

Kelsale-cum-Carlton Parish Council
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**MINUTES OF THE PARISH COUNCIL MEETING HELD ON WEDNESDAY 25th September 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 John Pulham	
Cllr Keith Dickerson	Cllr Tim Roberts

In attendance: K Hannah and members of the public

Welcome by the Chairman.

10973 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, the footpaths officer advised the meeting he would contact County Cllr Smith about Highways & Footpath issues currently outstanding including steps on the A12

A member of the public raised concerns connected with the proposed increase of static caravans at Carlton Meres and informed Cllrs they were speaking with local District Councillors about flooding, highways and the proposed increase in density amongst other issues. Members of the public were advised that the Planning Applications for 50 statics and a Play Unit at Carlton Meres are to be discussed later in the Agenda. **ACTION** Cllr Pulham to check with East Suffolk Planning whether all the statics on site are as they should be.

It was agreed after discussion that the PC should formally write to Park Holidays requesting that they inform and ensure that all their suppliers use A12/B1119 as was agreed and the traffic routing mentioned be implemented (once junction hatching is corrected to kerbing) and policed by CM management. **ACTION** Cllr Galloway to write to Park Holidays.

10974 Reports

(a) Report by County Cllr Richard Smith – County Cllr Smith gave his apologies but had sent a message stating he would find a contact for the Parish Council who could provide advice in respect of a request from a resident who uses a mobility scooter and finds it difficult to safely access the Recreation Ground requested a dropped kerb.

(b) Report by District Cllr Stephen Burroughes –District Cllr Burroughes gave his apologies as he had a conflicting meeting at East Suffolk Council. District Cllr Burroughes submitted an East Suffolk report which was circulated to Cllrs in advance of the meeting.

The Chair formally opened the meeting at 7.20 pm

10975 To receive apologies for absence – Cllr Martin Lumb

10976 To accept apologies for absence – accepted

10977 To record absence without apologies – None

10978 Declarations of Interest – None.

10979 To consider any dispensations – None.

10980 To consider the Approval of the draft minutes of the Parish Council meeting held on 28th August 2019

The draft minutes had been circulated and the version now on the website were approved with abstentions from those that did not attend. Proposer: Cllr Buttle Seconder Cllr Holden

10981 Parish Clerk's Report

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

10982 Clerk's Report on urgent decisions

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

10983 Matters arising from the Clerk's report

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

10984 Matters arising from the Parish Council meeting held on Wednesday 28th August 2019

10.1 Rendham Road signage -Mr Hannah provided an update and advised the meeting there were still issues with incorrectly routed traffic (especially HGVs) in Rendham Road. Cllrs were also able to confirm this was a problem. Mr Hannah is maintaining contact with Highways to progress resolutions.

10.2 Verges Working Group – Cllr Buttle advised the meeting that she has maps of the area and is progressing this. A meeting is to be arranged between Norse and the biodiversity group to discuss verges and cutting.

10.3 Fingerpost – Cllr Roberts advised the meeting that a successful event unveiling the sign was attended by County Cllr Smith & District Cllr Burroughes. The Parish Council would like to thank nearby residents and the Magpie Bakery for the hospitality provided. The sign which has been accepted a Non-Designated Heritage Asset by East Suffolk has been entered for a Quality of Place award.

10.4 Beaumont Cottages – Cllr Lumb submitted a report which was circulated in his absence. Cllr Lumb advised that he had a meeting with Flagship Housing who undertook to put in bollards and no parking signs at the top green in Beaumont due to parking and safety issues that had arisen. Connected with this issue Flagship indicated they will be writing to some households about parking on the middle green. Flagship confirmed they owned and maintained all the greens and verges in Beaumont Cottages, and stated they would look favourably on allowing new parking spaces to be built on their land but had no money to assist with this, so funding would need to be sourced elsewhere. Cllr Lumb was also aware some residents would like play equipment to be installed there but that this would be contentious.

10.5 Lane Signage - Cllr Buttle confirmed she had collected the signs, and Cllr Holden and Mr Hannah hope to install these at the weekend (weather permitting) when they renovate the next bench.

10.6 Annual Bonfire - Cllr Buttle updated the meeting in respect of progress and stated that a meeting was due to take place with a local firm to take over the provision of hot food at the event. There were a number of changes taking place but it is still believed we will

cover costs. There is a second meeting on Monday 30th September to check on progress.

10.7 Main Road Hedge Cutting - Cllr Buttle advised the meeting this work was now done. The Parish Council thanked the contractor for such good work.

10.8 Fromus Bank at Church Lane – The Environment Agency are meeting with Cllr Major next Tuesday morning (1st October) to inspect the Gull. They have arranged this inspection in the past to ensure The Gull is clear in time for winter. Cllr Major also has asked Messrs Pulford to quote to clear/trim the top part of the Recreation Ground leading to the bridge in Church Lane - the part which is owned by the Parish Council. Cllr Major has suggested for simplicity she pay for this work and the PC reimburses her as expenses. The work would be done after the gates are opened to give access to the bonfire pile on 12th October and the cuttings can then simply be added to it. Last year the Parish Council paid £200 in October as reimbursement to Cllr Major for Flood Prevention measures. This amount was as a consequence of this area not being cleared for several years. The estimate for this year is approximately £100 and the Parish Council approved this expenditure.

10.9 Recreation Ground Fencing & repairs – Cllr Buttle advised the meeting this work which has been agreed, is in the pipeline.

10.10 Chainsaw Sculpture Carlton Green – Cllrs Holden & Buttle – The sculptures are complete and awaiting being secured in their final places. The sculptor made 2 pieces from the wood rather than the 1 we were expecting so the large seat with rabbits and ladybirds will be moved to the green at Carlton and the badgers will be secured in the recreation ground. They have been added to the insurance. The badgers are being kept in storage until they can be properly installed. Cllr Ellis informed the meeting that they had changed the siting of the base to allow for a manhole cover that was discovered. The Parish Council thanked Cllr Buttle for arranging the sculptures and Cllr Ellis for arranging the base.

10.11 Bench Maintenance – Cllr Holden & Mr Hannah have completed renovating the bench by the Lych Gate and have 2 more to renovate which they hope to complete over the next 2 weekends. The bolts have been an issue and it was agreed that up to £100 could be spent on dealing with the bolts which seem to have seized on the benches. The Parish Council thanked Mr Hannah & Cllr Holden for all their work.

10.12 Recreation Ground Picnic Benches – Cllr Holden advised the meeting the 7 tons of shingle ordered was spread over the old petanque pitch by himself Cllr Galloway and some residents, and the 3 picnic benches had been put together by himself and Cllr Ransome, installed and they were in use already. Cllr Holden drew attention to the fact that both the picnic benches and the newly renovated benches should have some form of treatment applied before winter. An amount to be spent on preservative has already been agreed for the benches but not spent.

10.13 Village Archive - Cllr Roberts provided more detail to move this forward in a paper produced for the meeting. It was agreed before any expenditure was considered that he would approach the trustees of the Village Hall to ask their views on installing computer equipment which could be used to receive archive material. This equipment would need to be secured to a wall. Cllr Roberts estimated the cost of a computer, scanner, cables etc would be in the region of £200.

10985 Parish Council Matters

11.1 Parish Clerk – Cllr Roberts provided an update and after discussion it was agreed to start the interview process next week. Cllr Galloway was thanked for her work in trying to provide 'cover' whilst the Parish Council has no Clerk. After discussion it was also agreed

that as it has not been possible to retrieve the remaining papers from the last Parish Clerk that a solicitors letter would be issued.

11.2 Priorities for 2019/20 –

- **Carlton Green Defibrillator** – It was agreed that Cllr Holden would submit a paper to the next meeting with the detailed costing he had now obtained (£2,030 +VAT) as this is a high priority. It was agreed that it would be checked with SALC if the funding could come from reserves.

- **Proposed Exhibition** - Cllr Burslem had circulated a paper on the proposed Heritage Exhibition in advance. Cllr Ransome agreed to assist with the event. It was agreed the Parish Council were in favour of this initiative. Cllr Burslem asked that the estimated cost of this event of £189.74 plus hall hire and refreshment be budgeted for in 2020/21.

11.3 Litter. Cllr Roberts informed the meeting the Parish council had been thanked by Bin Bag Buddies for the equipment. Cllr Roberts also stated he was waiting delivery of litter picking supplies from Norse.

11.4 New Oasis Production & Distribution – Cllr Pulham stated that although he was happy to compile the magazine quarterly as before, he would no longer be involved in production and distribution. The Parish Council agreed after discussion that the magazine should be printed and had obtained quotations from Leiston Press for 500 copies, full colour, 16-page A5 folded format in various styles. It was agreed that although we had a number of costings the exact version agreed was not obtained so a revised quotation was required. This was to be on the basis it would be collated, folded, stapled and delivered to an agreed address in the village the resident of which had agreed to assist in distribution. It would be 130gsm cover and 80gsm inner on silk. The annual cost would be in the region of £850 and it was agreed this expenditure would be checked with SALC for this year and included in the budget for next year. It was agreed Cllr Pulham would email Leiston Press the pdf direct.

11.5 Three Communities Link Project – deferred to October 2019 PC Meeting

11.6 Road safety at Lodge Cottage A12 – Resident Enquiry of Highways May 19 -Cllr Galloway provided an update on an issue raised by a resident about the A12. She had received a communication from Highways advising the Parish Council that they have a similar job down the road that required traffic lights so they have agreed to replace the damaged reflective bollards near the resident at the same time. This is not something that Highways normally do, however due to the disruption 2 separate visits could cause on the A12 they will carry out these works at no cost to the Parish Council. The works will be carried out in the next few weeks.

11.7 Policies- review – Cllr Galloway advised the meeting a number of the Parish Councils Policies required review. The first brought forward was in respect of Freedom of Information and a draft revised document has been made available to Cllrs in addition to Guidance in advance of the meeting. It was agreed to adopt the updated policy.

10986 Planning Matters

12.1 Planning Report - The Planning Report had been circulated in advance.

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 (*application noted at previous meeting as appeared on Planning Portal that day, an extension to be requested)

Ref. No: DC/19/3430/FUL Construction of Multi Use Games Area (MUGA): Carlton Meres Country Park Carlton Lane Kelsale Cum Carlton IP17 2QP

It was agreed after much discussion that the Parish Council were unanimously **OPPOSED** to **DC/19/3196/FUL** and **OPPOSED** by majority to **DC/19/3430/FUL** (2 no objection)

ACTION Cllr Galloway to advise East Suffolk Council of the Parish Councils decision and its reasons as soon as possible. The basis for the objections is as per the Parish Councils response which is publicly available on the Planning Portal.

DC/19/3485/TPO Woodlands 10 Church Close Kelsale Cum Carlton Suffolk IP17 2PA T1 & T2 Sycamores – crown reduce by 30%, reshape and balance. Trees have pronounced lean, one over and outbuilding. T3 Sycamore is dead – Fell

It was agreed this application would be drawn to the Tree Officers attention in case he wanted to make any comments.

10987 Financial Matters

13.1 Financial Statement since the August meeting. See Updated Finance Report of 25th September

Village Hall Room Hire Invoices

The previous meeting was informed that as a result of Village Hall invoices being reviewed there had been a catch up, a further update is that invoice number 1084 for £14 room hire on 19th December 2018 has been written off by the Village Hall as a goodwill gesture. It is understand we are now up to date.

Village Hall Broadband

The following information had been circulated: When broadband was first installed in the Village Hall in 2015 the Village Hall agreed to pay a third. The trustees of the Village Hall based this on an initial figure supplied and have continued to pay £180 towards the cost pa, which is based on the original cost of £46.65 pm. In summary moving matters forward the 2019 costs were as shown in the left-hand column up to September:

	<u>Previously per month</u>		<u>Now per month</u>	
	Exc. VAT	Inc. VAT	Exc. VAT	Inc. VAT
Telephone line	£27.50	£33.00	£11.70	£14.04
Broadband	£55.94	£67.12	£38.00	£45.60
Total	<u>£83.44</u>	<u>£100.12</u>	<u>£49.70</u>	<u>£59.64</u>

We have now have a 2-year contract as per the figures on the right. That is closer to where we were in 2015. The Village Hall minutes confirm they agreed 1/3 which is being interpreted as a fixed amount of £180. The Parish Council agreed on this occasion to invoice the Village Hall £180 but to state when submitting the invoice, the situation would be reviewed in a years' time to agree a future funding basis.

There has been an issue with the paper billing of the broadband account which meant that 6 months' worth of payments had not been made, this has now been remedied. Paperwork is being prepared for this payment to be changed and collected by Direct Debit in future. This has to be a separate Direct Debit to the telephone line. It was agreed to proceed on this basis.

All requests for payment were approved. Proposer: Cllr Holden, Seconder: Cllr Pulham

13.2 To approve and sign the bank statements

Cllrs were advised that although the August Bank Statement was received and signed there had not been time to prepare a financial reconciliation to be brought to the September meeting.

10988 Kelsale Village Centre Enhancement & Conservation Area Group

Cllr Dickerson submitted a report in advance of the meeting. It was agreed that points a. recycling bins (estimate £300) b. waste bins (estimate £100) were to be included in the budget for 2020/21. It was agreed to move forward and understand more about d. electric charging point, and to proceed with e. planting the bank to the car park with wild flowers. The principles of h, i and j were also agreed. C. the cycle rack was discussed and Cllr Burslem agreed to arrange funding of 50% of the cost of installation if it was done by the end of October 2019 with the Parish Council paying the other half. Cllr Revell was going to approach someone to do the work as it was agreed it was a high priority in July. Cllr Roberts informed the meeting he would chase up the contractor engaged to maintain the surface of the car park. It was also agreed the noticeboards needed attention.

10989 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 Dickerson provided a detailed report following on from a meeting he and Cllr Major attended with the Saxmundham Patient Participation Group.

Cllr Roberts has been investigating the Good Neighbour Scheme and it was agreed it would be on the next Agenda. A 2 part questionnaire will need to be created and will need a number of responses (60-80) to make the scheme worthwhile. It will need to be added to NextDoor etc to try and obtain maximum resident participation.

A4 & A5 Component responsibilities of KcC Biodiversity Group

Cllr Dickerson provided a detailed report and after discussion will report back to the Group about moles on the Recreation Ground. It was agreed that the leaflets proposed on biodiversity and footpath trails will be costed to be included in the 2010/2021 budget. The Biodiversity Group requested that they give a presentation at the annual Parish Meeting in 2020 rather than an outside speaker. It was agreed to accept the request.

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)

A meeting has now taken place with the new Head. Attention was drawn to the dilapidated Parish Council noticeboard at the school and we have been asked to remove it as soon as possible as the School is installing a noticeboard the other side of the fence which the Parish Council are welcome to use. Cllr Holden has already examined the noticeboard and agreed to remove it with Mr Hannah. Cllr Ransome has agreed to refurbish it in order that residents can use it in Carlton, near the green. The Parish Council have also been supplied with Parents Evening Dates to engage with parents at the school about Play equipment etc and to see what demand there is for change. Cllr Holden & Cllr Buttle will consider a short questionnaire

which may also be put in the next New Oasis.

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

See Public Forum part of meeting

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 and had a meeting today with the Trustees. They have agreed to proceed with work to replace the fire alarm system and Cllr Roberts is assisting them by trying to obtain grants.

A15: Parochial Church Council (1 – Cllr Galloway)

The churchwarden liaised with Cllr Galloway and asked that the Parish Council (and Mr Hannah) be thanks for refurbishing the bench by the Lych Gate.

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)

The response was submitted.

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)

B8: Safeguarding (1) Vacant

C – Community Events

None

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

See main agenda/matters arising

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

None

D – Keeping residents informed

D1: Parish Newsletter (1 – Cllr Pulham)

Being compiled please see main agenda items

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)

See A4&A5

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

None

E3: Defibrillator Access (1 – Cllr Holden)

Paper to be bought to next meeting

E4: Kelsale Village Enhancement & Conservation Area Group (3+ – Cllrs Revell,

Dickerson, Ransome, Major, Pulham & Burslem)

See 10988

E5: Benches (1 – Kenneth Hannah)

See 10.1

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

None

10990 Correspondence

A resident has contacted the Parish Council to ask for playground equipment and resurfacing of the play area in the Recreation Ground in Kelsale to be reviewed. It was agreed that Cllr Roberts would check to see if there was any Cil payment due as due to the high cost of such equipment fundraising would be required.

10969 Items for consideration for Inclusion on the next agenda

Provision of Defibrillator in Carlton – Cllr Holden

Parish Clerk recruitment – Cllr Roberts

Three Communities Link Project – Cllr Burslem

Good Neighbour scheme – Cllr Roberts

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, 30th October 2019 at 7.00pm in the Village Hall committee room.

The Chairman closed the meeting at 9.55 pm

Signed: Chairman

Dated: