

**Kelsale-cum-Carlton Parish Council**  
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**MINUTES OF THE PARISH COUNCIL MEETING HELD ON WEDNESDAY 27th NOVEMBER 2019  
AT 7:00PM IN KELSALE VILLAGE HALL, COMMITTEE ROOM**

**Present at the meeting:**

Cllr Alan Revell (Chair)	Cllr Tim Roberts
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	

**In attendance:** 4 members of the public.

**Welcome by the Chairman.**

**11017 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.*

A resident handed a written complaint to the Chairman.

A resident left the room at 19.05pm

Cllr Revell responded that there is a formal procedure for dealing with this, and it will be followed.

A resident commented that he was displeased with an email that had been circulated regarding the Carlton Meres.

**11018 Reports**

(a) **Report by County Cllr Richard Smith** – County Cllr Smith apologised for not attending last month's meeting and apologised that he will not be attending the meeting in December. County Cllr Smith was happy to answer any questions, although he is unable to talk politics due to the forthcoming elections.

(b) **Report by District Cllr Stephen Burroughes** – District Cllr Burroughes submitted an East Suffolk report which was added to the website as an addendum to the Agenda in advance of the meeting. District Cllr Burroughes sent his apologies.

**The Chair formally opened the meeting at 19.15.**

**11019 To receive apologies for absence** – Cllr Lumb

**11020 To accept apologies for absence** – Accepted

**11021 To record absence without apologies** – Cllr Ellis

**11022 Declarations of Interest** – None.

**11023 To consider any dispensations** – None.

**11024 To consider the Approval of the draft minutes of the Parish Council meeting held on 30<sup>th</sup> October 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 Roberts Seconder Cllr Dickerson.

**11025 Parish Clerk's Report**

The Clerk reported that there is now a new notification and response system regarding planning applications. There is a meeting concerning Planning Procedures in January that the Clerk will be attending.

**11026 Clerk's Report on urgent decisions**

The Clerk sent an email to the Highways Department regarding the displeasure of the Council to the response about the A12 steps and non-movement of road signs.

**11027 Matters arising from the Clerk's report**

There were no matters arising from the Parish Clerks report.

**11028 Matters arising from the Parish Council meeting held on Wednesday 30<sup>th</sup> October 2019**

**10.1 Pedestrian steps accessing A12:** Cllr Pulham had not yet visited the site as requested at the meeting on the 30/10/19.

**ACTION:** Cllr Pulham to visit the site and urges other Councillors to do the same.

County Cllr Smith suggested that we contact our Community Engineer – Mark Nichols.

**ACTION:** Clerk

**10.2 Carlton Meres Static Caravan status:** A further update was provided by Cllr Pulham in addition to the comments made by members of the public. Cllr Pulham reported that he had tried to communicate with Carlton Mere's, but they do not wish to have anything to do with the PC. Cllr Pulham had contacted Mr Butter at Carlton Meres Planning Consultant whom said that the Site Licence defines the number of caravans permitted, there is still spare capacity to increase the number of caravans.

**ACTION:** It was agreed that Cllr Pulham drafts a letter from the PC to Carlton Meres and gets it approved by the Chair and Vice-Chair prior to be sent by the Clerk. County Cllr Smith offered to act as intermediary between the PC and Carlton Meres to enable communication.

**Remaining members of the public left at 19.43.**

**10.3 Carlton Meres Supplier Routing & Signage:** The signage has been moved.

**10.4 Kelsale Main Road & Bridge Street Mobility Scooter Access:** It was suggested that the PC contact the new Highways Engineer for advice.

**ACTION:** Clerk

**ACTION:** Cllr Roberts to research funding possibilities through Community Action Suffolk.

**10.5 Fingerpost 'Quality of Place' application and SCC funding.** Cllr Roberts passed around the award which was received at a ceremony at ESC.

**ACTION:** Cllr Roberts to propose an appropriate site for the award at the next PC meeting.

**10.6 River Fromus (Gull):** Cllr Major advised the meeting that she had tried to contact the Environment Agency to arrange a date to clear the river. The school has been notified of the need to close the play area for a couple of days when the EA commence the work.

**ACTION:** Cllr Major to continue to liaise with the EA, currently the water is too high to allow work to commence.

**10.7 Village Archive and the views of the Village Hall:** Cllr Roberts reported that the Village Hall Committee has kindly offered the use of a cupboard to store some archive items. Cllr Burslem reported that during the 1<sup>st</sup> Quarter 2020 he plans to attend 3 Wednesday Coffee Mornings, details and information to be confirmed in the New Oasis, with scanning and photographic equipment in the hope that more material may be brought forward by residents for inclusion in the community's developing archive.

**10.8 Village Exhibition:** Cllr Burslem advised that meeting/discussions within the Heritage Group regarding the forthcoming exhibition over the weekend of 16/17<sup>th</sup> May 2020 were progressing well.

**10.9 Playground Equipment & resurfacing:** Cllr Roberts reported that Community Action Suffolk has information regarding adult recreational equipment and encouraging villages to participate. The CAS will undertake a survey of the population to aid with funding requests.

**10.10 Parish Clerk:** Cllr Roberts said that the contract has been signed by the new Clerk, and the unsuccessful candidates had been contacted. Cllr Revell thanked all the Councillors involved with the recruitment process of the new Clerk.

**10.11 Bonfire:** Cllr Buttle commented that a brief report had been circulated to all Cllrs. In the report it stated that the number of attendees at the Bonfire evening was lower than other years, due to the weather. As a consequence, this years' income from the event will be less than expected. Last year there was a surplus after all the expenses had been paid.

**ACTION:** Cllr Buttle to write a report for the New Oasis.

**10.12 Community Partnership Initiative:** Cllr Roberts said that he was unable to attend this meeting.

**10.13 Three Communities Link Project:** Cllr Revell reported that the bicycle racks will be completed when the weather improves, the area has been taped off to allow easy access.

**County Cllr Smith left at 20.10.**

**10.14 Christmas Tree 2019:** Cllr Buttle informed the meeting that the Christmas Tree would be delivered on the 11 December 2019 and a team of three people would be erecting and decorating it.

**10.15 Asset List 2019 Baseline:** Cllr Galloway had circulated a copy of the asset list to all Cllrs. It was agreed by all not to place the list on the website to safeguard the assets.

**10.16 Internal & External Audit Review:**

**a) Risk Assessment:**

**ACTION:** Clerk to undertake a review of the risk assessment ahead of the meeting in December.

**b) P60:** The Clerk does not have the P60 for E Flight.

**ACTION:** Clerk to arrange for a copy from E Flight.

**c) Bank Balance:**

**ACTION:** Clerk to ensure the correct end of year bank balance as per the External Audit Report 2018/19.

**d) Exercise of Public Rights:**

**ACTION:** Clerk to ensure the proper provision for the exercise of public rights as per the External Audit Report 2018/19.

**10.17 Priority List in Preparation for the 2019/20 Budget:** Cllr Galloway reported that she, Cllr Revell and the Clerk had met to discuss the budget and precept requirements for 2020/21. Cllr Galloway referred members to the previously circulated 'Keeping the shop open' document and the need to increase the precept to £21,500; advising this is in response to an increase in the base costs going forward. The budget will still need to be carefully worked through as there is little movement in the remaining money available. Cllr Revell reinforced that 'projects' on the priority list will need re-prioritising based on the availability of funding needed for them to be completed.

**ACTION ALL:** 'Project owner's' will need to find funding from external sources.

**ACTION:** Cllr Roberts to liaise with 'project owner's' as he advised that funding is available if you know where to look.

Concluding the discussion, Cllr Galloway proposed that the precept request be increased to £21,500; this was seconded by Cllr Pulham and agreed by all.

**ACTION:** Clerk to communicate the revised precept requirement with ESC.

**ACTION:** Clerk to liaise and bring forward a Budget Proposal to a meeting in early 2020.

**10.18 Enhancement of the Lychgate Area:** Cllr Dickerson wished to step down from the Enhancement Group and Cllr Ransome has agreed to take over as Chair of the Enhancement Group. Cllr Ransome said that he had looked at the area by the Lychgate, and will be examining possible options for the relocation of items currently located by the Lychgate. Cllr Revell suggested that this area could be hidden behind some willow screening. Cllr Ransome is concerned that fragile screening will not last.

**ACTION:** Cllr Ransome to consider the options for the Lychgate area.

## **11029 Parish Council Matters**

**11.1 Community Partnerships Initiative:** Cllr Roberts was unable to attend the first meeting.

**ACTION:** Cllr Roberts to research the information from the meeting and report back.

- 11.2 Carlton Green Defibrillator:** Cllr Holden reported that he has produced a breakdown of the costs. Cllr Pulham suggested that it may be worth contacting 5 of the local companies for funding. All Councillors agreed with this.  
**ACTION:** Cllr Pulham to draft a letter to the local businesses and to send to the Clerk.
- 11.3 Policies Review – Safeguarding:** Cllr Galloway proposed that we adopt the updated Safeguarding policy, this was seconded by Cllr Ransome and agreed by all.
- 11.4 Grant Aiding Parish Projects:** Cllr Pulham passed around a booklet relating to Parish Infrastructure Investment Plans (PIIPs) and an Infrastructure items which can be provided or maintained by PC's leaflet. Cllr Pulham explained that when planning permission is granted for a project then that project has to pay CIL money. At the moment the amount of CIL payment is £110 per square metre. On the proposed Ambleside development this could be a considerable sum. Cllr Pulham estimated this could be as much as £75k which would need to be spent within 5 years. Cllr Galloway suggested that the Cllrs read through the Priorities List and bring any ideas to a future PC meeting.

### **11030 Planning Matters**

**12.1 Planning Report -** The Planning Report had been circulated in advance and there were no changes since circulation.

#### **12.2 New planning applications since the last meeting:**

##### **DC/19/4423 – Carlton Cross, Main Road, Kelsale-cum-Carlton, Suffolk, IP17 2NR.**

Permission requested for the demolition of existing single storey lean-to extension. New replacement single storey extension.

Cllr Pulham reported that the planning group had visited the site. After a brief discussion by all Cllrs, it was agreed that the PC's position be one of 'No objection'.

**ACTION:** Clerk to advise ESC accordingly.

### **11031 Financial Matters**

#### **13.1 Financial Statement since the September meeting. See Updated Finance Report of 27<sup>th</sup> November**

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

#### **13.2 To approve and sign the bank statements**

The Bank Statement to 30<sup>th</sup> October and a financial reconciliation were brought to the meeting and approved and signed by the Chair.

### **11032 To Receive Reports from Portfolio Holders and Liaison Representatives**

#### **A14: Kelsale Village Hall & Centre**

Cllr Roberts reported that District Cllr Burroughes had been approached re the funding for the Fire Alarms. £2,500 had already been promised. An application to the National Lottery was unsuccessful therefore another application would need to be produced. A total of £5,000 is needed for this project.

#### **A2 & A3: Community, Energy & Health**

Cllr Roberts commented that he had attended a Good Neighbour Scheme meeting, and this had been very useful networking with other communities. There is a Warmer Homes Scheme which is designed for people who have never had central heating within their homes. There is a Charitable Donation scheme that people who do not need their winter fuel allowance donate the money to. There was some talk about Foodbanks and we have one of those here in Kelsale.

**ACTION:** Cllr Roberts to attend Coffee Mornings and raise awareness of some of the funding available and try to encourage the Good Neighbour Scheme. Invite the Rural Coffee Caravan to attend Kelsale-cum-Carlton in January 2020.

**D3: Leaflets, bulletins and Noticeboards**

Cllr Ransome informed the Council that the noticeboard is fixed and needs placing in a suitable location by the play area in Carlton as a community noticeboard. This will be a 3-person job and will be arranged for early in the New Year.

**ACTION:** Cllr Buttle, Cllr Holden and Cllr Ransome

**E1: Biodiversity Group**

Cllr Dickerson reported that the Biodiversity Group had met on the 11 November 2019. The group wish to plant the bank in the car park with wildflowers. Would the PC contribute £100 towards the cost of this? Cllr Revell suggested that funding should be found from another source. The cutting of the grass in the Churchyard is about £300, will this amount remain in the budget?

**ACTION:** Cllr Galloway and the Clerk to include in budget considerations.

**D1: Parish Newsletter**

Cllr Pulham informed the Council that the next edition of the New oasis would be completed in two weeks.

**B1: Sizewell**

Cllr Galloway reported that a draft joint letter on behalf of 22 coastal Suffolk Parish Councils had been circulated to Cllrs in regard to the proposed Energy developments in the Suffolk Heritage Coast..

Cllr Galloway proposed that Kelsale-cum-Carlton PC be a signatory, this was seconded by Cllr Buttle and agreed by all.

**ACTION:** Cllr Galloway to communicate the KcC PC's agreement to Tim Beach who is co-ordinating.

**C2: Christmas Lunch**

Cllr Buttle informed the Cllrs that the Christmas Lunch is to be well attended with 57 people already having booked a place.

**ACTION:** Cllr Roberts is to provide leaflets relating to the Warmer Homes Scheme etc to Cllr Buttle/Galloway prior to the event.

**11033 Items for consideration for Inclusion on the next agenda**

Bin bag buddies – cost of equipment (Cllr Roberts)

**11034 Correspondence**

A letter has been received by the Parish Council for a donation to the Leiston, Saxmundham & District Citizens Advice Bureau. Cllr Revell proposed that the PC donates £100, this was seconded by Cllr Galloway and agreed by all.

**ACTION:** Clerk to arrange payment.

**11035 To consider excluding the public and press**

No considerations were necessary

**11036 Excluded items**

There were none

**11037 Date of the next meeting**

The next meeting to be held on Wednesday, 11th December 2019 at 7.00pm in the Village Hall Committee room.

The Chairman closed the meeting at 21.11.

Signed: ..... Chairman

Dated: .....