

*Kelsale cum Carlton Parish Council*  
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### **SUMMONS**

Notice is hereby given that a virtual Meeting of the Kelsale-cum-Carlton Parish Council will be held on Wednesday 24<sup>th</sup> February 2021 at 7.00pm.

**MEMBERS OF THE PUBLIC AND PRESS ARE WELCOME TO ATTEND,  
PLEASE CONTACT THE CLERK FOR DETAILS**

#### **Welcome to Members of the Public: -**

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 join/listen to the meeting, may not take part in the meeting itself.

**Reports from Suffolk County and East Suffolk Council Representatives.  
Introduction from Nicola Jenner – East Suffolk Council Community Partnership**

### **AGENDA**

1. To receive apologies for absence
2. To accept apologies for absence
3. To record absence without apologies
4. To receive Councillors Declarations' of Interest
5. To consider any Dispensations
6. To consider the Approval of the draft minutes of the Parish Council meeting held on Wednesday 27<sup>th</sup> January 2021.
- Parish Clerk**
  7. Parish Clerk's Report
  8. Clerk's Report on urgent decisions -
  9. Matters Arising from the Parish Clerk's Report
10. **Matters Arising from the Parish Council meeting held on Wednesday 27<sup>th</sup> January 2021.**
  - 10.1 Spinney Pocket – ACTION: Visit by County Councillor Richard Smith to the School to be reviewed at the March meeting.
  - 10.2 Portfolio Holders – ACTION: To consider a representative for the Emergency Planning.
  - 10.3 Sandy Stiltball Fungus – ACTION: Cllr Dickerson to present a maintenance plan and review it in two years.
  - 10.4 Councillor Identity Lanyards – ACTION: Councillors to send a passport style photo to Cllr Buttle or Cllr Burslem. Update from Cllr Buttle.
  - 10.5 Recreation ground fence – ACTION: Waiting for quote to repair.
11. **Parish Council Matters:**
  - 11.1 Portfolio Holders – Cllr Burslem
  - 11.2 Re-adoption of policies – Standing orders, Financial Regulations, Electronic Communication & Social Media, and GDPR – Risk Assessment.
  - 11.3 Kelsale Village Hall – report
  - 11.4 Quiet Lanes – Cllr Galloway
  - 11.5 Sizewell – Cllr Galloway
  - 11.6 Main Road Hedge/Footpath – Cllr Buttle
  - 11.7 Kelsale Recreation Ground, safety surface update – Cllr Buttle

12. **Planning Matters**
  - 12.1 Planning Report
  - 12.2 New planning applications since the last meeting
    - DC/21/0285/PN3 – North Green Farm, North Green, Kelsale-cum-Carlton, IP17 2RL  
Prior Notification – Conversion of agricultural barn to residential.
    - DC/21/0368/FUL – Westhome, East Green, Kelsale-cum-Carlton, IP17 2PH  
Alterations to existing roof to provide additional first floor accommodation and rear garden room extension.
    - DC/21/0565/FUL – Plot 2 Adjacent to Spindles, Carlton Road  
Construction of a single dwelling.
    - DC/21/0458/LBC – Oak Tree Farm, Clay Hills Road, Kelsale-cum-Carlton, IP17 2PW  
Listed building consent – Creation of a new doorway into Bed 5 so that it can be accessed from main staircase to second floor, in addition to current steep staircase. We have planning permission (C10024) from 22 June 1988 (partially implemented) to create a shower room on the second floor. There are currently two doors which access this space. Under the planning permission one of these two access ways was blocked off and the other used to access the shower from Bed 6. We are seeking permission to change this so that we block off the access from Bed 6 and use the current access door from the main section of the second floor.
    - DC/21/0559/FUL – Land adjoining Hilltop, Carlton Road, Kelsale-cum-Carlton  
Non-Material Amendment of DC/19/5008/FUL - New Detached dwelling - Addition of new velux windows (4) in aspects not facing neighbouring properties (west and south), changing master bedroom window to double doors and Juliet balcony, new window on north face of garage roof, no change to existing building footprint, full details provided in cover letter attached
13. **Financial Matters**
  - 13.1: Financial Statement since January meeting
    - To approve the financial statement and authorise payments
  - 13.2: To sign and approve the bank statements and bank reconciliation.
  - 13.3: To note the quarterly accounts to the end of December 2020
  - 13.4: To agree internal auditor for financial year 2020/21.
14. To receive reports from Portfolio Holders and Liaison Representatives
15. Items for consideration for inclusion on the next agenda
16. **Correspondence**
  - Resignation of a Councillor
  - Annual inspection for the play equipment
17. To consider excluding the public and press - no considerations necessary
18. Excluded item – there are no excluded items
19. **The next meeting will be held on 31<sup>st</sup> March 2021 at 7.00pm either in the Committee Room, Kelsale Village Hall or to be held by virtual meeting.**

Signed: *Marie Backhouse* Clerk to the Council

Dated: 17<sup>th</sup> February 2021