarm.

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)

This was discussed in the light of the construction of Sizewell having more potential impact on the Parish as per proposals in Consultation 4. Cllr Pulham will prepare a questionnaire to be included in the next edition of the New Oasis ascertain residents views.

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 advised the meeting she would contact the Environment Agency as the Gull needed to be cleared. Cllr Major also believes an area on the recreation ground needed to be trimmed and will advise of the area near the bridge she believes requires attention.

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, he was now preparing a emergency edition of the New Oasis as there had not been one since spring. He requested any articles be submitted.

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)

Cllr Ellis advised the meeting that the RSPB had surveyed the area near his Farm and found no turtle doves in Rosemary Lane this year.

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

None

E3: Defibrillator Access (1 – Cllr Holden)

Cllr Holden will change phone number shown in K6 in Kelsale from that of former Clerk. 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)

Expenditure agreed earlier

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

10946 Correspondence

1. A resident had contacted the Parish Council as Streetlight Opp 47 Beaumont Cottages had a fault. Although it had been reported to SCC, they advised the resident it wasn't owned by them and may belong to the Parish council. As the Parish Council has no streetlighting SCC were asked to check again and found it was owned by Flagship. It was suggested that the resident contact Flagship to report the issue with the light.
2. Email from resident of Beaumont complaining about 2 issues –. Cllr Revell said he had spoken to residents about the noise. Cllr Lumb had referred to the issue of cars parking on the grass and difficult vehicular access to some properties earlier in the meeting. Some cars are now driving over a grassed area where children are playing, and parking on the pathways, therefore this practice is dangerous. **It was agreed Cllr Revell/Cllr Lumb will look into this issue.**
3. There was an enquiry about the Conservation Area by person potentially buying a house in Church Close, they were referred to the Conservation area Map on the Website – no further action required
4. Suffolk Accident & Rescue service wrote and thanked the Parish Council for its donation of £100.
5. A resident reported an issue with verges in Dorleys Corner. It was agreed Cllr Burslem to consider who should be approached to rectify issue.

10947 Items for consideration for Inclusion on the next agenda
Playground equipment and unsafe parking in Beaumont Cottages
Litter collecting in the village (Cllr Roberts)
Setting up a village archive – proposals and costings (Cllr Roberts)
Beware Horse Signs for Tiggins Lane & Hawthorn Lane

10948 To consider excluding the public and press

No considerations were necessary

10949 Excluded items

There were none

10950 Date of the next meeting

The next meeting to be held on Wednesday, 28th August 2019 at 7.00pm in the Village Hall committee room.

The Chairman closed the meeting at 9.50pm

Signed: Chairman

Dated: