

KELSALE-CUM-CARLTON PARISH COUNCIL
MINUTES OF THE PARISH COUNCIL MEETING HELD ON WEDNESDAY
25th JANUARY 2012 AT 7:00PM IN KELSALE VILLAGE HALL, COMMITTEE ROOM

Present: Cllr Mike Summers (Chairman)
 Cllr Jeni Aird
 Cllr Nick Denny
 Cllr Edwina Galloway
 Cllr Doug Ireland
 Cllr Alan Revell
 Cllr Ivy Darton
 Cllr Geoff Fordham
 Cllr Paul Hartley
 Cllr Paul Parry
 Cllr Tim Roberts

In attendance: Joanne Jones – Parish Clerk. County Cllr Rae Leighton, District Cllr's Marian Andrews & Sir Peter Batho. There was one member of the public present.

Welcome by the Chairman

9365. Public Forum

A member of the public reported that as mentioned at a previous Parish Council meeting she was a member of the Saxquax Patients' Representation Group. She gave details to which she also circulated to all councillors of a recent patient survey that had been carried out and confirmed that she would be very happy to raise any matters to the GP Practice on behalf of the Parish Council, if necessary. The Chairman thanked the member of the public for her comments and offered her the Parish Council's support. The Clerk advised that she would display the results of the survey within the noticeboards.

The Chairman formally opened the meeting

9366. Reports

(a) Report by County Councillor Rae Leighton

County Councillor Rae Leighton reported that Suffolk County Council's cabinet had agreed a 0% increase on Council Tax to be recommended to Full Council on 9th February 2012 to which he gave details of the £26 million of savings achieved. He gave details regarding Suffolk Constabulary's element of the precept to which he advised there was less flexibility and gave details of options available. County Cllr Leighton reported that he had recently attended a pre-meeting with [REDACTED], Quality of Life Officer, SCC at the Bridge St Recreation Ground. He gave details of his priorities to be funded from his Quality of Life Budget and ensured the Parish Council that £3,000 from his QOL Budget had been put aside for the improvements to the entrance of the Bridge St Recreation Ground. The Chairman thanked County Cllr Rae Leighton for his report.

(b) Report by District Councillor Marian Andrews

District Councillor Marian Andrews asked the Chairman if she could address the member of the public. The Chairman raised **no objections** to this request and **suspended Standing Orders** to allow the member of the public to comment. District Cllr Andrews asked the member of the public for details regarding the Harmony out of hours medical service in Saxmundham. The member of the public advised that ongoing discussions were currently taking place regarding this matter. District Cllr Andrews thanked the member of the public and **the Chairman reconvened the meeting**. District Cllr Andrews reported that she had recently attended a meeting at Endeavour House to discuss the future of the railway in Suffolk to which she advised had proved to be a very interesting meeting and that she hoped positive actions would be implemented to improve the railway service and stations within Suffolk. She also advised that she had attended a meeting regarding SCDC's budget. The Chairman thanked District Cllr Andrews for her report. Cllr Revell asked District Cllr Andrews if she was aware of whom would be taking on the three units beside Tesco in Saxmundham. District Cllr Andrews gave details and advice to the Parish Council on her knowledge regarding this matter.

(c) Report by District Councillor Sir Peter Batho

District Cllr Sir Peter Batho reported that a 0% increase in Council Tax had been recommended to Full Council and that this would be decided at a meeting to be held in February 2012. District Cllr Sir Peter Batho advised that he was due to attend a meeting to discuss the possibility of reducing the number of District Councillor seats within SCDC by up to 30% to which he gave details. The Chairman thanked District Cllr Sir Peter Batho for his report.

(d) Police Report

PCSO [REDACTED] was not present. The Clerk read the following report:-

There has been one crime, as follows:-

Cause Harassment/Alarm/Distress - Section 5 Public Order Act - During daylight hours a male has made vague threats to another whilst in Carlton Road, in relation to an existing neighbour dispute.

Action: Dealt with by Community Resolution.

The Priorities were also reviewed and revised as follows:

Priority 1: Tackling rural dwelling burglary and random outbuilding thefts within areas IP13-17.

Priority 2: Youth related anti-social behaviour linked to Carlton Park and Wenhaston.

Priority 3: Parking and obstruction issues linked to Framlingham Primary School.

As always you can contact Suffolk Constabulary via email: saxfram.snt@suffolk.pnn.police.uk by calling 01473 613500 or 101 PCSO 3070 [REDACTED] Saxmundham & Framlingham SNT

Cllr Roberts asked the Clerk to congratulate Suffolk Constabulary on the recent arrest of three criminals for a burglary which took place at a property in Clay Hills.

9367. Apologies

Cllr Dickerson (out of country) & Cllr Garratt (out of country)

9368. Declarations' of Interest

Cllrs Revell & Darton declared a Personal Interest in item 9373 (e).

9369. To Consider and Approve the draft minutes of the Parish Council meeting held on Wednesday 14th December 2011

The draft minutes of the Parish Council meeting held on Wednesday 14th December 2011 had been previously circulated to all Council members and were Proposed for **Approval** by Cllr Parry, Seconded by Cllr Galloway and duly signed by the Chairman. **All In Favour.**

9370. Parish Clerk's Report

To advise I have now requested that Suffolk County Highways fill the two additional grit bins.

I have submitted to SCDC the Parish Council's 2012/13 Precept requirement for £19,036.00 as Approved at the November 2011 Council meeting.

To confirm the amount left in the SCDC s.106 Sports Fund is £3,012.51 and this figure includes the 2nd payment for the goals being taken off. There is also an ear-marked amount of £3,053 for the Play Areas. The last annual inspection on the Play Areas was carried out in February 2011 therefore I am currently arranging a inspection to be carried out next month.

Further to the recent correspondence received from Healthsmart (a company who have teamed up with NHS Suffolk to carry out free NHS health checks) I have now been advised that GP Practices are not encouraging Parish Councils to carry out these checks as concerns have been raised that if an individual patient did have an abnormal result how would this then be followed up. Confirmation has also been received that all patients who fall into the category to whom the health checks were available were invited to have a health check carried out at their own doctors practice.

I have recently submitted a VAT reclamation to HMRC for £2615.29.

I have now been sent a quote from SCC – Eastern Facilities Management Solutions for the grass cutting on the Recreation Ground for 2012 for the amount of £507.78 + VAT for 14 cuts.

I would like to ask permission to attend a HMRC Training Course covering aspects of PAYE for Clerks at SALC on 1st February 2012 at a cost of £20.00 + VAT which can be split between 3 Councils. I would also like to attend a Clerks Networking Day at SALC on 21st February 2012 at the cost of £15:00 + VAT which again can split between 3 Councils.

Finally I would like to confirm that my CiLCA portfolio has now been checked by SALC again since I have carried out the recommended amendments, and I hope to send this to SLCC for marking at the end of January 2012. I aimed to submit my portfolio to SLCC for marking much sooner than this, but unfortunately due to my work commitments at Aldeburgh Town Council dramatically changing during the Summer of last year, and then due to myself moving home this has delayed the process.

9371. Matters Arising from the Clerk's Report

There was no objections to the Clerk attending the courses as stated within her report. The Chairman asked the Parish Council to Consider and Approval the quote received from SCC for the 14 cuts on the Recreation Ground. **Approval** was Proposed by Cllr Denny, Seconded by Cllr Parry. **All in Favour.**

9372. Matters Arising from the last Parish Council Meeting

Cllr Hartley asked if the Clerk had received a reply from SCDC regarding the caravans being parked in a field close to Mill Farm. The Clerk confirmed she had e-mailed [REDACTED], SCDC but had not received a reply, to date. Cllr Hartley asked if the Clerk had made enquires to BT regarding the double poles in Rosemary Lane. The Clerk asked Cllr Hartley to clarify further details and advised she would contact BT Open Reach regarding this matter.

9373. Parish Council Matters

(a) Diamond Jubilee Celebrations

Cllr Galloway gave details regarding plans for the event. She advised that volunteer help from the Parish Council would be required on the day. There was a brief discussion and the Chairman suggested that as the 2011/12 budget for street lighting had not been spent it would be possible to allocate an additional £500.00 towards this event. Approval was Proposed by Cllr Galloway, Seconded by Cllr Parry. **10 In Favour, 1 Abstention.** Cllr Parry advised he had purchased an Oak Tree to plant in celebration of the event, (siting to be confirmed). Cllr Aird gave details of the Punch & Judy that has been hired for the day. Cllr Aird advised that she had now received a quote via Peggs for £825.00 for the Village Sign to be restored to which she gave details. She confirmed that she had kindly received offers of funding towards this and urged Councillors to look into any further funding sources. Cllr Parry volunteered his services to remove the sign. Cllr Hartley raised concerns regarding the cost and volunteered to obtain an alternative quote. The Chairman recommended that Cllr Hartley liaised with Cllr Aird regarding this matter.

(b) Annual Parish Meeting

Cllr Galloway suggested that the Suffolk Flora Presentation Trust should be asked to give a presentation at the Annual Parish Meeting. **Approval** was Proposed by Cllr Galloway, Seconded by Cllr Parry. **10 in Favour, 1 Against.** Cllr Ireland raised concerns regarding this matter and therefore the Chairman suggested that Councillors should also consider a second speaker.

(c) Faster Rural Broadband

Cllr Galloway had circulated a paper regarding proposals for Faster Rural Broadband to which she gave details. She proposed that Kelsale-cum-Carlton Parish Council should do their utmost to publicise the importance of supporting this matter. It was Agreed that the Parish Council would carry out the relevant actions to promote this issue, as discussed. Cllr Galloway agreed to produce an article to be circulated throughout the community.

The Chairman asked County Cllr Leighton for any details regarding this matter. County Cllr Leighton advised SCC did support this matter and confirmed that £10 million was being pledged by SCC to improve rural broadband to which he gave details. He advised that a survey was being distributed to all businesses by SCC in order to support the case for faster rural broadband. Cllr Fordham gave details on village based initiative schemes to improve local facilities. District Cllr Andrews gave details of a contact regarding this matter.

(d) To Consider & Approve the Parish Councils 2012/13 Aims & Objectives

The Clerk had circulated these to all Councillors prior to the meeting to which the Chairman gave details. There was a brief discussion whereby Councillors raised concerns regarding items on the list and therefore the Chairman deferred this item until the next meeting in order for further discussion to take place. The Chairman asked the Clerk to include this as an agenda item at the next meeting.

(e) Resolution to Consider & Approve [REDACTED] carries out additional work on the Recreation Ground Maintenance Programme

Cllr Revell gave details of a paper and plan which had been tabled for all Councillors to review. There was a discussion regarding the proposed additional work to be carried out to clear two areas which are now overgrown as highlighted on Cllr Revell's plan. Concerns were raised by Cllr Ireland regarding the effects this work would have on rare species such as speckled bush crickets to which he provided statistic details. Cllr Revell stressed that it is the Parish Council's responsibility to ensure that the Recreation Ground is kept neat and tidy. Cllr Parry volunteered his services to help [REDACTED] preserve the wildlife when carrying out this additional work. **Approval** for Mr [REDACTED] to carry out the additional clearing work with supervision was Proposed by Cllr Revell, Seconded by Cllr Aird. **8 in Favour, 1 Against, 2 Abstentions. Carried**

Approval was Proposed by Cllr Denny that [REDACTED] carries out the additional work to clear the areas in a maximum of one days work at the cost of £130.00, Seconded by Cllr Aird. **7 in Favour, 1 Against, 3 Abstentions. Carried.**

Cllr Revell advised that within his plan he had considered the siting of the 2nd five-a-side goal to which he gave details. The position as recommended by Cllr Revell was **Unanimously Agreed**. The Chairman asked the Clerk to liaise with Jacob & Sons and also reminded her to ensure that they supplied the keys to both the five-a-side goals.

(f) LEAF Bid Application

The Chairman congratulated Cllr Fordham and the team of individuals responsible for securing this funding. Cllr Fordham gave details regarding the bid and thanked all local organisations for their support when submitting the bid application. Cllr Fordham reported on the funding of up to £62,000.00 and advised on the time scales for the project. He updated the Council on the aims & objectives for spending the funding and advised on the benefits the funding could provide for the Parish. He especially thanked [REDACTED] for all his assistance and advice on this matter. Cllr Fordham asked all Councillors to publicise the household energy audits and gave details of press releases and household leaflets that were going to be issued within the next week. The Chairman advised that further to the Clerk obtaining advice from SALC on the correct procedures for this project and funding it had been recommended that the Parish Council appoint a formal Committee to manage the project, and therefore an Extraordinary meeting would be held on Thursday 2nd February 2012.

9374. Planning Matters

(a) To consider Planning Applications received since the last meeting:

Application No: C11/2728

Location: Church View, Bridge St, Kelsale. IP17 2PB

Proposal: Erection of a two-storey side extension. The Parish Council **Objected** to this application.

(b) To consider Planning Decisions confirmed since last meeting:

Application No: C11/2515

Location: Carlton Meres Country Park, Carlton Lane, Carlton. IP17 2QP

Proposal: Enclosure of existing outside swimming pool.

The Parish Council **Objected** to this application. No decision has been made by SCDC. 1488.

District Cllr Andrews informed the Parish Council that the above Planning Application was due to be considered at SCDC's North Sub-Committee on Wednesday 1st February 2012 to which she gave details. The Clerk informed District Cllr Andrews that to date she had not received any correspondence from SCDC advising the Parish Council of this decision. There was an in-depth discussion whereby Cllrs Hartley & Ireland raised several concerns concerning Carlton Meres Country Park. District Cllr Andrews gave details of the planning report in respect of this application. The Chairman suggested that the way forward should be to wait until a decision has been made by SCDC in response to this application and then the Parish Council should write again to the CEO at SCDC to request a response from himself regarding this matter. Cllr Hartley advised that he would try to attend the North Sub-Committee meeting at SCDC in respect of Planning Application C11/2515.

The Chairman asked permission to Suspend Standing Orders to continue the meeting. **10 in Favour, 1 Abstention.**

Cllr Ireland raised concerns regarding a porta cabin and container currently sited between East Green crossing and North Green crossing which appears to be being used to store a micro-light aircraft. He advised the micro-light aircraft did not have a registration therefore the owner could not be traced. The Chairman advised the Parish Council would monitor this matter.

9375. Financial Matters

(a) Financial Statement since last meeting

Income/Receipts

Nil

Expenditure: (Direct Debits/Standing Orders)

EON Energy (Street Lighting)	£ 49.58
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Bank Balances:

Current Account as at 31 st December 2011	£20,195.26
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Business Reserve as at 31 st December 2011	£ 2,020.25
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(b) To Consider/Approve the following cheque payments:-

Jo Jones Salary & Expenses	£ 481.70
██████████ Wages (Litter Collector)	£ 75.00
Kelsale Village Hall (Hire of Committee Room)	£ 45.00
JDP Pipes (Grit Bins)	£ 348.74
██████████ (Xmas Tree)	£ 45.00
H. G Crisp (Laminating/Copying)	£ 6.21
Suffolk County Council (Grass Cutting Rec Ground x 13 cuts)	£ 545.06
Pearce & Kemp Ltd (Replacement Lantern Low Rd)	£ 360.60
East Anglian Traditional Music Trust (Hire of Maypole)	£ 40.00
East Anglian Traditional Music Trust (Maypole damage deposit)	£ 100.00
TOTAL	£ 2,047.31

The above payments were Proposed for **Approval** for payment by Cllr Revell, Seconded by Cllr Parry. **All in Favour.**

Cllr Revell suggested that some of the funds within the current account should be transferred into the Business Reserve Account. It was Agreed that £10,000 would be transferred to the Business Reserve Account.

Cllr Aird advised that she had received a complaint regarding the litter collector. The Chairman asked the Clerk to write ██████████ asking him to be very vigilant whilst carrying out his duties. It was suggested that an article should be put in the New Oasis and also on the Parish Council's website to prevent excess litter within the village.

(c) To Consider and Agree Donations

There was a discussion and it was Proposed by Cllr Ireland that the following donations should be given:-

£500.00 - Citizens Advice Bureau (s.142 payment)

£50.00 - St Johns Ambulance (s.137 payment)

Seconded by Cllr Darton. **All in Favour.**

It was Agreed that further donations would be considered and discussed at a future meeting.

9376. To Receive Reports on Portfolio Matters

Street Lighting

Cllr Summers gave a written report and updated the Council on street lighting matters (full copy of the report attached to the hard copy of the minutes). On behalf of the Parish Council Cllr Revell thanked Cllr Summers for all his hard work regarding this matter.

The New Oasis

Cllr Darton gave details regarding the next issue and advised that it may be slighter larger than usual due to the amount of information to be submitted.

2012 Olympic Torch Route

Cllr Aird suggested that as part of the funding received towards this event, the Parish Council should consider having a petanque pitch on the Recreation Ground. The Chairman recommended that proposals regarding this matter could be discussed as an agenda item at the next meeting.

Innovation/Grant Aid

Cllr Fordham advised that he had recently applied for a grant for £475.00 from Suffolk County Council towards the Olympic Torch Relay celebrations.

Youth Club

Cllr Denny reported that the attendance had now improved and that Youth Club was still going well.

Website

Cllr Denny advised that he was still waiting for the village organisations to come back to him and suggested that Cllr Darton publicises the new Parish Council website address prominently within the next issue of the New Oasis.

Environment, Heritage & Access

Cllr Parry reported a contractor had now been to assess the Oak tree on the Recreation Ground for bats, and advised that they were coming out again on Saturday 28th January 2012 with a climber to assess further, to which he gave details of costings for the work to be carried out.

Recreation Ground

On behalf of the Council Cllr Revell thanked Cllr Hartley for completing the fencing works around the play area on the Bridge St Recreation Ground. Cllr Revell confirmed that the Clerk had now tracked down the correct contact for the Quality of Life Budget at SCC regarding the improvements to the Recreation Ground entrance. He advised that the Clerk was having a site meeting with [REDACTED], SCC next week in order to arrange for the work to commence. Cllr Revell reported that he hoped that this work would be completed for the Diamond Jubilee Celebrations. Cllr Revell suggested at the next meeting there should be an agenda item to Approve the release of the SCDC s.106 Sports Fund towards the funding of this project.

9377. Any Other Matters Arising

Cllr Ireland confirmed he had now established the ownership of the land outside the Kelsale Village Hall, Committee Room. He advised that he was currently carrying out further investigations and that he would update the Council on this matter in more details once these were concluded.

Any Other Matters Arising cont...

Cllr Ireland had tabled a report that he had prepared regarding the condition of the River Fromus to which he gave details. The Chairman congratulated and thanked Cllr Ireland for producing the report and requested that this matter and its findings should be an agenda item at a future meeting.

Cllr Hartley raised concerns regarding the condition of street signs within the village. The Clerk advised that she would inform Suffolk County Highways regarding this matter.

Cllr Roberts suggested that a Community Spring Clean Day could be organised and carried out within the village. The Clerk was also asked to contact Suffolk Coastal Services to request them to carry out road sweeping more regularly on the roads within Kelsale-cum-Carlton.

9378. Correspondence

The correspondence received since the last meeting had been tabled by the Clerk.

- The Chairman read a letter from a local resident regarding a proposal to install a shared pedestrian/cycle path from Low Rd, Kelsale to Brook Farm Rd, Saxmundham. The Chairman recommended that the Clerk liaised with [REDACTED], Town Clerk, Saxmundham Town Council regarding this matter.
- The Chairman informed the Council that correspondence had been received from Suffolk Acre regarding their Community Oil Buying Scheme.
- The Chairman gave details of an e-mail received on behalf of [REDACTED], Leiston-cum-Sizewell Town Council regarding a proposal for Local Councils to have more say in relation to large planning applications. He confirmed that the Clerk had circulated this to all Councillors in order for them to respond and also asked the Clerk to reply on behalf of the Parish Council.
- Details were given regarding the next Sizewell Parishes Liaison Group meeting to which Cllr Roberts agreed to circulate to all Councillors, and also recommended that a member of the Parish Council should attend.

9379. Date of Next Meeting

The next meeting of Kelsale-cum-Carlton Parish Council will be held on Wednesday 29th February 2012 at 7:00pm in Kelsale Village Hall Committee Room.

There being no further discussion the Chairman thanked the Parish Council for their attendance and formally closed the meeting at 10:05pm

Signed: Chairman Date:

KELSALE-CUM-CARLTON PARISH COUNCIL
MINUTES OF THE PARISH COUNCIL MEETING HELD ON WEDNESDAY
29TH FEBRUARY 2012 AT 7:00PM IN KELSALE VILLAGE HALL, COMMITTEE ROOM

Present: Cllr Mike Summers (Chairman)
 Cllr Jeni Aird
 Cllr Keith Dickerson
 Cllr Edwina Galloway
 Cllr Paul Hartley
 Cllr Paul Parry
 Cllr Tim Roberts
 Cllr Nick Denny
 Cllr Geoff Fordham
 Cllr Pam Garratt
 Cllr Doug Ireland
 Cllr Alan Revell

In attendance: Joanne Jones – Parish Clerk. County Cllr Rae Leighton, District Cllr's Marian Andrews & Sir Peter Batho. There were five members of the public present.

Welcome by the Chairman

9380. Public Forum

A member of the public raised concerns regarding a neighbouring property that is not ensuring their bins are put out on the SCDC collection day and therefore there is waste in the front garden which is proving to be very untidy. He advised that he had contacted Suffolk Coastal Services and the Environment Protection Team at SCDC along with Flagship Housing to notify them of his concerns and requesting them to take action, which has now been followed up. Since then unfortunately the member of the public advised there is now again a variety of waste items in the front garden and therefore he asked the Parish Council if there was any action they could take to improve this situation. The Chairman thanked the member of the public for his comments and confirmed that the Parish Council could also monitor this situation and if necessary write to the relevant authorities.

A member of the public informed the Parish Council that she was having a meeting with Dr Therese Coffey MP on Friday 2nd March 2012 to discuss the condition of the Gull and the River Fromus. She also raised concerns that there were several sapling tree ties lying on the ground in an area on the Recreation Ground. Cllr Parry advised he would look into this matter and remove these items.

The Chairman formally opened the meeting

9381. Reports

(a) Report by County Councillor Rae Leighton

County Councillor Rae Leighton reported on the campaign for Better Broadband within Suffolk and gave details of a questionnaire that has been produced in order to support this scheme to which he urged all Councillors to complete. He reported that the Police Authority which has monitored and scrutinised the strategy of work carried out by Suffolk Constabulary disbands in November 2012. He confirmed that this is to be replaced by a Police & Crime Commissioner to which he gave details and advised that he would update the Council regarding progress on this matter in due course. The Chairman thanked County Cllr Leighton for his report. Cllr Roberts informed County Cllr Leighton that all households within Kelsale-cum-Carlton had received a leaflet promoting Better Broadband in Suffolk.

b) Report by District Councillor Marian Andrews

District Councillor Marian Andrews advised that a copy of a letter sent to Kelsale-cum-Carlton Parish Council had been received by Saxmundham Town Council from a member of the public asking for a Shared Pedestrian/Cycle Path to be installed from Low Rd, Kelsale to Brook Farm Rd, Saxmundham. She reported that she had now followed this matter up with Suffolk County Highways who have confirmed that they feel there is potential to implement the proposed Shared Pedestrian/Cycle Path but had advised this would not be a low cost scheme.

(b) Report by District Councillor Marian Andrews cont...

She confirmed that she had requested for costings to be carried out and suggested that if the scheme was to be implemented that the cost should be shared between both Councils. The Chairman thanked District Councillor Marian Andrews for her report. Cllr Dickerson requested that if costs are shared that the split should be in proportion with both Councils precepts. Cllr Fordham advised that he would look into funding that may be available for this project and update District Cllr Andrews of his findings in due course.

(c) Report by District Councillor Sir Peter Batho

District Cllr Sir Peter Batho confirmed that a 0% increase in SCDC's Council Tax had been Approved by Full Council but that there would be an increase in Suffolk Constabulary's portion. He reported that some Town & Parish Councils had increased their precepts by up to 8% to which he gave details. District Cllr Batho highlighted that the majority of use on the proposed Pedestrian/Cycle Path would be by Kelsale-cum-Carlton residents going into Saxmundham. The Chairman thanked District Cllr Sir Peter Batho for his report.

(d) Police Report

PCSO [REDACTED] was not present. The Clerk read the following report:-

There has been one crime recorded for Kelsale and none for Carlton during January 2012.

Details below:

Burglary – Dwelling: Persons entered master bedroom of detached bungalow in the Clayhills area via insecure window. Searched chest of drawers in master bedroom and stole cash. Property exited via same window when disturbed by elderly female occupant. **Three male suspects arrested and vehicle seized.**

The SNT Priorities remain as follows:

Priority 1: Tackling rural dwelling burglary and random outbuilding thefts. IP13/17.

Priority 2: Youth-related anti social behaviour linked to Carlton Park and Wenhaston.

Priority 3: Parking and obstruction issues linked to Framlingham Primary School, New Road and Mount Pleasant.

The next SNT Public Forum and Tasking Meeting will take place on Wednesday 8th February 2012 at 2:00pm in Saxmundham Market Hall.

As always you can contact Suffolk Constabulary via email: saxfram.snt@suffolk.pnn.police.uk or by calling 01473 613500 or 101. PCSO 3070 [REDACTED] Saxmundham and Framlingham SNT

The Chairman requested that the Clerk should ask PCSO [REDACTED] to attend the next Parish Council meeting.

9382. Apologies

Cllr Darton (Illness)

9383. Declarations' of Interest

Cllr Summers declared a Personal Interest in item 9389 - Planning Application C12/0078.

9384. To Consider and Approve the draft minutes of the Parish Council meeting held on Wednesday 25th January 2012 and the draft minutes of the Extraordinary meeting held on Thursday 2nd February 2012

The draft minutes of the Parish Council meeting held on Wednesday 25th January 2012 had been previously circulated to all Council members and were Proposed for **Approval** without amendment by Cllr Dickerson, Seconded by Cllr Aird and duly signed by the Chairman. **All In Favour.**

The draft minutes of the Extraordinary Council meeting held on Thursday 2nd February 2012 had been previously circulated to all Council members and were Proposed for **Approval** without amendment by Cllr Fordham, Seconded by Cllr Parry and duly signed by the Chairman. **7 In Favour, 0 Against, 5 Abstentions.**

9385. Parish Clerk's Report

I have recently attended a HMRC/VAT training course at SALC which proved to be very informative. Whilst there I was informed that I was entitled to claim a Tax and N.I free allowance of £3 per week for household costs such as lighting, heating and storage facilities (excluding telephone and broadband) which to date I have not been claiming.

Digley Associates have now confirmed that they will be carrying out the Annual Inspections in the near future and have advised that the cost will be £50.00 + VAT for both sites inclusive.

I have reported the grit bin that was stolen from the top of Carlton Rd to Suffolk Constabulary who have logged this as a crime and are looking into the matter.

Further to the last Parish Council meeting I have now received an e-mail from [REDACTED] at SCDC regarding the caravans on the field close to the A12 at Mill Farm and can confirm that he has now referred this matter to SCDC Planning Dept.

I have also been contacted by BT Open Reach regarding the double poles in Rosemary Lane and they have informed me that the work to remove these will not be quite as straightforward as we thought. Therefore they have advised that they will come back to me with the options available and also arrange for a site visit to take place prior to any works commencing.

Finally to confirm I have now transferred £10,000.00 into the Parish Council's Business Reserve account as recommended at the last Parish Council meeting.

9386. Matters Arising from the Clerk's Report

There were none.

9387. Matters Arising from the last Parish Council Meeting

The Clerk confirmed that the 2nd five-a-side goal had now been sited on Bridge St Recreation Ground and that she also now had the keys for both goals.

9388. Parish Council Matters

(a) To Consider the Parish Council's Aims & Objectives for 2012/13

The Chairman gave background details regarding this document and asked Councillors if they wished to continue with the procedure of a list of Aims & Objectives in the future. An updated list had been tabled by the Clerk to which the Chairman asked for an amendment to be carried out. There was a discussion regarding items within the list including proposals to introduce an upgrade to the 20mph speed limit on Carlton Rd outside Kelsale Primary School from advisory to mandatory. County Cllr Leighton gave advice on this matter and it was suggested that this matter should be an agenda item at a future meeting. Cllr Dickerson asked if there was a way to improve reducing energy on the street lighting within the Parish to which the Chairman gave details and confirmed that this study had already been carried out. Cllr Dickerson recommended that this matter should be included within the scope of the LEAF project. It was also suggested that an item should be added to consider improving the centre of the village. Cllr Roberts suggested that all future grants should be looked into to continue to achieve savings for the Parish. The Chairman asked the Clerk to carry out the proposed amendments in order for this document to be Approved at the next meeting.

District Cllr Andrews recommended that Kelsale-cum-Carlton Parish Council should enter the Village of the Year competition. The Chairman informed District Cllr Andrews that the Parish Council would be entering the village for this competition.

b) Resolution to Approve the release of the SCDC s.106 Sports fund towards carrying out improvements to the Recreation Ground entrance

The Clerk gave details regarding funding and it was Proposed by Cllr Revell that the Council should apply to release £3012.51 from the s.106 sports fund to carry out improvements to the entrance of the Bridge St Recreation Ground, Seconded by Cllr Roberts. **All in Favour.**

Cllr Revell reported now that the funding from SCC had been confirmed that he had recently met with the contractor and advised this work will be finalised by the Diamond Jubilee celebrations. Cllr Revell advised that the Bridge St public access would be restricted whilst the work was being carried out and suggested that posters should be displayed.

(c) To discuss and consider installing a Petanque Pitch on the Recreation Ground

Cllr Aird advised that some research had been carried out to which she gave details. Cllr Galloway recommended that the Council should consider this as Pentanque was an all round sport and that it would also be accessible for the disabled. Cllr Aird Proposed that the Council should look into installing a petanque green on the Recreation Ground, Seconded by Cllr Galloway. **All in Favour subject to costings.**

(d) To discuss the condition of the River Fromus

The Chairman complimented Cllr Ireland for producing the document tabled at the last meeting. Cllr Ireland gave in-depth details of his findings and recommendations in order to prevent future problems occurring. On behalf of the Council the Chairman thanked Cllr Ireland for his comments and ensured him that his recommendations would be taken into consideration and followed up by the Parish Council. ***The Chairman suspended Standing Orders to allow a member of the public to comment regarding this matter.*** A member of the public asked the Chairman for permission to take a copy of Cllr Ireland's report to a meeting that she was having with Dr Therese Coffey MP regarding this matter. Cllr Ireland objected to this request. The member of the public then advised that she would read and absorb comments within the report and reiterate these to Dr Therese Coffey MP. ***The Chairman reconvened the meeting.***

9389. Planning Matters

(a) To consider Planning Applications received since the last meeting:

Application No: C12/0179

Location: Westholme, East Green Rd, Kelsale-cum-Carlton. IP17 2PH

Proposal: Erection of first floor extension (revised scheme to C11/1976). The Parish Council

Objected to this application.

Application No: C12/0078

Location: 5 Old Hall, Carlton Park, Kelsale-cum-Carlton. IP17 2NJ

Proposal: Erection of a hardwood and glazed orangery to rear. The Parish Council recommended **Approval** for this application.

(b) To consider Planning Decisions confirmed since last meeting:

Application No: C11/2728

Location: Church View, Bridge St, Kelsale. IP17 2PB

Proposal: Erection of a two-storey side extension. The Parish Council **Objected** to this application. This application has been **Granted** by SCDC with 5 Conditions.

Application No: C11/2515

Location: Carlton Meres Country Park, Carlton Lane, Carlton. IP17 2QP

Proposal: Enclosure of existing outside swimming pool.

The Parish Council **Objected** to this application. No decision has been made by SCDC to date. The Chairman advised that this application has since been Granted by SCDC but to date the Clerk had not received confirmation of this decision from SCDC. Cllr Hartley raised concerns regarding this matter. Cllr Roberts recommend that the Clerk should chase SCDC for a copy of the report following the site visit carried out by the SCDC Enforcement Team.

Planning Matters cont

The Chairman informed the Council that a site visit had now been carried out by the Planning Committee along with representatives from both SCDC and Carlton Meres Country Park and advised that this matter would be reported on as an agenda item at the next Parish Council meeting.

Cllr Ireland raised concerns regarding works being carried out at Cadeau, Main Rd, Kelsale. The Chairman gave details of an e-mail sent by SCDC's Enforcement Team to the previous owners of Cadeau and asked the Clerk to follow this matter up again with SCDC.

9390. Financial Matters

(a) Financial Statement since last meeting

Income/Receipts

1 st February 2012	HMRC VAT Reclamation	£ 2,615.29
8 th February 2012	Various Donations for Village Sign	£ 315.00
14 th February 2012	1 st Payment for LEAF Project	£15,617.25
17 th February 2012	Donation for Village Sign	£ 20.00

Expenditure: (Direct Debits/Standing Orders)

EON Energy (Street Lighting)	£ 49.58
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Bank Balances:

Current Account as at 31 st January 2012	£19,649.97
Business Reserve as at 31 st January 2012	£ 2,020.25

(b) To Consider/Approve the following cheque payments:-

Jo Jones Salary & Expenses	£ 551.18
██████████ Wages (Litter Collector)	£ 75.00
Kelsale Village Hall (Hire of Committee Room)	£ 36.00
SCDC – Copy of edited electoral register (LEAF Project)	£ 21.50
Leiston Press (Leaflets – LEAF Project)	£ 133.20
SALC – Clerks Training (HMRC/VAT Course)	£ 8.00
SALC – Clerks Training (Networking Day)	£ 6.00
Cllr K. Dickerson (Course Registration Fee – LEAF Project)	£ 30.00
Cllr M. Summers (Replacement ink cartridge for printer)	£ 13.39
St Johns Ambulance (Donation from Bonfire Event Funds)	£ 50.00
Citizens Advice Bureau (s.142 donation)	£ 500.00
Handwing Ecology (Work to investigate bats – Rec Ground)	£ 60.00
The Information Commissioner (Data Protection Reg – LEAF)	£ 35.00
██████████ (Repairs to Village Sign)	£ 342.00
██████████ (Maintenance work – Recreation Ground)	£ 70.00
BMG Research (Household Surveys – LEAF Project, 25%)	£ 2,964.00
TOTAL	£ 4,895.27

The above payments were Proposed for **Approval** for payment by Cllr Denny, Seconded by Cllr Fordham. **11 in Favour, 0 Against, 1 Abstention.**

(c) To Review the scope of the Internal Financial Control System

The Clerk had tabled the document to all Councillors. The annual review was carried out and Proposed for **Approval** by Cllr Galloway, Seconded by Cllr Roberts. **All in Favour**

(d) To Review the Effectiveness of the Internal Audit

The Clerk had tabled the document to all Councillors. The annual review was carried out and Proposed for **Approval** by Cllr Denny, Seconded by Cllr Roberts. **All in Favour**

The Clerk advised at the next meeting the annual reviews of the Asset Register and Risk Assessment would be taking place.

Cllr Ireland asked the Clerk if the Village Sign was included within the Insurance Schedule to which the Clerk confirmed that this was included.

9391. To Receive a Report from the Community Energy Committee

Cllr Fordham had circulated a report prior to the meeting giving up to date details of the progress so far. He confirmed that the household surveys had now been completed with a response from over 300+ households and that 83 residents had volunteered to help in further stages of the project. Cllr Fordham informed the Council that the Committee were looking into future funding sources to continue this project. He announced that a public meeting was due to be held on Thursday 8th March 2012. The Clerk had tabled a copy of the receipts and payments made for the LEAF Project to date. Cllr Roberts reported that Cllr Galloway and himself had recently given a presentation to Kelsale Primary School regarding this project. The Chairman thanked and congratulated the Community Energy Committee for all their hard work carried out to date on this project.

9392. To Receive Reports on Portfolio Matters

Innovation/Grant Aid

Cllr Fordham reported that he has now chased County Cllr Leighton for the funds from his Locality Budget towards the dog bins and gazebo.

2012 Olympic Torch Route

Cllr Aird gave details of a meeting attended at SCDC and reported that final route details were due to be confirmed at the next meeting at SCDC. She advised that volunteers would be required on the day to help police traffic, crowds, etc to which a training course was available. She confirmed that she had been to see the Village Sign which is currently being restored in order to celebrate this exciting event and the Diamond Jubilee and advised it was looking remarkable.

Grit Bins

There was a discussion regarding the grit bin that has recently been stolen from Carlton Road. Concerns were raised by Councillors regarding grit being taken in large quantities by non-authorised grit spreaders. The Chairman asked the Clerk to request for Suffolk County Highways to refill the grit bins within the Parish.

Parochial Church Council

Cllr Hartley informed the Parish Council that the Parochial Church Council had received a request from a wedding party to site a porta loo within the Church car park in August 2012.

Planning

Cllr Hartley raised concerns regarding planning application C11/2515 - Carlton Meres Country Park and gave details of the report that he had read at the SCDC North Sub-committee meeting. The Chairman advised Cllr Hartley that this matter could be discussed in more detail at the next meeting when the recent site visit will be discussed.

Youth Club

Cllr Denny reported that the Youth Club was still going well.

Website

Cllr Denny advised that Cllr Roberts had forwarded him some suggestions to which he gave details. He confirmed that he had now received information from village organisations to insert.

Environment, Heritage & Access

Cllr Parry reported that Handwing Ecology had recently carried out a survey for bats within the oak tree on the Recreation Ground and none had been found. He advised that he had now received quotes for the work needed as a result of the recent tree survey to which he gave details. Cllr Parry recommended that the Council should engage the services of Conservation Works Ltd to carry out the necessary works. There was a brief discussion regarding Spinney Pocket Park and Cllr Ireland recommended that the management plan should be looked into.

Environment, Heritage & Access con...

The Chairman recommended that the work should be carried out to the oak tree on the Recreation Ground as per the quote received from Conservation Works Ltd. Cllr Parry Proposed that the quotes from Conservation Works Ltd are accepted by the Council, Seconded by Cllr Garratt. **10 in Favour, 1 Against, 1 Abstention.** It was agreed the work would be carried out at Spinney Pocket Park in conjunction with the Management Plan. It was suggested by Councillors that a ceremony should be held in order to plant a tree for the Diamond Jubilee and the re-siting of the restored Village Sign.

The Chairman asked for permission to Suspend Standing Orders to continue the meeting. 11 in Favour, 0 Against, 1 Abstention.

Village Hall Management Committee

Cllr Garratt tabled a paper for all Councillors giving up to date progress details for the Diamond Jubilee Fete to be held on 2nd June 2012. She reported on future Village Hall events and urged Councillors to attend.

Emergency Plan

Cllr Roberts reported that the Emergency Plan needed finalising. He advised that he would contact Anglian Water & Essex & Suffolk Water to enquire if stand pipes were included within the ban.

9393. Any Other Matters Arising

Cllr Dickerson asked if the agenda item that has recently been deferred to discuss improvements to the Village centre could be an agenda item at a future meeting. The Chairman asked the Clerk to include this matter as an agenda item at a future meeting.

Cllr Ireland suggested that the Parish Council should send a scroll to the Queen in order to celebrate the Diamond Jubilee.

Cllr Roberts recommended that a Village Spring Clean should be carried out and suggested that this could take place around Easter to include an Easter Egg Hunt for the children. It was agreed Cllr Roberts would co-ordinate this event.

Cllr Ireland raised concerns regarding the amount of dogs being allowed onto the Recreation Ground. It was Agreed that the signs/posters needed updating. The Chairman asked the Clerk to look into purchasing three new signs. **All in Favour.**

The Chairman informed the Council that he would not be standing for the position of Chairman at the Annual Meeting of the Council and advised that he would be writing to all Councillors individually regarding this matter. The Chairman reported that he had spoken to Cllr Keith Dickerson regarding this matter and that Cllr Dickerson had confirmed that he would be happy to stand again for election for Chairman at the Annual Meeting. The Chairman advised that any other nominations would also be considered for this post.

9394. Correspondence

The correspondence received since the last meeting had been tabled by the Clerk.

9395. Date of Next Meeting

The next meeting of Kelsale-cum-Carlton Parish Council will be held on Wednesday 28th March 2012 at 7:00pm in Kelsale Village Hall Committee Room.

There being no further discussion the Chairman thanked the Parish Council for their attendance and formally closed the meeting at 9:30pm

Signed: Chairman Date:

KELSALE-CUM-CARLTON PARISH COUNCIL
MINUTES OF THE PARISH COUNCIL MEETING HELD ON WEDNESDAY
28TH MARCH 2012 AT 7:00PM IN KELSALE VILLAGE HALL, COMMITTEE ROOM

Present: Cllr Mike Summers (Chairman)
 Cllr Ivy Darton
 Cllr Keith Dickerson
 Cllr Edwina Galloway
 Cllr Paul Hartley
 Cllr Paul Parry
 Cllr Tim Roberts
 Cllr Nick Denny
 Cllr Geoff Fordham
 Cllr Pam Garratt
 Cllr Doug Ireland
 Cllr Alan Revell

In attendance: Joanne Jones – Parish Clerk. District Cllr Marian Andrews. There were no members of the public present.

Welcome by the Chairman

9396. Public Forum

There were no members of the public present.

The Chairman formally opened the meeting

9397. Reports

(a) Report by County Councillor Rae Leighton

County Councillor Rae Leighton had sent his apologies. No report had been submitted.

(b) Report by District Councillor Marian Andrews

District Councillor Marian Andrews reported that she had attended the SCDC North Sub-Committee meeting and confirmed that Planning Application C12/0179 – Westholme, East Green Road, Kelsale had been Approved by SCDC to which she gave details. She advised that she had recently attended a Sizewell Parishes Liaison Group meeting to which she gave details. She also encouraged the Council to send a representative to their next meeting due to be held on 29th May 2012. District Cllr Marian Andrews reported that there had been a recent re-organisation of the Planning Department at SCDC to which she gave details. The Chairman thanked District Cllr Marian Andrews for her report.

(c) Report by District Councillor Sir Peter Batho

District Cllr Sir Peter Batho had sent his apologies. No report had been submitted.

(d) Police Report

PCSO [REDACTED] had sent her apologies. The Clerk read the following report:-

There have been no crimes recorded for Kelsale during February 2012, but there has been one for Carlton as follows:

Theft – Other: Some time over a five-day period offenders have removed a yellow grit bin from the side of the road belonging to the local council. **Enquiries completed.**

The SNT Priorities have been reviewed and revised as follows:

Priority 1: ASB in Framlingham on Friday/Saturday nights – St. Michael's Church – damage/drinking. New Road, Pigs Meadow, Pembroke Road and College Road.

Priority 2: Youth-related ASB in Saxmundham – Brook Farm, Carlton Park, Zorba's, Fromus Square/Waitrose.

Priority 3: Framlingham Primary School parking issues – New Road, Mount Pleasant, Fairfield Road, Fore Street, College Road and Station Road.

Police Report cont...

The next SNT Public Forum and Tasking Meeting will take place on Wednesday 11th April 2012 at Framlingham Police Station at 2:00pm.

As always you can contact Suffolk Constabulary via email: saxfram.snt@suffolk.pnn.police.uk **or by calling 01473 613500 or 101. PCSO 3070 [REDACTED] Saxmundham and Framlingham SNT**

The Clerk advised that PCSO [REDACTED] had confirmed that she would be available to attend the next Parish Council meeting.

It was suggested that the Council should write to Sgt [REDACTED] to express their appreciation for all her hard work carried out over the years within Kelsale-cum-Carlton.

Cllr Roberts warned Councillors that there had been a recent spate of burglaries within the local area and recommended that Councillors remain vigilant.

9398. Apologies

Cllr Aird (Family Commitments)

9399. Declarations' of Interest

There were none

9400. To Consider and Approve the draft minutes of the Parish Council meeting held on Wednesday 29th February 2012

The draft minutes of the Parish Council meeting held on Wednesday 29th February 2012 had been previously circulated to all Council members and were Proposed for **Approval** without amendment by Cllr Dickerson, Seconded by Cllr Garratt and duly signed by the Chairman. **11 In Favour, 1 Abstention.**

9401. Parish Clerk's Report

I have received a letter of thanks from the Citizens Advice Bureau for the recent donation given.

In result of the Community Energy funds currently being held within the Parish Council's bank account I have contacted Suffolk Acre and asked them to review the level of Fidelity Guarantee Insurance. They have advised that the Council should move up to the £50,000 bracket to be in line with the statutory audit requirement for year ending 2011/12. The additional premium for this cover is £21.00. I will review this again once the final payment for the project has been received.

I have received a reply from the Suffolk Flora Preservation Trust who have confirmed that [REDACTED] and [REDACTED] would be delighted to attend as a speaker at the Annual Parish Meeting on Wednesday 9th May 2012. They have also asked if they could bring along with them some archaeological findings in order for these to be displayed.

I have received confirmation that the Council's application with the Information Commissioners Office for Data Protection is now complete.

To advise that the 1st precept payment for £9,518.00 will be paid into the Council's bank account on 30th April 2012.

You will note my salary payment is higher this month as confirmed to you via e-mail this includes my April 2011 salary which I did not receive due to the change of meeting dates in 2011.

9402. Matters Arising from the Clerk's Report

Cllr Fordham advised that the extra premium for £21.00 to Suffolk Acre could be funded from the Community Energy Funds.

9403. Matters Arising from the last Parish Council Meeting

The Chairman reported that he had spoken to the member of the public who had recently written to Dr Therese Coffey regarding the condition of the River Fromus and confirmed that she had now received a reply to which he gave details and advised that a follow up letter would be sent.

Cllr Fordham advised that he had looked into available funding for the proposed Shared Pedestrian/Cycle Path to be installed from Low Rd, Kelsale to Brook Farm Rd, Saxmundham and reported that in principle there could be up to £10,000 available from the Big Lottery Fund. District Cllr Marian Andrews confirmed that she was still awaiting costings for the proposed scheme.

9404. Parish Council Matters**(a) Enhancement of Kelsale Village Centre**

Cllr Dickerson tabled an extract from a report prepared by [REDACTED], SCDC who had carried out a study on Kelsale including the village centre. He gave details of her report and suggestions to improve/enhance the centre of Kelsale village including her recommendation that Kelsale-cum-Carlton should be considered by SCDC as a designated Conservation Area. The Chairman thanked Cllr Dickerson for his comments. There was a brief discussion regarding this matter and concerns were raised about the possible reduction in the number of spaces in the Bridge St Car Park. It was **agreed** in principle that the Council would look into this matter further and discuss this as an agenda item at the next meeting. Proposed by Cllr Roberts, Seconded by Cllr Hartley. **All in Favour.** It was also agreed that the Council would look into holding an open public meeting in order to discuss this matter with the local residents.

(b) To Approve the Parish Council's Aims & Objectives for 2012/13

This document had been circulated to all Councillors prior to the meeting and was Proposed for **Approval** by Cllr Roberts, Seconded by Cllr Revell. **All in Favour.** This document was duly **Adopted** by the Council.

9405. Planning Matters

(a) To consider Planning Applications received since the last meeting:

Application No: C12/0336

Location: Nobell, Low Rd, Kelsale-cum-Carlton. IP17 2NU

Proposal: Erection of garage to Nobell and Brindell (existing to be demolished). Erection of two new dwellings on land to rear of Nobell. The Parish Council recommended **Approval** for this application subject to conditions.

(b) To consider Planning Decisions confirmed since last meeting:

Application No: C12/0179

Location: Westholme, East Green Rd, Kelsale-cum-Carlton. IP17 2PH

Proposal: Erection of first floor extension (revised scheme to C11/1976). The Parish Council **Objected** to this application. This application has been **Granted** by SCDC.

Application No: C12/0078

Location: 5 Old Hall, Carlton Park, Kelsale-cum-Carlton. IP17 2NJ

Proposal: Erection of a hardwood and glazed orangery to rear. The Parish Council recommended **Approval** for this application. This application has been **Granted** by SCDC with 2 Conditions.

Application No: C11/2515

Location: Carlton Meres Country Park, Carlton Lane, Carlton. IP17 2QP

Proposal: Enclosure of existing outside swimming pool.

The Parish Council **Objected** to this application. This application has been **Granted** by SCDC with 3 Conditions.

Cllr Ireland raised concerns regarding a development taking place in Low Rd, Kelsale to which he gave details and advised that the Clerk had looked into this matter with SCDC Enforcement Team but confirmed that he felt after reviewing the information sent that this development would require planning permission. The Chairman requested that the Clerk should contact SCDC Enforcement Team again regarding this matter.

Cllr Ireland also raised concerns regarding the fact that the Council had not received notification from SCDC regarding Application No: C12.0179 being considered at the North Sub-Committee meeting.

District Cllr Marian Andrews reported that she had now followed up the matter regarding Cadeau, Main Rd, Kelsale to which she confirmed that she had received an apology from SCDC for sending correspondence to the previous owners. The Chairman advised that he also felt the previous owners should receive an apology from SCDC.

(c) Update on site meeting held at Carlton Meres Country Park

A map of the site with the proposed future development plan, subject to planning permission, had been tabled by the Clerk. Cllr Hartley reported on the site meeting held at Carlton Meres Country Park with the Part Owner, Site Manager and [REDACTED], SCDC. He gave details regarding the plan and raised several concerns. The Chairman thanked Cllr Hartley for his comments. The Clerk informed the Council that the Environment Agency had contacted her to inform the Council that regular checks are being carried out at the site. Cllr Ireland proposed that the Council should write a further letter of complaint to The Chief Executive, SCDC and to [REDACTED], Head of Planning, SCDC to inform them of the Council's concerns regarding this matter and the Planning Dept as a whole. It was agreed that the Clerk would draft letters to be sent to SCDC and Therese Coffey MP. It was also agreed that the Council would look into obtaining advice from The Planning Inspectorate regarding this matter. Cllr Fordham volunteered his services to assist in this matter.

In the meantime the Chairman asked the Clerk to contact SCDC Planning Dept to request copies of the report carried out by Chris Harden further to the enforcement site meeting and the recent visit.

9406. Financial Matters

(a) Financial Statement since last meeting

Income/Receipts

12 th March 2012	Donation for Village Sign	£ 200.00
12 th March 2012	Window Box Advertisement (Oasis x 2)	£ 32.00
12 th March 2012	Grant from SCC for Olympic Torch	£ 450.00
12 th March 2012	Donation for Village Sign	£ 100.00
14 th March 2012	Donation for Village Sign	£ 5.00

Expenditure: (Direct Debits/Standing Orders)

EON Energy (Street Lighting)	£ 49.58
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Bank Balances:

Current Account as at 29 th February 2012	£26,900.32
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Business Reserve as at 29 th February 2012	£12,020.25
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(b) To Consider/Approve the following cheque payments:-

Jo Jones Salary & Expenses	£ 935.35
[REDACTED] Wages (Litter Collector)	£ 60.00
Kelsale Village Hall (Hire of Committee Room)	£ 49.50
Gipping Press (Oasis)	£ 172.87
Leiston Press (Leaflets – LEAF)	£ 62.00
HMRC (PAYE for Jan, Feb & March 2012)	£ 263.20
Digley Associates Ltd (Play Inspections)	£ 54.00
Stubbs Tickets (Jubilee Fete Raffle Tickets)	£ 88.15
Cllr Tim Roberts (Wood Burner efficiency boosters (LEAF)	£ 2,433.50
[REDACTED] (Restoration of Village Sign)	£ 570.00
Multiguard Solutions UK Ltd (Insulations – LEAF)	£ 7,859.04

TOTAL £12,547.61

The above payments were Proposed for **Approval** for payment by Cllr Garratt, Seconded by Cllr Hartley. **All In Favour.**

Financial Matters cont...**(c) To carry out the Annual Review of the Risk Assessment**

A copy of this document had been sent to all Councillors prior to the meeting. Subject to minor amendments this was Proposed for **Approval** by Cllr Roberts, Seconded by Cllr Dickerson. **All in Favour.**

(d) To carry out a Review of the Asset Register

A copy of the Asset Register had been sent to all Councillors prior to the meeting. Cllr Fordham advised that the items which had recently been purchased to assist the LEAF Project needed to be added to this register. Therefore the Chairman deferred Adoption of this document until the next Parish Council meeting. There was a brief discussion regarding this document and the Chairman asked the Clerk to seek clarification from the Internal/External Auditor regarding the replacement cost amounts and depreciation figures that need to be recorded within this document and to also request a copy of the Village Hall Insurance Policy.

9407. To Receive a Report from the Community Energy Committee

Cllr Fordham had circulated a report to all Councillors prior to the meeting giving up to date details of the progress so far including financial matters to which he gave details. Cllr Roberts reported on the recent Community Energy Open Public meeting. Cllr Dickerson advised that he had recently attended a Greenprint Forum to which he reported the Councils progress with the LEAF Project and confirmed that they felt that the Councils efforts were inspirational. He advised that [REDACTED] from the Suffolk Climate Change Partnership had offered to come and speak at the next Parish Council meeting to give details of funding available from the Green Deal for future projects. It was agreed that [REDACTED] would be invited to speak at the next meeting. On behalf of the Council the Chairman congratulated the Community Energy Committee for all their efforts contributed to this project.

9408. To Receive Reports on Portfolio Matters**Recreation Ground**

Cllr Revell gave details of the recent Annual Play Inspection report. It was agreed that the damaged benches on the Recreation Ground would be removed. He advised that he hoped to get a start date for the work to be carried out to the entrance from NJB Contractors in the near future.

Cllr Galloway reported that Cllr Aird had carried out some investigations regarding installing a pétanque court on the Recreation Ground to which she gave details. Cllr Galloway advised that Cllr Aird had reported that she felt there was a scope for a pétanque court to be included on the Recreation Ground. The Chairman suggested that a plan should be drawn up by the Recreation Ground Portfolio Holders for future consideration.

Oasis

Cllr Darton confirmed that the Oasis would now be available to view on the website. She advised that the deadline for any articles for the next issue was 15th May 2012. There was a brief discussion regarding delivery of the next issue in Cllr Summer's absence and Cllr Dickerson volunteered his services to assist in this matter. On behalf of the Council Cllr Galloway congratulated Cllr Darton on the latest issue.

Website

Cllr Denny reported that the website had been unavailable and confirmed that the technical problem was currently being resolved.

Grit/Dog Bins

The Chairman suggested that due to the recent theft of the grit bin stolen from Carlton Road that the Council should consider securing the grit bins within the Parish. Cllr Denny advised that the additional dog bins would be purchased once the funding is available from County Cllr Leighton's Locality Budget.

Village Hall Management Committee

Cllr Garratt advised that the outside of the Village Hall was being repainted. She gave details of future events to be held. Cllr Garratt reported that the plans for the Jubilee Fete were going well and urged Councillors to offer their services to help on the day.

The Chairman asked for permission to Suspend Standing Orders to continue the meeting. All in Favour.

Environment, Heritage & Access

Cllr Parry gave details of damaged footpath signs. The Clerk confirmed that she had recently reported this matter to Suffolk County Highways. He advised that the gate near Footpath 26 from the railway at Butchers Lane had been locked by Network Rail to which he raised concerns regarding access for dog walkers. It was agreed that Cllr Parry would liaise with Suffolk County Highways regarding this matter.

Cllr Parry advised that the recommended location for the oak tree which is due to be planted for the Diamond Jubilee was on the green in front of the church at the other end to the flag pole. This location was Proposed for **Approval** by Cllr Parry, Seconded by Cllr Roberts. **All in Favour.**

Cllr Roberts reminded Councillors that a Village Spring Clean within Kelsale was due to be carried out on Saturday 31st March 2012 to which he urged Councillors to attend.

9409. Any Other Matters Arising

Cllr Ireland reported that he was continuing with the archiving of Council documents.

Cllr Garratt asked if a grit bin could be placed at Curlew Green.

Further to the last meeting Cllr Ireland advised that he had now spoken to a calligrapher who has unfortunately moved from the area, but fortunately he had been able to provide him with the contact details of a recommended local calligrapher. Cllr Ireland volunteered to contact the calligrapher on behalf of the Council in order to send a scroll to Her Majesty the Queen in respect of the Diamond Jubilee.

Cllr Ireland gave details regarding the ownership of the Village Hall and the role of the Management Committee. He recommended that the Clerk should write to the Chairman of the Village Hall Management Committee in order to request a copy of the most recent audited accounts and a list of Trustees. The Chairman suggested that a meeting should be scheduled between the Council and the Village Hall Management Committee in order for any concerns to be raised. Cllr Ireland agreed to attend this meeting.

Cllr Parry reported that an architect had now carried out a survey on the Lych Gate.

Cllr Fordham advised that he would chase Suffolk County Council regarding the funds to be given from County Cllr Leighton's Locality Budget for the gazebo and dog bins.

Cllr Galloway gave details regarding the Localism Act to which the Clerk confirmed that she would provide further information once available.

Cllr Ireland raised concerns regarding motor sales taking place on the A12 by Laurel Farm. The Chairman asked the Clerk to write to Suffolk County Highways regarding this matter.

9410. Correspondence

The correspondence received since the last meeting had been tabled by the Clerk.

The Chairman gave details of correspondence received from UK Power Networks asking for permission to bury overhead cables in a grass verge on Carlton Green. There was a brief discussion and it was agreed that permission would be granted subject to the land being reinstated to its original condition once the works had been carried out.

9411. Date of Next Meeting

The next meeting of Kelsale-cum-Carlton Parish Council will be held on Wednesday 25th April 2012 at 7:00pm in Kelsale Village Hall Committee Room.

There being no further discussion the Chairman thanked the Parish Council for their attendance and formally closed the meeting at 9:25pm

KELSALE-CUM-CARLTON PARISH COUNCIL
MINUTES OF THE PARISH COUNCIL MEETING HELD ON WEDNESDAY
25th APRIL 2012 AT 7:00PM IN KELSALE VILLAGE HALL, COMMITTEE ROOM

Present: Cllr Alan Revell (Vice Chairman)
 Cllr Jeni Aird
 Cllr Nick Denny
 Cllr Geoff Fordham
 Cllr Pam Garratt
 Cllr Tim Roberts
 Cllr Ivy Darton
 Cllr Keith Dickerson
 Cllr Edwina Galloway
 Cllr Paul Parry

In attendance: Joanne Jones – Parish Clerk. District Cllr Sir Peter Batho. There were 2 members of the public present.

Welcome by the Vice Chairman

9412. Public Forum

A member of the public made enquires regarding the funds raised from the 2011 bonfire event and raised concerns regarding the donations that are given from the proceeds. The Clerk advised the member of the public that this matter had been deferred at a previous Council meeting and assured him that this matter would be considered by the Parish Council in the near future. The Vice Chairman also confirmed that once the donations had been Approved the Parish Council would publicise them in the New Oasis. The Vice Chairman thanked the member of the public for his comments.

The Vice Chairman formally opened the meeting

9413. Reports

(a) Report by County Councillor Rae Leighton

County Councillor Rae Leighton had sent his apologies. No report had been submitted.

(b) Report by District Councillor Marian Andrews

District Councillor Marian Andrews had sent her apologies. No report had been submitted.

(c) Report by District Councillor Sir Peter Batho

District Cllr Sir Peter Batho reported that he was due to attend a meeting at SCDC on 26th April 2012 to Approve the Local Development Framework to which he gave details. The Vice Chairman thanked District Cllr Sir Peter Batho for his report. Cllr Dickerson made enquires to District Cllr Batho regarding the LDF and the Village Envelope.

(d) Police Report

PCSO [REDACTED] had sent her apologies. The Clerk read the following report:-

There have been no crimes recorded for Kelsale or Carlton during March 2012.

The SNT Priorities are as follows:

Priority 1: ASB in Framlingham on Friday/Saturday nights – St. Michael's Church – damage/drinking. New Road, Pigs Meadow, Pembroke Road and College Road.

Priority 2: Youth-related ASB in Saxmundham – Brook Farm, Carlton Park, Zorba's, Fromus Square/Waitrose.

Priority 3: Framlingham Primary School parking issues – New Road, Mount Pleasant, Fairfield Road, Fore Street, College Road and Station Road.

As always you can contact Suffolk Constabulary via email: saxfram.snt@suffolk.pnn.police.uk or by calling 01473 613500 or 101. PCSO 3070 [REDACTED] Saxmundham and Framlingham SNT

The Clerk advised that PCSO [REDACTED] had confirmed that she would be available to attend the Annual Parish Meeting. Concerns were raised by Councillors regarding the lack of attendance by Suffolk Constabulary. The Clerk advised that she would contact look into this matter.

9414. Apologies

Cllr Hartley (Family commitments) & Cllr Summers (Chairman - Out of Country)

Absent: Cllr Ireland

9415. Declarations' of Interest

There were none.

9416. To Consider and Approve the draft minutes of the Parish Council meeting held on Wednesday 28th March 2012

The draft minutes of the Parish Council meeting held on Wednesday 28th March 2012 had been previously circulated to all Council members and subject to a minor amendment were Proposed for **Approval** by Cllr Dickerson, Seconded by Cllr Denny and duly signed by the Vice Chairman. **8 In Favour, 1 Abstention.**

9417. Parish Clerk's Report

To advise I was asked by the Jubilee Fete Working Party to make enquiries to Suffolk Acre regarding the bouncy castle which is going to be used at the event. I can confirm that bouncy castles do incur an extra premium and to include the £2,500 replacement value of the castle, as requested by the hirer, this would be £37.10. This extra premium will be added to the Council's renewal notice which I expect to receive shortly.

I am currently working on the end of year accounts and will be taking these to the internal auditor next week. There will be an agenda item to Approve these at the Annual meeting of the Council next month.

I have obtained a quotation from Leiston Press for A5 flyers to be printed in order to advertise the APM and can confirm these could be printed for the sum of £21.00.

[REDACTED] Alexander and [REDACTED] from SCDC to discuss the possible future divestment of the Bridge St Car Park. They have confirmed this piece of land could be considered for future affordable housing and therefore at this stage do not want to divest the area. Cllr Dickerson gave details of the proposed village enhancement to include this area and it was agreed that it would be beneficial if a new licence/lease was drawn up for Kelsale-cum-Carlton PC by SCDC for a peppercorn rent.

I have received a notification of a temporary road closure which I will display on the noticeboards in due course.

9418. Matters Arising from the Clerk's Report

There was a brief discussion regarding the meeting held with SCDC to discuss the Bridge St Car Park. It was agreed that flyers should be distributed to all households to advertise the Annual Parish Meeting and **Approval** for these was Proposed by Cllr Fordham, Seconded by Cllr Parry. **All in Favour.**

9419. Matters Arising from the last Parish Council Meeting

Cllr Fordham advised that further to the last meeting he had sought advice from a member of the Planning Inspectorate regarding enforcement matters at Carlton Meres County Park to which he gave details. He advised that if the Parish Council felt that enforcement was not being carried out by SCDC they could raise a complaint with the Local Government Ombudsman. Cllr Fordham agreed to circulate these details to members of the Planning Committee.

9420. Parish Council Matters

(a) [REDACTED], SCDC - Suffolk Climate Change Partnership – Details of funding available from the Green Deal

The Vice Chairman suspended Standing Orders and welcomed [REDACTED] to the meeting. [REDACTED]

[REDACTED] gave details of current and future funding schemes available to reduce energy and carbon footprint. The Vice Chairman thanked [REDACTED] for his report and *re-convened the meeting*.

(b) Enhancement of Kelsale Village Centre

Cllr Dickerson had tabled a proposed draft paper for public consultation regarding this matter to which he gave details. There was a discussion and subject to a few minor amendments it was Proposed by Cllr Dickerson that the draft paper to improve Kelsale Village Centre should be sent to all households for public consultation. Seconded by Cllr Galloway. **8 In Favour, 1 Against.**

Cllr Roberts arrived at the meeting

There was a brief discussion regarding the possibility of designating Kelsale Village as a Conservation Area as per Cllr Dickerson's draft paper. Cllr Aird raised concerns regarding the map detailing the proposed Conservation Area to which there was a brief discussion. It was agreed that Cllr Dickerson would amend the map before sending this out to public consultation. It was proposed by Cllr Dickerson that subject to amendment this paper should be sent out to all households in order to allow the public to comment regarding this matter. Seconded by Cllr Parry. **9 in Favour, 1 Against.** Cllr Dickerson asked permission to insert the public consultation document within the next issue of the New Oasis. There were no objections to this request. Cllr Dickerson advised that the next step once the public consultation responses had been received would be to hold a public meeting regarding this matter.

(c) Suffolk Mind Spinney Close Project

Cllr Fordham gave details regarding the centre and advised that they were aiming to create a sensory garden area. Cllr Fordham advised that he had contacted the centre to ask if funding was needed to which he gave details. It was Proposed by Cllr Fordham that the Parish Council could donate £50.00 to the Suffolk Mind Spinney Close Project. Seconded by Cllr Roberts. **9 in Favour, 1 Against.**

9421. Planning Matters

(a) To consider Planning Applications received since the last meeting:

Application No: C12/0580

Location: Camping Site, Lonely Farm, Kelsale Road, Kelsale-cum-Carlton

Proposal: Change of use of land for accommodate to extend existing touring caravan site.

The Vice Chairman confirmed that due to this Application only recently being received that it was currently being circulated amongst the Planning Committee.

(b) To consider Planning Decisions confirmed since last meeting:

Application No: C12/0336

Location: Nobell, Low Rd, Kelsale-cum-Carlton. IP17 2NU

Proposal: Erection of garage to Nobell and Brindell (existing to be demolished). Erection of two new dwellings on land to rear of Nobell. The Parish Council recommended **Approval** for this application, subject to conditions. No decision has been made by SCDC to date.

Application No: C12/0179

Location: Westhome, East Green Rd, Kelsale-cum-Carlton. IP17 2PH

Proposal: Erection of first floor extension (revised scheme to C11/1976). The Parish Council **Objected** to this application. This application has been **Granted** by SCDC with 2 Conditions.

9422. Financial Matters

(a) Financial Statement since last meeting

Income/Receipts

Funding from SCDC – Community Energy Projects	£ 1,000.00
Donation for Village Sign	£ 25.00

Expenditure: (Direct Debits/Standing Orders)

EON Energy (Street Lighting)	£ 49.58
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Bank Balances:

Current Account as at 31 st March 2012	£23,207.87
Business Reserve as at 31 st March 2012	£12,020.76
Community Energy Co-operative Account as at 31 March'12	£ 0.00

(b) To Consider/Approve the following cheque payments:-

Jo Jones Salary & Expenses	£ 575.37
██████████ Wages (Litter Collector)	£ 60.00
Kelsale Village Hall (Hire of Committee Room)	£ 61.50
SALC (Annual Subscription)	£ 359.00
Suffolk Acre (Annual Subscription)	£ 25.00
CPRE (Annual Membership)	£ 29.00
Sizewell Parishes Liaison Group (Annual Subscription)	£ 30.00
Leiston Press (APM Flyers)	£ 21.00
TOTAL	£ 1,160.97

The above payments were Proposed for **Approval** for payment by Cllr Aird, Seconded by Cllr Denny. **All In Favour.**

(c) To Adopt the updated 2012 Asset Register

Further to the previous meeting the Clerk informed the Council that she had spoken to ██████████ (Internal Auditor, Heelis & Lodge) regarding the amounts that need to be entered within the Asset Register to which she gave details. There was an in-depth discussion and the Clerk gave details regarding the amount that Cllr Ireland had suggested the Recreation Ground cost should be amended to. It was agreed that the Clerk would seek further clarification from BDO regarding this matter prior to amending this document. The Clerk confirmed that she had asked the Village Hall Management Committee for a copy of their insurance policy.

9423. To Receive a Report from the Community Energy Committee

Cllr Fordham advised that the Committee were currently finalising the final report to be submitted for the LEAF project. He reported that further details regarding the project would be given at the next meeting. Cllr Fordham reminded Councillors that the next Community Energy Public meeting would be held on Thursday 17th May 2012.

9426. To Receive Reports on Portfolio Matters**Environment, Heritage & Access**

Cllr Parry advised that the tree works had now commenced on the Recreation Ground and confirmed that the work carried out at Spinney Pocket Park was now complete. He reported that the SCDC had agreed to fell the pine tree within Church Close. Cllr Parry also confirmed that the oak tree had now been planted in order to celebrate the Diamond Jubilee. He suggested that the Parish Council should progress looking into developing a bio-diversity study.

To Receive Reports on Portfolio Matters

Village Hall Management Committee

Cllr Garratt reported on the plans for the Diamond Jubilee Fete. It was agreed that the new marquee would be purchased as soon as possible in order for this to be used at the event. The Clerk confirmed that she had forwarded the Parish Council's bank details to [REDACTED], SCC in order for the Locality Budget funding to be paid.

Olympic Torch Relay

Cllr Aird advised that herself and the Clerk had recently attended a meeting at SCDC. She reported that the working party was meeting on 26th April 2012 and advised that she would provide further details regarding this event at the next Parish Council meeting. Cllr Aird urged Councillors to volunteer their services to help on the day.

Oasis

Cllr Darton confirmed that any articles for the next issue were due by 15th May 2012. She gave details of future articles to be inserted within the next issue. There was a brief discussion regarding the September issue and it was suggested that this could be presented as a souvenir issue to commemorate the Queens Diamond Jubilee and the Olympic Torch Relay.

The Vice Chairman asked for permission to Suspend Standing Orders to continue the meeting. All in Favour.

Website

Cllr Denny reported that the website was now up and running again.

Cllr Dickerson suggested that going forward the Parish Council's new website address should be included on all future agendas, minutes and letterheads.

Recreation Ground

Cllr Revell advised that NJB Contractors had not yet given a date when they would be able to commence with the works to improve the entrance. There was a brief discussion regarding the proposed petanque pitch and it was agreed that the Recreation Ground Portfolio Holders would have a site meeting to discuss the possible siting. Cllr Revell raised concerns regarding the area behind the recently sited five-a-side goal on the Recreation Ground. He advised that this area was very overgrown with brambles and that this was causing difficulty for users not only when they needed to retrieve their football but also the fact that the brambles were also causing the balls to be punctured. Cllr Denny Proposed that David Darton should be asked to clear this area, Seconded by Cllr Garratt. **All in Favour.**

9427. Any Other Matters Arising

The Clerk reported that she had recently received details from [REDACTED], SCDC regarding funding available for an outdoor ping pong table. She advised that she had registered the Council's interest in possibly applying for a table for the Recreation Ground.

The Vice Chairman reminded Councillors that District Cllr Marian Andrews had recommended at the last meeting that the Council should look into electing a representative to attend future Sizewell Parishes Liaison Group meetings. There was a brief discussion and it was agreed that this would be included within the agenda for the Annual Meeting of the Council in May 2012.

Cllr Garratt suggested that the New Oasis delivery routes needed to be revised in Cllr Summers absence. It was agreed Cllr Garratt would liaise with Cllr Darton regarding this matter.

9428. Correspondence

The correspondence received since the last meeting had been tabled by the Clerk.

The Vice Chairman gave details of correspondence received from Cllr Pam Garratt advising that she would be resigning from her role as Portfolio Holder for the Village Hall Management Committee with effect from the AGM. The Vice Chairman confirmed that this post would need to be refilled at the AGM.

The Vice Chairman read a letter from Cllr Mike Summers (Chairman) addressed to Mrs Joanne Jones (Clerk) informing the Council that he would be resigning from the Parish Council with effect of the Annual Meeting of the Council in May 2012. The Clerk gave details regarding the correct procedure in order to advertise the forthcoming vacancy.

9429. Date of Next Meeting

The Annual Parish Meeting will be held on Wednesday 9th May 2012 at 7:00pm in Kelsale Village Hall. The Annual Meeting of Kelsale-cum-Carlton Parish Council will be held on Wednesday 30th May 2012 at 7:00pm in Kelsale Village Hall Committee Room.

There being no further discussion the Vice Chairman thanked the Parish Council for their attendance and formally closed the meeting at 9:25pm

Signed: Chairman Date:

KELSALE-CUM-CARLTON PARISH COUNCIL
MINUTES OF THE PARISH COUNCIL MEETING HELD ON WEDNESDAY
30TH MAY 2012 FOLLOWING THE ANNUAL MEETING OF THE COUNCIL
IN KELSALE VILLAGE HALL, COMMITTEE ROOM

Present: Cllr Keith Dickerson (Chairman)
 Cllr Jeni Aird
 Cllr Nick Denny
 Cllr Edwina Galloway
 Cllr Paul Hartley
 Cllr Paul Parry
 Cllr Ivy Darton
 Cllr Geoff Fordham
 Cllr Pam Garratt
 Cllr Doug Ireland
 Cllr Tim Roberts

In attendance: Joanne Jones – Parish Clerk. County Cllr Rae Leighton, District Cllrs Marian Andrews & Sir Peter Batho. There were no members of the public present.

Welcome by the Chairman

9437. Public Forum

There were no members of the public present.

9438. Reports

(a) Report by County Councillor Rae Leighton

County Councillor Rae Leighton reported that Suffolk County Council are in the process of producing a Suffolk Code of Conduct to replace the existing code which is due to be abolished from 1st July 2012. Cllr Leighton gave details regarding the replacement code and advised that Town & Parish Councils would be able to adopt this code and urged Kelsale-cum-Carlton Parish Council to do so. The Chairman thanked County Cllr Leighton for his report and made enquiries to Cllr Leighton regarding future members declarations of interests to which Cllr Leighton gave advice. Cllr Roberts requested clarification regarding the rulings for Councillors when declaring their future declarations of interest in line with the forthcoming Localism Bill to which the Clerk and Cllr Leighton gave details.

(b) Report by District Councillor Marian Andrews

District Councillor Marian Andrews took the opportunity to wish the Council good luck on their entry to the Village of the Year competition and advised that she would not be involved in the judging process this year. The Clerk confirmed that [REDACTED], SCDC would be coming to walk around the village prior to the judging on Thursday 14th June 2012. Cllr Andrews reported that herself and Sir Peter Batho had recently attended a Sizewell Parishes Liaison Group meeting and a Community Engagement event regarding Sizewell C. The Chairman thanked District Cllr Andrews for her report.

(c) Report by District Councillor Sir Peter Batho

District Cllr Sir Peter Batho gave details regarding a textile recycling scheme that is going to be carried out within Suffolk. He gave advice and details regarding Councillors Declarations of Members Interests forms and confirmed that spouses would need to be included on future declarations. Cllr Sir Peter Batho gave details regarding the future process for Councillors when declaring interests relating to planning applications. The Chairman thanked District Cllr Sir Peter Batho for his report.

(d) Police Report

PCSO [REDACTED] had sent her apologies. The Clerk read the following report:-

Please find detailed below crimes recorded during April, 2012 for Kelsale and Carlton

Kelsale - Theft-In Dwelling - At a Beaumont Cottages shared accommodation address, a male, with learning difficulties, took another resident's money. **Dealt with by Community Resolution - and money to be paid back.**

Police Report Cont...

Carlton - Burglary-Other Building - At a car parts company on the Industrial Estate, the roller shutters to the building had been forced on two separate occasions – entry not gained.

Finalised – noted for mobile police patrols.

As always you can contact Suffolk Constabulary via email: saxfram.snt@suffolk.pnn.police.uk **or by calling 01473 613500 or 101.**

PCSO 3070 [REDACTED] Saxmundham and Framlingham SNT

The Chairman formally opened the meeting

9439. Apologies

Cllr Revell (Family commitments)

9440. Declarations' of Interest

Cllr Ireland declared a Personal Interest in item 9445 (b) - To Consider 'corporate' sponsorship of the Suffolk Flora Preservation Trust.

9441. To Consider and Approve the draft minutes of the Parish Council meeting held on Wednesday 25th April 2012

The draft minutes of the Parish Council meeting held on Wednesday 25th April 2012 had been previously circulated to all Council members and were Proposed for **Approval** by Cllr Aird, Seconded by Cllr Roberts and duly signed by the Chairman. **9 In Favour, 2 Abstentions.**

9442. Parish Clerk's Report

UK Power Networks have confirmed that the work to bury the cables at Carlton Green will commence in approximately 2 to 3 months time. They will confirm the exact date prior to any works commencing.

To advise that I have recently reported the missing finger sign on the sign that points to Kelsale at the junction by The Crossways (near Maple Farm) to Suffolk County Highways and they have confirmed that the sign will be replaced with a standard sign which will be funded by SCC.

I have received confirmation from [REDACTED] at SCDC that she has received the Parish Council's entry for the Village of the Year competition and to advise she will be coming to have a walk around the village on Thursday 14th June 2012 prior to the judging taking place.

I have received a letter of thanks from Suffolk Mind for the recent donation given.

I have received details of a future road closure which I will display on the noticeboards.

9443. Matters Arising from the Clerk's Report

Councillors raised concerns regarding the removal and replacement of the broken finger sign at By the Crossways and it was agreed that the Council would prefer this to be repaired rather than replaced. **Action: Clerk to liaise with Suffolk County Highways regarding this matter.**

Cllrs Aird and Hartley agreed to assist the Clerk in showing [REDACTED], SCDC around the village prior to the judging of the Village of the Year competition.

9444. Matters Arising from the last Parish Council Meeting

There were none.

9445. Parish Council Matters

(a) Low Road Car Park

The Chairman gave details of the recent meeting held with SCDC regarding this matter and advised that following on from this meeting they had offered the Council an initial draft proposed lease for 21 years to which he gave details. The Chairman confirmed that SCDC did not want to divest this piece of land as it has been suggested that this site could be used for future affordable housing. The Clerk advised that further to receiving the details of the proposed lease she had made further enquiries regarding the terms of the lease and had tabled a paper for all Councillors to which the Chairman gave details. The Chairman stated that he felt strongly that the Parish Council should take over the management of the Low Rd car park. There was an in-depth discussion whereby Cllr Ireland gave details regarding a previous lease held between SCDC and the Parish Council and the 12 month break clause within the lease was discussed. *The Chairman closed the meeting to allow District Cllr Sir Peter Batho to comment.* District Cllr Sir Peter Batho gave advice regarding this area of land and recommended that the Parish Council should take on a lease for the car park in order to prevent affordable housing being built. District Cllr Marian Andrews reported that she agreed with Cllr Sir Peter Batho's comments and advised that there had been an offer made by a landowner for a piece of land within the village envelope for future affordable housing, which had been accepted by SCDC and by the Housing Association as a suitable place to build affordable housing. *The Chairman re-convened the meeting.* Cllr Roberts suggested that the Parish Council should look into obtaining a lease with a 5 year break clause. Cllr Ireland Proposed that the Parish Council should take on the lease for 21 years as proposed by SCDC, Seconded by Cllr Roberts. **All in Favour.** The Chairman asked the Clerk to contact [REDACTED], SCDC to confirm the Parish Council's decision. District Cllr Andrews recommended that the Parish Council should chase SCDC regarding the implementation on the new proposed village envelope boundary which had been previously submitted. **Action: Clerk to contact [REDACTED], SCDC and re-send the map.** Cllr Hartley also reminded the Council that the change of road names had also not been implemented by SCDC.

(b) To Consider 'corporate' sponsorship of the Suffolk Flora Preservation Trust.

The Chairman gave details regarding the presentation given by the Suffolk Flora Preservation Trust at the Annual Parish Meeting and Proposed that the Parish Council becomes a corporate sponsor of the Suffolk Flora Preservation Trust so that all Parish Councillors would become 'guardians'. Seconded by Cllr Fordham. **10 in Favour, 1 Abstention.** The Chairman confirmed that he would clarify the terms of the corporate sponsorship and suggested that the Parish Council pay the sum of £100.00 per year for the sponsorship. **Action: The Chairman to clarify terms of the corporate sponsorship.**

9446. Planning Matters

(a) To consider Planning Applications received since the last meeting:

Application No: C12/0629

Location: Outbuilding, Boundary Farm, East Green Rd, Kelsale-cum- Carlton.

Proposal: Conversion and extension of outbuilding to form annexe.

The Clerk confirmed that this application was currently being circulated amongst the Planning Committee.

Application No: C12/0995

Location: Park Gate Farm, Main Rd, (Kelsale), Kelsale-cum-Carlton. IP17 2RF

Proposal: Installation of a single micro scale wind turbine (14.97m to hub, 5.6m diameter blades).

The Clerk confirmed that this application was currently being circulated amongst the Planning Committee.

Planning Matters Cont...**Application No: C12/0994**

Location: Land East of Rogman Farm Bungalow, Lowes Hill, Kelsale-cum-Carlton.

Proposal: Installation of a two micro scale wind turbines (14.97m to hub, 5.6m diameter blades).

The Clerk confirmed that this application was currently being circulated amongst the Planning Committee. The Chairman advised that both of the applications for wind turbines were outside the area recommended by Mosscliff. in the feasibility study carried out for the Kelsale-cum-Carlton Community Energy Committee. He advised that he would email a copy of the feasibility study to all planning committee members and that a copy was available for all Councillors to view.

Application No: C12/0895

Location: Denby Grange, Carlton Rd, Kelsale-cum-Carlton. IP17 2QE

Proposal: Extension of residential curtilage including a change of use and erection of a new dwelling. This application has been recommended for **Approval** by the Parish Council.

Application No: C12/0638

Location: Westholme, East Green Road, Kelsale-cum-Carlton. IP17 2PH

Proposal: Application for a Certificate of Lawfulness for an Existing Use or Development: Use of property by residents not solely or mainly employed in agriculture.

The Planning Committee provided evidence to SCDC for this application.

There was in an in-depth discussion regarding the running of the Planning Committee and the Chairman suggested that this matter should be discussed as an agenda item at the next meeting.

(b) To consider Planning Decisions confirmed since last meeting:

Application No: C12/0580

Location: Camping Site, Lonely Farm, Kelsale Road, Kelsale-cum-Carlton

Proposal: Change of use of land for accommodate to extend existing touring caravan site. The Planning Committee recommended **Approval** for this application. No decision has been made by SCDC to date.

Application No: C12/0336

Location: Nobell, Low Rd, Kelsale-cum-Carlton. IP17 2NU

Proposal: Erection of garage to Nobell and Brindell (existing to be demolished). Erection of two new dwellings on land to rear of Nobell. The Parish Council recommended **Approval** for this application, subject to conditions. No decision has been made by SCDC to date.

9447. Financial Matters

(a) Financial Statement since last meeting

Income/Receipts

The Energy Saving (LEAF Funds)	£34,357.95
SCDC S.106 Sports Fund (Recreation Ground Entrance)	£ 1,506.25
SCDC (1 st half of the Precept)	£ 9,518.00
Norse Commercial Services Ltd (Recycling Credits)	£ 40.54
The Energy Saving (LEAF Funds)	£12,493.80

Expenditure: (Direct Debits/Standing Orders)

EON Energy (Street Lighting)	£ 49.91
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Bank Balances:

Current Account as at 30 th April 2012	£56,005.38
Business Reserve as at 30 th April 2012	£12,020.76
Community Energy Co-operative Account as at 31 March'12	£ 1,000.00

Financial Matters Cont...

(b) To Consider/Approve the following cheque payments:-

Jo Jones Salary & Expenses	£ 592.31
██████████ Wages (Litter Collector)	£ 75.00
Cllr E. Galloway (Rosettes for Diamond Jubilee Dog Show)	£ 30.85
Cllr J. Aird (Olympic Torch Bunting)	£ 29.56
Conservation Works Ltd (Tree Works)	£ 1,908.00
██████████ (For PA at Jubilee Fete)	£ 200.00
██████████ (Punch & Judy for Jubilee Fete)	£ 165.00
Dunraven Systems Ltd (LEAF Project)	£ 3,540.00
Cllr N. Denny (Refreshments at APM)	£ 21.37
Heelis & Lodge (Internal Audit)	£ 155.00
NJB Contractors (Recreation Ground Entrance – PC Costs)	£ 4,612.80
Gala Tent Ltd (Gazebo)	£ 602.86
Multiguard Solutions UK Ltd	£ 5,741.00
██████████ (Recreation Ground Maintenance)	£ 65.00
Suffolk Acre Services (Insurance Renewal)	£ 995.62
TOTAL	£18,734.37

The above payments were Proposed for **Approval** for payment by Cllr Roberts, Seconded by Cllr Parry. **All In Favour.**

(c) To Approve 2011/12 End of year Accounts

The Clerk confirmed that the Internal Audit had now been carried out to which she gave details. The Clerk had circulated the 2011/12 End of Year Accounts to all Councillors prior to the meeting and these were Proposed for **Approval** by Cllr Galloway, Seconded by Cllr Darton. **All in Favour.**

(d) To Approve Section 1 of the Local Councils Annual Return

The Clerk had tabled a copy of Section 1 of the Local Councils Annual Return to all Councillors and this was Proposed for **Approval** by Cllr Roberts, Seconded by Cllr Parry. **All in Favour.**

(e) To Approve Section 2 of the Local Councils Annual Return

The Clerk had tabled a copy of Section 2 of the Local Councils Annual Return to all Councillors and this was Proposed for **Approval** by Cllr Denny, Seconded by Cllr Fordham. **All in Favour.**

(f) To Approve Donations to be given from the proceeds from the 2011 Bonfire Event

It was Agreed that the following donations would be given from the proceeds from the 2011 Bonfire Event:-

- £500.00 – Village Hall Management Committee
- £250.00 – Kelsale Primary School
- £250.00 – Kelsale Afternoon Club

Proposed for **Approval** by Cllr Roberts, Seconded by Cllr Aird. **10 in Favour, 1 Abstention.**
Cllr Fordham offered his services to assist village organisations in applying for future funding.

The Chairman asked for permission to Suspend Standing Orders in order to continue the meeting.
10 in Favour. 1 Against.

(g) To Adopt the updated 2012 Asset Register

Further to the April 2012 Council meeting the Clerk had obtained advice from both BDO (external auditor) and Heelis & Lodge (internal auditor) which she had previously circulated. The Clerk had circulated a copy of the updated Asset Register to all Councillors prior to the meeting and this was Proposed for **Approval** by Cllr Garratt, Seconded by Cllr Roberts. **10 in Favour, 1 Against.**

(h) Parish Council Insurance Renewal

The Clerk gave details of the renewal quote that had been received from Suffolk Acre (Zurich) and this was Proposed for Approval by Cllr Roberts, Seconded by Cllr Fordham. **All in Favour.**

9448. To Receive a Report from the Community Energy Committee

Cllr Fordham advised that the Committee were currently finalising a pamphlet detailing the project as a whole which would be delivered to all residents. He advised that the next public meeting was due to be held on Thursday 5th July 2012. Cllr Fordham reported that Suffolk County Council had invited the Committee to be part of a pilot scheme which they will be offering, to which he gave details. Cllr Fordham reported on funds received for the project and advised that he would report further on these at a future meeting. The Chairman thanked Cllr Fordham for his report.

9449. To Receive Reports on Portfolio Matters

Youth Club

Cllr Denny reported that there were due to be some changes to the running of the Youth Club to which he gave details. He confirmed that the Youth Club was still well attended and running well.

Diamond Jubilee Fete Working Party

Cllr Denny reported on the final plans for the Diamond Jubilee Fete to be held on Saturday 2nd June 2012. Cllr Garratt gave details regarding the procedure for stall holders in order to count the takings made on the day. Cllr's Hartley and Ireland raised concerns regarding alcohol being consumed at the event to which Cllr Galloway confirmed that there was no need to suspend anything as the Recreation Ground had a 'Alcohol Disorder Zone' and was not an 'Alcohol Free Zone'. The Chairman thanked the Working Party for all their hard work. Cllr Denny raised concerns that whilst erecting the banners in order to advertise the fete he had noticed that the grass verges throughout the village were very overgrown. **Action: Clerk to contact Suffolk Coastal Services.**

Kelsale Primary School Liaison Representative

Cllr Galloway reported that the schoolchildren had enjoyed meeting the horses that would be leading the parade at the Jubilee fete.

Sizewell Parishes Liaison Group Representative

Cllr Galloway advised that she had recently attended a SPLG meeting to which she gave details. She urged Councillors to view the following website:- www.suffolkresilience.com for information regarding emergency plans and emergency response centres.

Recreation Ground

Further to the last meeting Cllr Aird advised that Cllr Galloway and herself had recently met with [REDACTED] to discuss the possibility of installing a petanque green within the Recreation Ground. She advised that further to this meeting he had submitted a quote for £1,080.00 + VAT to which she gave details. There was a brief discussion and it was suggested by Cllr Denny that the quote should be broken down to show the costs of labour and material. Cllr Ireland recommended that three quotes should be obtained before any formal decision is made. Cllr Roberts volunteered to assist in this matter.

Olympic Torch Relay

Cllr Aird advised that volunteers were needed on Thursday 5th July 2012 between 12:00-2:00pm in order to assist with directing for car parking to which she gave details. Cllrs Galloway, Roberts, Parry, Garratt and Fordham volunteered their services to assist on the day.

Oasis

Cllr Darton confirmed that the latest issue was now ready for distribution to which she gave details. She advised that a leaflet regarding the proposed village enhancement and an A5 flyer advertising the Olympic Torch Relay had also been inserted within this issue. She asked Councillors to provide photographs of the Diamond Jubilee Fete and the Olympic Torch Relay in order for these to be included within the next bumper souvenir issue.

9450. Any Other Matters Arising

The Clerk reported that Cllr Ireland had kindly produced a wonderful scroll from the Council to send to Her Majesty the Queen in order to commemorate the Diamond Jubilee to which she displayed. The Chairman thanked Cllr Ireland on behalf of the Council for all his hard work.

Cllr Hartley raised concerns regarding the recent works carried out to the entrance of the Recreation Ground to which the Clerk gave clarification.

Cllr Hartley raised concerns regarding the number of double poles within the village. The Clerk advised that she would contact BT Open Reach regarding this matter.

Cllr Roberts raised concerns regarding the number of damaged road signs throughout the village. He volunteered his services to repair these.

Cllr Denny raised concerns regarding dog fouling on the green in front of the Village Sign. He advised that a dog had been seen fouling several times by local residents and therefore it was suggested that the Clerk should write to the dog owner regarding this matter.

Cllr Denny raised concerns regarding the beech hedges on the footpath from the Main Rd through to Beaumont Cottages. Cllr Parry advised that he would contact Flagship Housing regarding this matter. Cllr Garratt reported that the hedges at the Curlew Green junction were also very overgrown.

9451. Correspondence

The correspondence received since the last meeting had been tabled by the Clerk.

The Chairman gave details of a letter received from Kelsale Primary School asking for either a raffle prize or for £20.00 in order to sponsor a stall at their forthcoming Summer Fair. There was a brief discussion and it was agreed that the Council would confirm to the school that the £250.00 donation given from the 2011 bonfire event proceeds would also include £20.00 to sponsor a stall at this event.

The Chairman advised that a letter had been received from SCDC regarding a Scrutiny of Housing Division survey to which the Clerk gave details, and requested Cllr Hartley's assistance in completing the form.

9452. Date of Next Meeting

The next meeting of Kelsale-cum-Carlton Parish Council will be held on Wednesday 20th June 2012 at 7:00pm in Kelsale Village Hall, Committee Room.

There being no further discussion the Chairman thanked the Parish Council for their attendance and formally closed the meeting at 9:45pm

Signed: Chairman Date:

KELSALE-CUM-CARLTON PARISH COUNCIL
MINUTES OF THE PARISH COUNCIL MEETING HELD ON WEDNESDAY
20TH JUNE 2012 AT 7:00PM IN KELSALE VILLAGE HALL, COMMITTEE ROOM

Present: Cllr Keith Dickerson (Chairman)
 Cllr Jeni Aird
 Cllr Nick Denny
 Cllr Edwina Galloway
 Cllr Doug Ireland
 Cllr Alan Revell
 Cllr Ivy Darton
 Cllr Geoff Fordham
 Cllr Pam Garratt
 Cllr Paul Parry

In attendance: Joanne Jones – Parish Clerk. County Cllr Rae Leighton, District Cllrs Marian Andrews & Sir Peter Batho. There were two members of the public present.

Welcome by the Chairman

The Chairman congratulated the Diamond Jubilee Working Party on the successful Jubilee fete. Both District Cllr's Andrews and Batho also agreed that this had been a wonderful event with a lovely family feeling to it.

9453. Public Forum

A member of the public made comment regarding a planning application that was due to be discussed at this meeting for a micro wind turbine. He stated that he hoped the Parish Council would be proactive to support this kind of application. The Chairman thanked the member of the public for his comments and advised that this matter would be discussed later in the meeting and assured him that balanced advice would be given.

9454. Reports

(a) Report by County Councillor Rae Leighton

County Councillor Rae Leighton gave advice regarding policies relating to wind turbine planning applications. County Cllr Leighton advised the Chairman that he had received a copy of the recent village enhancement public consultation paper for Kelsale and confirmed that he would not be completing this but gave advice regarding the size of the proposed conservation area and urged the Council to look into this matter carefully. The Chairman thanked County Cllr Rae Leighton for his comments.

(b) Report by District Councillor Marian Andrews

District Councillor Marian Andrews reported that she had an appointment on Friday 21st June 2012 with the Practice Manager at Saxmundham Doctors Surgery in order to discuss the money allocated to them through the Hopkins Homes development and to explore what they will be able to spend the money on to which she gave details. The Chairman thanked District Cllr Marian Andrews for her report.

(c) Report by District Councillor Sir Peter Batho

District Cllr Sir Peter Batho had nothing to report.

(d) Police Report

PCSO [REDACTED] had sent her apologies. The Clerk read the following report:-
 There have been **no crimes** during this month for either village.

As always you can contact Suffolk Constabulary via email: saxfram.snt@suffolk.pnn.police.uk or by calling 01473 613500 or 101. PCSO 3070 [REDACTED] Saxmundham and Framlingham SNT

The Chairman formally opened the meeting at 7:20pm

9455. Apologies

Apologies were accepted from Cllr Hartley (Out of Country) & Cllr Roberts (Out of County)

9456. Declarations' of Interest

There were none. The Clerk gave details of a meeting that she had attended at SALC regarding the replacement Suffolk Code of Conduct and the new declarations of members interest forms.

9457. To Consider and Approve the draft minutes of the Annual Meeting of the Council held on Wednesday 30th May 2012 and to Approve the draft minutes of the Parish Council meeting that followed this meeting

The draft minutes of the Annual Meeting of the Council held on Wednesday 30th May 2012 had been previously circulated to all Council members prior to this meeting and were Proposed for **Approval** by Cllr Aird, Seconded by Cllr Parry and duly signed by the Chairman. **9 In Favour, 1 Abstention.**

The draft minutes of the Parish Council meeting that followed this meeting had been circulated to all Council members prior to this meeting and subject to amendments were Proposed for **Approval** by Cllr Denny, Seconded by Cllr Garratt and duly signed by the Chairman. **9 In Favour, 1 Abstention.**

9458. Parish Clerk's Report

To confirm I have now informed [REDACTED], SCDC of the Council's decision regarding the proposed lease for the Low Rd Car Park.

To advise that the finger sign at By the Crossroads has now been replaced by SCC but I can confirm that I have arranged for the original sign to be delivered to Cllr Galloway.

I have now received the new draft Suffolk Code of Conduct. To advise I have attended an SLCC meeting today at SALC where this matter was discussed and I recommend that this matter should be an agenda item at the next meeting in order for the Council to consider and adopt the replacement code.

I have received a thank you letter from Kelsale Afternoon Club for the recent donation given.

I have recently sent a VAT reclamation to HMRC for £6,403.19 for which £5,024.54 is Community Energy Funds.

Finally, I have now advertised the Council's vacancy notice on the noticeboards.

9459. Matters Arising from the Clerk's Report

Cllr Galloway confirmed that the reason for the finger sign being delivered to herself was because Mr William Kendall of Maple Farm had agreed to see if the original sign could be repaired and reinstated at his own cost. The Chairman asked the Clerk to clarify the procedure for filling the Council vacancy. The Clerk gave details and advice regarding this matter and confirmed that anyone interested in applying should write to herself. County Cllr Rae Leighton also gave advice regarding this process.

9460. Matters Arising from the last Parish Council Meeting

There were no matters arising from the Annual meeting. The Clerk advised that the form to amend the bank signatories had now been completed. The Chairman confirmed that further to the Parish Council meeting held on 30th May 2012 he had spoken to [REDACTED] at the Suffolk Flora Preservation Trust regarding the proposed donation agreed in order for the Parish Council to become guardians and advised that they were happy to consider Kelsale-cum-Carlton Parish Council as a Corporate Sponsor to which he gave details.

9461. Parish Council Matters**(a) Olympic Torch Relay**

Cllr Aird gave details regarding this event and confirmed that all residents along the route would be receiving a letter from SCDC advising that they would not be able to park along the Main Rd during the Olympic Torch Relay event on Thursday 5th July 2012. She confirmed that the viewing areas for the school children would be marked off prior to the event.

(b) To Consider the running of the Planning Committee

The Chairman gave details regarding the present running of the Planning Committee and read comments that had been submitted by Cllr Paul Hartley in his absence. Members of the Planning Committee raised concerns regarding the current procedure. The Chairman ***closed the meeting*** to allow District Cllr Andrews and members of the public to comment. District Cllr Andrews gave details regarding how Saxmundham Town Council runs its Planning Committee.

Cllr Revell gave details of how the Planning Committee has run in the past. The Clerk gave advice on ways to improve the current procedure. A member of the public who had served previously on Kelsale-cum-Carlton Parish Council confirmed that whilst he was on the Planning Committee various procedures had been tried to which he gave details. ***The Chairman reconvened the meeting.*** There was a discussion and it was **Agreed** that going forward the Planning Committee would be separate from the Portfolio Holders. The Chairman recommended that the Planning Committee should hold a formal meeting one hour before the monthly Parish Council meeting in order for the members to then bring the recommendations back to Full Council. Proposed by Cllr Garratt, Seconded by Cllr Dickerson. **6 in Favour, 1 Against, 3 Abstentions.** The Chairman asked if any other Council members would consider joining the Planning Committee. No other Councillors volunteered their services for this request.

9462. Planning Matters

(a) To consider Planning Applications received since the last meeting:

None received

(b) To consider Planning Decisions confirmed since last meeting:

Application No: C12/0629

Location: Outbuilding, Boundary Farm, East Green Rd, Kelsale

Proposal: Conversion and extension of outbuilding to form annexe.

The Parish Council provided evidence for this application including conditions for SCDC to take into consideration. No decision has been made by SCDC to date.

The Chairman commented regarding Planning Applications C12/0994 & C12/0995 and gave details and advice that he had received from Mosscliff regarding the size of the proposed wind turbines and confirmed that the tip must not come within 50 metres of any habitat feature. Cllr Ireland had previously raised concerns regarding possible evidence of bats on both the proposed sites. The Chairman ***closed the meeting*** to allow District Cllr Andrews and members of the public to comment. District Cllr Andrews raised concerns regarding a wind turbine on the Leiston Rd. A member of the public advised that he had carried out some research relating to wind turbines and the consideration of bat surveys and proximity from buildings to which he gave details. The Chairman thanked District Cllr Andrews and the member of the public for their comments and ***reconvened the meeting.***

Planning Matters cont...

There was a discussion regarding the specifications and the law regarding these applications and it was suggested by Cllr Fordham that the Parish Council should be looking into encouraging people to adopt any kind of renewable energy. Cllr Ireland gave details regarding a previous application from the same wind turbine company and confirmed that this was upheld by SCDC as the applicant had not demonstrated that there would be any harm to bats and confirmed that the wording on both these applications was identical to this previous application and that he felt that both these sites had not been examined for bats. The Chairman ***closed the meeting*** to allow a member of the public to comment. A member of the public pointed out that the applications were for mini turbines which were smaller than those referred to by Mosscliff and that their environmental impact would be lower. The Chairman suggested that the following recommendations should be sent to SCDC for these applications:-

Application No: C12/0995

Location: Park Gate Farm, Main Rd, (Kelsale), Kelsale-cum-Carlton. IP17 2RF

Proposal: Installation of a single micro scale wind turbine (14.97m to hub, 5.6m diameter blades).

The Planning Committee recommended that SCDC took the following points into consideration prior to making their decision regarding this application:-

- It was felt that the legality regarding the appropriate siting distance from the dwelling should be looked into.
- The Planning Committee raised concerns regarding bats roosting within the proposed area to which the additional information from Mosscliff was also sent. No decision has been made by SCDC to date.

Application No: C12/0994

Location: Land East of Rogman Farm Bungalow, Lowes Hill, Kelsale-cum-Carlton.

Proposal: Installation of a two micro scale wind turbines (14.97m to hub, 5.6m diameter blades).

The Planning Committee recommended that SCDC took the following points into consideration prior to making their decision regarding this application:-

- It was felt that the legality regarding the appropriate siting distance from the dwelling should be looked into.
- The Planning Committee raised concerns regarding bats roosting within the proposed area to which the additional information from Mosscliff was also sent. No decision has been made by SCDC to date.

Application No: C12/0895

Location: Denby Grange, Carlton Rd, Kelsale-cum-Carlton. IP17 2QE

Proposal: Extension of residential curtilage including a change of use and erection of a new dwelling. There were **No Objections** from the Planning Committee. No decision has been made by SCDC to date.

Application No: C12/0638

Location: Westholme, East Green Road, Kelsale. IP17 2PH

Proposal: Application for a Certificate of Lawfulness for an Existing Use or Development: Use of property by residents not solely or mainly employed in agriculture. The Planning Committee provided evidence for this application with observations for SCDC to take into consideration. No decision has been made by SCDC to date.

Application No: C12/0580

Location: Camping Site, Lonely Farm, Kelsale Road, Kelsale-cum-Carlton

Proposal: Change of use of land for accommodate to extend existing touring caravan site

There were **No Objections** from the Planning Committee. No decision has been made by SCDC to date.

Application No: C12/0336

Location: Nobell, Low Rd, Kelsale-cum-Carlton. IP17 2NU

Proposal: Erection of garage to Nobell and Brindell (existing to be demolished). Erection of two new dwellings on land to rear of Nobell. The Planning Committee provided evidence for this application subject to conditions. No decision has been made by SCDC to date.

It was agreed that going forward the Clerk would forward a copy of the Parish Council's response to all members of the Planning Committee.

9463. Financial Matters

(a) Financial Statement since last meeting

Income/Receipts

Window Box Advertisement (Oasis)	£ 16.00
Locality Budget for Gazebo	£ 800.00
EAMT – Returned deposit for Hire of Maypole (Jubilee)	£ 100.00

Expenditure: (Direct Debits/Standing Orders)

EON Energy (Street Lighting)	£ 49.91
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Bank Balances:

Current Account as at 31 st May 2012	£28161.89
Business Reserve as at 31 st May 2012	£12020.76
Community Energy Co-operative Account as at 31 st May'12	£ 6736.66

(b) To Consider/Approve the following cheque payments:-

Jo Jones Salary & Expenses	£ 589.68
██████████ Wages (Litter Collector)	£ 60.00
Kelsale Village Hall (Hall Hire)	£ 88.50
Gipping Press Ltd (Oasis & Pamphlet)	£ 242.00
Cllr Pam Garratt (Jubilee Fete Expenses)	£ 134.62
██████████ (Jubilee Fete Mileage Expenses)	£ 33.75
██████████ (Recreation Ground Maintenance)	£ 65.00
Suffolk Flora Preservation Trust (Corporate Sponsorship)	£ 100.00
TOTAL	£ 1,313.55

The above payments were Proposed for **Approval** for payment by Cllr Fordham, Seconded by Cllr Revell. **All In Favour.**

9464. To Receive a Report from the Community Energy Committee

Cllr Fordham reported that the Committee were currently finalising a pamphlet detailing the project and that this should be distributed within the next week. He gave details regarding future developments and the possibility of forming a Community Co-operative. Cllr Fordham gave details regarding the results of the feasibility studies carried out within Kelsale. He stated that Kelsale Primary School were going to go through the route of SCC in order to install Solar PV and therefore the Community Energy Committee would have to consider alternative options to which he provided examples. Cllr Fordham confirmed that the Committee had considered that one of their roles should be to provide advice to residents regarding wind-turbines.

The Chairman thanked Cllr Fordham for his report and stated that he hoped the school would reconsider the Community Energy Committee's proposition. He provided details regarding other options available to the Committee and urged the Committee to develop these options further at the next Community Energy Committee meeting.

9465. To Receive Reports on Portfolio Matters

Street Lighting

Cllr Galloway reported that she was currently looking into the street lighting costings.

Kelsale Primary School Liaison Representative

Cllr Galloway congratulated the school for the brilliant support they had provided for the recent Jubilee fete.

To Receive Reports on Portfolio Matters cont...

Environment, Heritage & Access

Cllr Parry confirmed that the SCC Rights of Way Officer had confirmed that they would clear Footpath 25 at the bottom of the steps at Tiggins Lane. Cllr Garratt raised concerns regarding the pavement outside Cadeau, Main Rd which was forcing pushchair/wheelchair users to walk in the road. The Clerk confirmed that she would report this matter to Suffolk County Highways. Concerns were also raised regarding the pavement on the other side of the road between Hillside and Dorelys Corner where there is no pavement visible. Cllr Parry confirmed that he had reported this matter to SCC previously. Safety concerns were also raised regarding the hedge at Curlew Green. The Clerk advised that she would also report these matters to SCC.

Youth Club

Cllr Denny reported that their AGM was due to be held in July 2012 and confirmed that the Youth Club was still running well. The Chairman gave details of an e-mail received from [REDACTED] regarding tackling Anti-Social Behaviour in Saxmundham. He advised that a meeting would be held to discuss this matter on Thursday 21st June 2012 and urged Councillors to attend.

Jubilee Fete

Cllr Garratt tabled a paper regarding the funds raised at the event and confirmed that £1200 would be spent on the village. It was suggested that this money should be used to purchase 2 benches to commemorate the Jubilee from Mencap at the cost of £500.00 to be placed under the village sign and to also replace the broken one which had been recently removed from the Recreation Ground. Cllr Garratt asked the Clerk to ask permission from Flagship to place the bench under the village sign. It was suggested that the money raised from the raffle should be donated as follows:-

£100.00 - Senior Citizens Xmas Party

£150.00 - Children's Xmas Party (to be organised)

£90.00 – W.I. towards their 90th Birthday celebrations

£50.00 – Kelsale Primary School towards new football nets

£50.00 – Kelsale Crafty Ladies for fabric

£120.00 – Kelsale Village Hall specifically for screens

On behalf of the Council the Chairman offered his congratulations to the Jubilee Fete Working Party and thanked everyone who contributed on the day.

Recreation Ground

Cllr Aird advised that Cllr Garratt was in the process of obtaining a third quotation for the installation of a petanque pitch. Cllr Revell confirmed that the works to the entrance had now been completed.

Village Hall Management Committee

Cllr Darton thanked the Village Hall Management Committee for providing and maintaining the flower tubs outside the Village Hall. She confirmed that the Committee were going to make an application to the Big Lottery Fund for funding towards disabled facilities within the Village Hall to which she gave details. Cllr Darton provided details of future events to be held.

Oasis

Cllr Darton reported that she had been contacted by a member of the public who had brought guests to the Jubilee Fete and sent his congratulations for the event. She advised that he had also sent his window box advertisement fee along with a donation to the Parish Council.

There was a brief discussion regarding the next issue of the Oasis and it was agreed that as this would be a Souvenir Issue extra pages may be required. On behalf of the Council the Chairman thanked Cllr Darton for all her hard work on the recent issue of the Oasis and urged Councillors to provide Cllr Darton with photos of both the Jubilee Fete and Olympic Torch celebrations for the next bumper issue.

To Receive Reports on Portfolio Matters cont...**Website**

Cllr Denny raised concerns regarding the domain name for the Parish Council's website. It was Proposed by Cllr Denny that the domain name should be changed to www.Kelsale.com, Seconded by Cllr Revell. **All in Favour.**

9466. Any Other Matters Arising

The Chairman asked all Councillors to return their Village Enhancement public consultation papers and summarised the next steps.

Cllr Galloway advised that she had brought the remaining bonfire equipment to the meeting for collection by the Bonfire Event Working Party.

Cllr Denny raised concerns regarding the state of the overgrown bank within the Low Rd car park.

Cllr Parry suggested that a plaque should be purchased in order to commemorate the Oak planted for the Diamond Jubilee.

9467. Correspondence

The correspondence received since the last meeting had been tabled by the Clerk.

9468. Date of Next Meeting

The next meeting of Kelsale-cum-Carlton Parish Council will be held on Wednesday 25th July 2012 at 7:00pm in Kelsale Village Hall, Committee Room.

There being no further discussion the Chairman thanked the Parish Council for their attendance and formally closed the meeting at 9:10pm

Signed: Chairman Date:

KELSALE-CUM-CARLTON PARISH COUNCIL
MINUTES OF THE PARISH COUNCIL MEETING HELD ON WEDNESDAY
25TH JULY 2012 AT 7:00PM IN KELSALE VILLAGE HALL, COMMITTEE ROOM

Present: Cllr Keith Dickerson (Chairman)
 Cllr Jeni Aird
 Cllr Nick Denny
 Cllr Edwina Galloway
 Cllr Paul Hartley
 Cllr Paul Parry
 Cllr Tim Roberts
 Cllr Ivy Darton
 Cllr Geoff Fordham
 Cllr Pam Garratt
 Cllr Doug Ireland
 Cllr Alan Revell

In attendance: Joanne Jones – Parish Clerk. County Cllr Rae Leighton and District Cllr Marian Andrews. There were 3 members of the public present.

Welcome by the Chairman

9469. Public Forum

██████████ gave details of progress with the Saxmundham Town Plan Project to date. He advised that there were details within the plan that related to Kelsale-cum-Carlton and therefore asked if the Parish Council would be willing to be included within a survey questionnaire. The Chairman asked ██████████ if Benhall would also be addressed by the questionnaire to which ██████████ replied that he had just approached Benhall Parish Council regarding this matter and confirmed that they would be representing the views of their residents. The Chairman asked for views from the Parish Council and it was agreed that the Parish Council would also represent the views of Kelsale-cum-Carlton residents in responding to the questionnaire. The Chairman thanked ██████████ for his comments.

Mr ██████████, Site Manager, Carlton Meres Country Park advised that he had attended the meeting to make himself available for the Council to ask him any questions that they may have regarding the site. Cllr Garratt asked ██████████ about permanent residency on the site to which ██████████ confirmed that the site is a holiday park and not a residential park and had a licence for ten months of the year. PCSO ██████████ asked ██████████ if he would like her to arrange for a security member to attend the site to which ██████████ was very keen to take the offer up. ██████████ gave details of the changes to the running of the park and confirmed that the sewerage treatment plant is checked monthly by the Environment Agency and gave details. ██████████ stated that the Parish Council would be very welcome to visit the site and confirmed that the contact number for the site was 01728 603344. ██████████ clarified the number of plots within the site and advised that some concerns had been raised by SCDC regarding the fact that no council tax is being charged to occupants on the site and stated that this was not applicable to holiday homes. The Chairman thanked ██████████ for attending the meeting and encouraged Councillors to visit the site.

9470. Reports

(a) Report by County Councillor Rae Leighton

County Councillor Rae Leighton gave details regarding the forthcoming election for a Police & Crime Commissioner which is due to take place in November 2012. County Cllr Leighton reported that he was pleased to note that Kelsale-cum-Carlton were going to adopt the new Suffolk Code of Conduct and provided details regarding the new declaration of interests forms. The Chairman thanked County Cllr Leighton for his report.

Reports cont...**(b) Report by District Councillor Marian Andrews**

District Councillor Marian Andrews reported that she had recently attended a cabinet meeting whereby it was agreed that the Spa Pavilion in Felixstowe would be put up for sale to which she gave details. The Chairman thanked District Cllr Andrews for her report.

(c) Report by District Councillor Sir Peter Batho

District Cllr Sir Peter Batho had sent his apologies. No written report had been submitted.

(d) Police Report

PCSO [REDACTED] gave the following report:-

There has been 1 crime recorded for Kelsale during June 2012. There have been no crimes for Carlton during this time.

Kelsale crime:-

Theft-of Motor Vehicle: Sometime over a 9 day period an insecure Honda trike was stolen from a long secluded driveway leading to an organic farm. No paperwork held or i/d nos. known for trike.

No further enquiries. Finalised.

SNT Priorities as revised and reviewed at last SNT Tasking meeting:

Priority 1: Youth-related ASB in Saxmundham Friday/Saturdays nights and linked to Carlton Park, Brook Farm Road, Market Place and Waitrose.

Priority 2: ASB, litter, graffiti and criminal damage at Pageant Field, Framlingham, occurring day and evenings, particularly Friday/Saturday's.

The next SNT Tasking meeting will be on Wednesday 8th August 2012 at Framlingham Police Station at 2:00pm.

As always you can contact Suffolk Constabulary via email: saxfram.snt@suffolk.pnn.police.uk **or by calling 01473 613500 or 101. PCSO 3070 [REDACTED] Saxmundham and Framlingham SNT**

The Chairman thanked PCSO [REDACTED] for her report.

The Chairman formally opened the meeting at 7:40pm

The Chairman reported that a revised agenda had been issued following information given at the Code of Conduct Briefing that he had recently attended at SALC. Therefore he advised that prior to the commencement of the meeting the Council were required to consider and adopt the Suffolk Code of Conduct so that it would be in force for the rest of the meeting.

Resolution to Consider and Adopt the Suffolk Code of Conduct - Approval was Proposed by Cllr Fordham, Seconded by Cllr Roberts, **11 in Favour, 1 Abstention. The Code of Conduct was duly Adopted by the Council.** The Clerk gave details regarding the new declarations of interests. The Chairman gave details regarding the procedure for the approval of future dispensations.

9471. Apologies

There were none.

9472. Declarations' of Interest

Cllr Dickerson declared a non-pecuniary interest in item 9477 (a).

a) To Consider any dispensations

There were none.

9473. To Consider and Approve the draft minutes of the Parish Council meeting held on Wednesday 20th June 2012

The draft minutes of the Parish Council meeting held on Wednesday 20th June 2012 had been circulated to all Councillors prior to this meeting and were Proposed for **Approval** by Cllr Denny, Seconded by Cllr Aird and duly signed by the Chairman as a true record. **9 In Favour, 3 Abstentions.**

9474. Parish Clerk's Report

To confirm that I have been informed by SCDC that further to the display of the advertisement for the current vacancy on the Parish Council noticeboard that this vacancy can now be filled by means of a co-option to which will be advertised in due course.

I have recently e-mailed [REDACTED] at Suffolk Coastal Services regarding the bottle banks within the Low Rd Car Park. I have received several complaints during the past few months that these are not being emptied on a regular weekly basis and have therefore raised this matter and recommended that they should consider siting either a larger or additional bottle bank to prevent overflowing.

I can confirm that the Barclays mandate to change the bank signatories is now complete.

I have contacted [REDACTED] from SCDC with regards to the road name change requests and she has advised that unfortunately priorities within her department have changed and this has been put aside temporarily. She confirmed that once she returns from Annual leave next week she will carry out this request.

I have received a letter of thanks from Kelsale Primary School for the recent donation given to which [REDACTED] advised they will be using it to purchase much needed gym mats.

Finally, I am pleased to announce that I have successfully passed my CiLCA qualification and therefore the Parish now has a qualified Clerk.

9475. Matters Arising from the Clerk's Report

Cllr Ireland raised concerns and gave details regarding the emptying of the bottle banks at Low Rd Car Park. There was a brief discussion whereby suggestions were made on how to improve this area. The Clerk advised that she would contact [REDACTED] at Suffolk Coastal Services regarding this matter. Several Councillors also raised concerns regarding the refuse collection within Kelsale-cum-Carlton.

9476. Matters Arising from the last Parish Council Meeting

Cllr Galloway advised that the broken finger road sign from By the Crossways which had been recently removed by Suffolk County Highways had not yet been delivered to her as previously arranged. Cllr Hartley provided further information to County Cllr Rae Leighton on this matter. Cllr Revell offered his services to collect the broken sign. The Clerk advised that she would contact [REDACTED] at Suffolk County Highways in order to arrange collection.

9477. Parish Council Matters

(a) Kelsale Village Centre Enhancement

The Chairman had tabled a paper providing an interim response of the Kelsale Village Centre Enhancement public consultation paper to which he gave details. He advised that he would provide a further update at the August Council meeting and requested the Clerk to make this an agenda item. Cllr Aird advised that she felt the advice given by District Cllr Sir Peter Batho at the June Council meeting regarding the possible restrictions that could apply to the proposed conservation area should be taken into consideration by the Council.

Parish Council Matters cont...**(b) Village of the Year Competition**

The Chairman confirmed that Kelsale-cum-Carlton came 3rd in the Village of the Year Competition. Cllr Andrews provided details and advice regarding this matter for which the Chairman thanked her.

(c) Resolution to Agree to purchase a plaque for the Diamond Jubilee Oak Tree

Cllr Parry gave details and costings for the sign and **Approval** to purchase the sign was Proposed by Cllr Parry, Seconded by Cllr Revell. **11 in Favour. Cllr Ireland did not vote.**

(d) Resolution to Approve the installation of a Petanque Green on the Recreation Ground

The Clerk gave details of the quotes that had been received. **Approval** for the Council to engage the services of [REDACTED] to install a Petanque Green was Proposed by Cllr Aird, Seconded by Cllr Galloway. **11 in Favour. Cllr Hartley did not vote. The Chairman asked the Clerk to contact [REDACTED] to arrange for the works to be carried out.**

(e) Benches

Cllr Garratt provided details regarding the benches that had been purchased from the Diamond Jubilee fete proceeds to commemorate this occasion and advised that further to the June Council meeting it had been suggested that one should replace the broken bench on the Recreation Ground and the other should be sited on the green under the village sign. She suggested that a working party could site the bench on the Recreation Ground and advised that the Clerk had now received permission from Flagship Housing for the siting of the other bench subject to it being sited on a concrete base. There was a brief discussion and it was **Unanimously Agreed** that the Clerk would contact [REDACTED] in order to obtain a quote for this work to be carried out. Cllr Roberts volunteered to obtain a further quote. Cllr Hartley suggested that they should be secured with galvanised brackets.

9478. Planning Matters

(a) To consider Planning Applications received since the last meeting: None received

(b) To consider Planning Decisions confirmed since last meeting:

Application No: C12/0629

Location: Outbuilding, Boundary Farm, East Green Rd, Kelsale

Proposal: Conversion and extension of outbuilding to form annexe.

The Parish Council recommended **Approval** subject to conditions for this application. This application has been **GRANTED** by SCDC with 6 Conditions.

Application No: C12/0995

Location: Park Gate Farm, Main Rd, (Kelsale), Kelsale-cum-Carlton

Proposal: Installation of a single micro scale wind turbine (14.97m to hub, 5.6m diameter blades).

The Planning Committee recommended that SCDC took the following points into consideration prior to making their decision regarding this application:-

- It was felt that the legality regarding the appropriate siting distance from the dwelling should be looked into.
- The Planning Committee raised concerns regarding bats roosting within the proposed area to which the additional information from Mosscliff was also sent.

No decision has been made by SCDC to date.

Application No: C12/0994

Location: Land East of Rogman Farm Bungalow, Lowes Hill, Kelsale

Proposal: Installation of a two micro scale wind turbines (14.97m to hub, 5.6m diameter blades).

The Planning Committee recommended that SCDC took the following points into consideration prior to making their decision regarding this application:-

- ▲ It was felt that the legality regarding the appropriate siting distance from the dwelling should be looked into.
- ▲ The Planning Committee raised concerns regarding bats roosting within the proposed area to which the additional information from Mosscliff was also sent. No decision has been made by SCDC to date.

Planning Matters cont....**Application No: C12/0895**

Location: Denby Grange, Carlton Rd, Kelsale-cum-Carlton. IP17 2QE

Proposal: Extension of residential curtilage including a change of use and erection of a new dwelling. There were **No Objections** from the Planning Committee. No decision has been made by SCDC to date.

Application No: C12/0638

Location: Westholme, East Green Road, Kelsale. IP17 2PH

Proposal: Application for a Certificate of Lawfulness for an Existing Use or Development: Use of property by residents not solely or mainly employed in agriculture. The Planning Committee provided evidence for this application with observations for SCDC to take into consideration. No decision has been made by SCDC to date.

Application No: C12/0580

Location: Camping Site, Lonely Farm, Kelsale Road, Kelsale-cum-Carlton

Proposal: Change of use of land for accommodate to extend existing touring caravan site. There were **No Objections** from the Planning Committee. This application has been **GRANTED** by SCDC with 4 Conditions.

Application No: C12/0336

Location: Nobell, Low Rd, Kelsale-cum-Carlton. IP17 2NU

Proposal: Erection of garage to Nobell and Brindell (existing to be demolished). Erection of two new dwellings on land to rear of Nobell. The Planning Committee provided evidence for this application, subject to conditions. This application has been **GRANTED** by SCDC with 11 Conditions.

9479. Financial Matters

(a) Financial Statement since last meeting

Income/Receipts

Window Box Advertisement (Oasis) + Donation	£ 40.00
Proceeds from Refreshments (Olympic Torch Relay)	£ 25.00

Expenditure: (Direct Debits/Standing Orders)

EON Energy (Street Lighting)	£ 51.57
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Bank Balances:

Current Account as at 30 th June 2012	£ 8,155.90
Business Reserve as at 30 th June 2012	£12,022.29
Community Energy Co-operative Account as at 30th June 2012	£ 6,736.66

(b) To Consider/Approve the following cheque payments:-

Jo Jones Salary & Expenses	£ 595.46
██████████ Wages (Litter Collector)	£ 60.00
St John Ambulance (First Aid – Jubilee Fete)	£ 107.64
Premier Toilet Hire Ltd (Toilet Hire – Olympic Torch Relay)	£ 420.00
NJB Contractors (Rec Ground-SCC QOL budget part of invoice)	£ 4,183.20
██████████ (Recreation Ground Maintenance)	£ 65.00
TOTAL	£ 5,431.30

The above payments were Proposed for **Approval** for payment by Cllr Roberts, Seconded by Cllr Revell. **All In Favour.**

Community Energy Payments since the last meeting (for information only)

██████████ (Artwork for Brochure)	£ 300.00
Leiston Press Ltd (Printing of Brochure)	£ 771.00
East Green Energy Ltd (Feasibility Study)	£ 2,040.00

The Chairman advised that further to the Clerk successfully passing her CiLCA qualification that as previously Approved as part of the 2012/13 budget the Clerk's salary would now be raised by one Spinal Column Point with effect from 1st July 2012.

9480. To Receive a Report from the Community Energy Committee

Cllr Fordham reported that the brochure detailing the project had now been distributed and suggested that the Clerk wrote a letter of thanks to [REDACTED] for the artwork and design. He gave details of a recent Committee meeting held on Thursday 5th July 2012 and advised that it was agreed that wider consultation would need to be given for future projects. Cllr Fordham gave details of a fund available to create a community based project to install a variety of renewable heating technologies at a discount of upto 65% by bulk purchase. He advised that the closing date for applications was 7th September 2012 to which he gave details regarding the process and criteria and asked in principal for the Parish Council's Approval for the Committee to proceed in order to bring an outline proposal to the August Council meeting. The Chairman stated that Approval was not necessary at this stage.

9481. To Receive Reports from Portfolio Holders and Liaison Representatives **Recreation Ground**

Cllr Aird recommended that the width of the rollers of the mower that cuts the Recreation Ground should be looked into to ensure that once the Petanque pitch is installed that mowing could still be easily carried out. Cllr Revell gave clarification regarding this matter and suggested that [REDACTED] could carry out any necessary work. There was a brief discussion regarding the siting of the Petanque Green.

Village Hall Management Committee

Cllr Darton reported that the Village Hall Management Committee were going to make an application to the Big Lottery Fund for funding towards the disabled access within the Village Hall to which she gave details. Cllr Darton advised that the quilt made by the Crafty Ladies was going to be offered as a draw prize at the Xmas Production - The Keepers Daughter. She advised that the date for the Senior Citizens Party would be Saturday 1st December 2012.

Oasis

Cllr Darton provided details regarding delivery routes. Cllr Parry volunteered his services in assisting with the delivery of the Oasis within the Beaumont Estate. Cllr Darton advised that the deadline for articles for the next issue was 15th August 2012.

Olympic Torch Relay

Cllr Aird thanked all Councillors who volunteered on the day and distributed certificates of thanks. The Chairman thanked Cllr Aird on behalf of the Council for her hard work carried out on this event.

Emergency Officer

Cllr Roberts advised that he had been in contact with EDF Energy in order to receive information regarding emergency procedures in relation to Sizewell.

Grant & Innovation

Cllr Fordham reported that he had attended a Kelsale Village Hall Management Committee meeting to provide information regarding their outline plan to submit a bid to The Big Lottery Fund to improve the disabled access to the Village Hall. The Chairman *closed the meeting* to allow [REDACTED], Chairman, KVHMC to comment. [REDACTED] provided details regarding the funding available and advised that it had been Unanimously Agreed by the Committee at an extraordinary meeting held on Wednesday 25th July 2012 that the Committee would apply for the funds to which he gave details.

Grant & Innovation cont...

Cllr Roberts suggested that the Council should look into funding available for broadband facilities to be made available within the Village Hall. He also gave details of possible community projects such as a virtual shop and/or produce swapping. The Chairman suggested that these matters should be an agenda item at the next meeting. The Chairman thanked [REDACTED] for his comments and *reconvened the meeting*.

Environment, Heritage & Access

Cllr Parry advised that the footpath at Red House Barn crossing between Lowes Hill and East Green had been closed and that works were currently being carried out to which he gave details. He confirmed that no notification had been provided from Network Rail or SCC regarding this closure and advised that he was looking into this matter.

Cllr Garratt raised concerns regarding the hedge at Curlew Green. The Clerk advised that she would write again to Suffolk County Highways regarding this matter.

Website

Cllr Denny raised concerns regarding the Parish Council's website to which he gave details. There was a brief discussion and it was agreed that as the website was essential to the proper running of the Council's business the Council should look into providing a new website in order to prevent future problems. Cllr Ireland recommended that the Council should go back to having a free website with OneSuffolk. The Chairman suggested that this matter should be an agenda item at the August Council meeting. Cllr Roberts volunteered to assist in this matter.

9482. Any Other Matters Arising

Cllr Revell reported on a recent LAIS article received from SALC regarding red diesel and gave details of a consultation being carried out and confirmed that the Inland Revenue were attempting to charge tax on red diesel for farm vehicles being used for community use - such as clearing snow which he felt was unacceptable, and suggested that the Council should respond to the consultation.

Cllr Ireland raised concerns regarding the grass cutting being carried out by Suffolk Coastal Services and Suffolk County Council. He advised that the Low Road Car Park had not been cut this year and that Suffolk Coastal Services had attended the site but had not unloaded the equipment. The Clerk confirmed that she would liaise with Suffolk Coastal Services and SCC regarding this matter.

Cllr Ireland advised that the Suffolk Record Office were looking for any pictures from the Diamond Jubilee and Olympic Torch celebrations. Cllr Roberts asked for guidance regarding putting photos of children at these events on the website to which Cllr Denny gave clarification.

9483. Correspondence

The correspondence received since the last meeting had been tabled by the Clerk.

9484. Date of Next Meeting

The next meeting of Kelsale-cum-Carlton Parish Council will be held on Wednesday 29th August 2012 at 7:00pm in Kelsale Village Hall, Committee Room.

There being no further discussion the Chairman thanked the Parish Council for their attendance and formally closed the meeting at 9:40pm

Signed: Chairman Date:

KELSALE-CUM-CARLTON PARISH COUNCIL
MINUTES OF THE PARISH COUNCIL MEETING HELD ON WEDNESDAY
29TH AUGUST 2012 AT 7:00PM IN KELSALE VILLAGE HALL, COMMITTEE ROOM

Present: Cllr Keith Dickerson (Chairman)
 Cllr Jeni Aird
 Cllr Pam Garratt
 Cllr Doug Ireland
 Cllr Alan Revell
 Cllr Edwina Galloway
 Cllr Paul Hartley
 Cllr Paul Parry
 Cllr Tim Roberts

In attendance: Joanne Jones – Parish Clerk. County Cllr Rae Leighton and District Cllrs Marian Andrews and Sir Peter Batho. There was one member of the public present.

Welcome by the Chairman

9485. Public Forum

There were no questions asked.

9486. Reports

(a) Report by County Councillor Rae Leighton

County Councillor Rae Leighton had nothing to report.

(b) Report by District Councillor Marian Andrews

District Councillor Marian Andrews reported on the issues relating to refuse collections within Kelsale-cum-Carlton and advised that this was due to a new computer programme and a faulty refuse collection vehicle. Cllr Andrews confirmed that she would raise this matter with the Cabinet Member at SCDC. The Chairman thanked District Cllr Andrews for her report.

Cllr Hartley raised concerns regarding the bin collection days and also informed Suffolk County Councillor Rae Leighton that the verges along Main Road and at Carlton Crossing needed attention.

(c) Report by District Councillor Sir Peter Batho

District Cllr Sir Peter Batho had nothing to report.

(d) Police Report

PCSO [REDACTED] had sent her apologies. The Clerk read the following report:-

There have been 5 crimes for Kelsale recorded during July 2012. There were no crimes for Carlton during that time. At the last SNT Tasking Meeting held on Wednesday 8th August 2012 the Priorities were reviewed and revised as follows:

Priority 1: In conjunction with SCDC Licensing Authority, to address ASB and Licensing infringements surrounding Zorba's kebab shop, Saxmundham.

Priority 2: To tackle ASB, litter and graffiti in Pageant Field, Framlingham occurring various times daytime and evening.

As always you can contact Suffolk Constabulary via email: saxfram.snt@suffolk.pnn.police.uk or by calling 01473 613500 or 101. PCSO 3070 [REDACTED], Saxmundham and Framlingham

The Chairman formally opened the meeting at 7.12 pm

9487. Apologies

Cllr Fordham (Out of County), Cllr Denny (Out of County), Cllr Darton (Family commitments).

9488. Declarations of Interest

There were none. Cllr Ireland raised concerns regarding the lack of guidance produced for the new Declarations of Interest forms. The Clerk gave advice regarding pecuniary and non-pecuniary interests and informed Cllr Ireland that going forward she would provide hard copies of documents to him. The Chairman asked Councillors if going forward they would prefer paper copies of Agendas, Minutes etc. in advance of the Council meeting. There was a brief discussion and it was agreed that any Councillors wishing for paper copies should contact the Clerk, otherwise emailing these documents would continue. Cllr Revell raised concerns regarding Councillors not having email facilities.

a) To Consider any dispensations

There were none.

9489. To Consider and Approve the draft minutes of the Parish Council meeting held on Wednesday 25th July 2012 and to approve the draft Minutes of the Annual Parish Meeting held on Wednesday 9th May 2012

The draft minutes of the Parish Council meeting held on Wednesday 25th July 2012 had been circulated to all Councillors prior to this meeting and were Proposed for **Approval** by Cllr Galloway, Seconded by Cllr Parry and duly signed by the Chairman as a true record. **All in Favour.** The Approval of the draft Minutes of the Annual Parish Meeting was deferred.

9490. Parish Clerk's Report

Myself and the Chairman will be attending a Village of the Year presentation at the winning village of Otley on Saturday 8th September 2012 in order for us to be presented with a cheque for £75.00.

Further to the last meeting I have looked into the Council's grass cutting contracts and can confirm that these do not include the area within the Low Rd Car Park and can only assume that this area should be the responsibility of SCDC.

I have received correspondence from SALC again regarding the Newsletter of the Year Competition to which I feel that the Council should again enter the New Oasis.

9491. Matters Arising from the Clerk's Report

Cllr Revell raised concerns regarding the grass cutting within Low Road car park to which the Clerk confirmed she would raise this matter with [REDACTED], SCDC. The Clerk gave details of the grass cutting contracts within the Parish.

9492. Matters Arising from the last Parish Council Meeting

The Clerk advised that further to the last meeting she had received quotes from [REDACTED] and [REDACTED] to fix the Diamond Jubilee benches on the Recreation Ground and on the piece of land under the village sign to which she gave details. It was Proposed by Cllr Revell that the Council should engage the services of [REDACTED] to carry out this work. Seconded by Cllr Roberts. **All in Favour. Clerk to liaise with [REDACTED].**

It was Agreed that Cllr Hartley could take the existing bench from the Recreation Ground for recycling. There was a brief discussion regarding the positioning of the bench on the Recreation Ground and it was Agreed that the new bench would be more central and further away from the fence. It was Agreed that this may incur further charges and the Clerk confirmed that she would liaise with [REDACTED] regarding this matter.

Cllr Revell confirmed that he had collected the damaged finger sign and requested that Cllr Galloway liaises with [REDACTED] in order to arrange collection.

9493. Parish Council Matters

(a) Parish Council co-option to fill current vacancy

The Clerk advised that she had received one application for the vacancy. The Chairman *suspended Standing Orders* and welcomed [REDACTED] to the meeting. [REDACTED] gave a brief overview of the reasons for wanting to join Kelsale-cum-Carlton Parish Council. Councillors asked [REDACTED] questions about her willingness to be involved with the village. The Chairman thanked [REDACTED] and *re-convened the meeting*. Mrs Taylor left the room. A formal vote was taken and it was **Unanimously Agreed** that [REDACTED] should be co-opted onto the Council. [REDACTED] re-entered the meeting and the Chairman welcomed her to the Council. Cllr Taylor took her place at the table and signed the Declaration of Acceptance form.

(b) Kelsale Village Centre Enhancement

The Chairman had tabled a paper providing a summary of the responses received for the enhancement of the Kelsale Village Centre to which he gave details. He suggested that the Council should progress on the Village Centre Enhancement whilst putting on hold the possibility of implementing a Conservation Area and recommended that a Public Meeting should be held to discuss this matter further. There was an in-depth discussion regarding the land at the Low Rd car park whereby Councillors expressed concern that the lease had not yet been agreed with SCDC. The Clerk gave details of an email received from [REDACTED] confirming that SCDC were still awaiting further information regarding this piece of land. Cllr Aird pointed out that only a very small proportion of parishioners had completed and returned the consultation paper distributed. After further discussion regarding the Low Road car park it was Agreed that there would be no further progression regarding this matter until SCDC had confirmed if a lease for the Low Rd car park would be available. The Chairman requested that the Clerk should write to SCDC in order to chase the possibility of leasing this land and point out to them in the meantime that this area is not being maintained to the required standard. It was also Agreed that the Clerk would state that the Council required a response to this letter within 21 days of the date of the letter sent.

(c) To discuss the 2012 Bonfire Event

Cllr Garratt confirmed that the event would be held on Saturday 3rd November 2012 and gave details regarding plans for the event to date. It was agreed that a meeting of the Bonfire Working Group would be held on Monday 3rd September 2012 at 7:00pm.

9494. Planning Matters

(a) To consider Planning Applications received since the last meeting:

Application No: C12/1570

Location: Walnut Tree House, Low Rd, Kelsale. IP17 2NU

Proposal: Erection of front porch. The Planning Committee had **No Objections** to this application.

Application No: C12/1605

Location: Kelsale Place, Main Rd, Kelsale. IP17 2RD

Proposal: Single-storey rear extension infill between two wings of the building. The Planning Committee had **No Objections** to this application.

Application No: C12/1503

Location: Plot 4, Southview, Carlton Rd, Carlton. IP17 2QB

Proposal: Erection of chalet bungalow and detached garage. The Planning Committee had **No Objections** to this application, subject to conditions, as stated. Cllr Hartley gave further details and registered his disapproval regarding this application.

(b) To consider Planning Decisions confirmed since last meeting:

Application No: C12/0995

Location: Park Gate Farm, Main Rd, (Kelsale), Kelsale-cum-Carlton

Proposal: Installation of a single micro scale wind turbine (14.97m to hub, 5.6m diameter blades).

The Planning Committee recommended that SCDC took the following points into consideration prior to making their decision regarding this application:-

- It was felt that the legality regarding the appropriate siting distance from the dwelling should be looked into.
- The Planning Committee raised concerns regarding bats roosting within the proposed area to which the additional information from Mosscliff was also sent. This application has been **Granted** by SCDC with 4 Conditions.

To consider Planning Decisions confirmed since last meeting cont...

Application No: C12/0994

Location: Land East of Rogman Farm Bungalow, Lowes Hill, Kelsale

Proposal: Installation of a two micro scale wind turbines (14.97m to hub, 5.6m diameter blades).

The Planning Committee recommended that SCDC took the following points into consideration prior to making their decision regarding this application:-

- ▲ It was felt that the legality regarding the appropriate siting distance from the dwelling should be looked into.
- ▲ The Planning Committee raised concerns regarding bats roosting within the proposed area to which the additional information from Mosscliff was also sent. No decision has been made by SCDC to date.

Application No: C12/0895

Location: Denby Grange, Carlton Rd, Kelsale-cum-Carlton. IP17 2QE

Proposal: Extension of residential curtilage including a change of use and erection of a new dwelling.

There were **No Objections** from the Planning Committee. No decision has been made by SCDC.

Application No: C12/0638

Location: Westholme, East Green Road, Kelsale. IP17 2PH

Proposal: Application for a Certificate of Lawfulness for an Existing Use or Development: Use of property by residents not solely or mainly employed in agriculture. The Planning Committee provided evidence for this application with observations for SCDC to take into consideration. No decision has been made by SCDC to date.

It was Agreed that the Clerk would chase SCDC for the decision for applications C12/0895, C12/0638 and C12/0994.

9495. Financial Matters

(a) Financial Statement since last meeting

Income/Receipts

Window Box Advertisement (Oasis)	£ 16.00
SCC–Quality of Life Budget (Improvements to Rec Grd Entrance)	£ 3,486.00

Expenditure: (Direct Debits/Standing Orders)

EON Energy (Street Lighting)	£ 51.57
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Bank Balances:

Current Account as at 31 st July 2012	£16,727.22
Business Reserve as at 31 st July 2012	£12,022.29
Community Energy Co-operative Account as at 31 st July 2012	£ 3,625.66

The Council thanked County Cllr Rae Leighton for the payment that had now been received from SCC from his Quality of Life Budget towards the work carried out to improve the entrance to the Recreation Ground.

(b) To Consider/Approve the following cheque payments:-

Jo Jones Salary & Expenses	£ 592.74
██████████ Wages (Litter Collector)	£ 75.00
BDO (External Audit Fee)	£ 480.00
SLCC (Annual Subscription)	£ 110.00
Kelsale Village Hall (Hall Hire)	£ 42.00
SALC (Cllr Dickerson Code of Conduct training course)	£ 30.00
TOTAL	£1,329.74

The above payments were Proposed for **Approval** for payment by Cllr Garratt, Seconded by Cllr Revell. **10 In Favour, 1 Abstention.**

Community Energy Payments since the last meeting (for information only)

Multiguard Solution (LEAF Project - Insulation Costs)	£6,047.56
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(c) To Approve the completion of the 2011/12 Annual Return

The Clerk gave details of the 2011/12 Annual Return and completion of this was **APPROVED** by Council. **Proposed** by Cllr Roberts, **Seconded** by Cllr Parry. **All in Favour.** The RFO advised that the statutory notice from BDO would now be displayed within the noticeboards. On behalf of the Council the Chairman congratulated the Clerk on the successful 2011/12 Annual Return and thanked her for all her hard work carried out.

9496. To Receive a Report from the Community Energy Committee

Cllr Roberts confirmed that the work at Brabbins Farm had now been signed off and completed to which he gave details. He reported that the Community Energy Committee had held an informal meeting whereby it was agreed that they would look into a business plan in order to identify any schemes that would benefit the Parish to which he provided details. Cllr Roberts advised that he had met with Co-operative Energy regarding the possibility of buying energy from other companies with a discount as part of the National Energy Forum to which he gave details. The Chairman reported that himself along with Cllrs Roberts and Parry had recently visited two photovoltaic sites at Nayland to which he gave details.

Cllr Ireland requested a copy of the brochure that had recently been produced by the Community Energy Committee. Cllr Hartley asked the Chairman if he could provide him with a paper copy of the Mosscliff report.

9497. To Receive Reports from Portfolio Holders and Liaison Representatives

Oasis

In Cllr Darton's absence the Clerk reported that The New Oasis would be thirty two pages long including sixteen pages of colour photos interleaved as all councillors had been keen to see lots of photos in the bumper souvenir edition. A quote has been received from Gipping Press for £402.13 which was acceptable to the PC. The Clerk also reported that [REDACTED] wished to thank the Parish Council for their thoughtfulness by putting the Diamond Jubilee Fete on the Saturday as she was able to watch other events over the weekend.

Village Hall Management Committee

In Cllr Darton's absence Cllr Garratt reported that there would be a Quiz Night on Friday 7th September 2012.

Recreation Ground

Cllr Aird advised that the Petanque pitch is due to be installed by [REDACTED] in the near future. Cllr Revell suggested that the actions from the Annual Inspection should be followed up. The Clerk confirmed that she would look into this.

Environment, Heritage & Access

Cllr Parry advised that he had reported to SCC that the sign to Footpath 15 at North Green had fallen down. He also advised that he had reported that the hedge at Curlew Green was now very overgrown and confirmed that SCC had advised that they were now underway with their 2nd cuts of the year. Cllr Parry raised concerns regarding the land behind the Fairings in Church Lane and suggested that [REDACTED] should be asked to tidy this area up. There was a brief discussion regarding ownership of this land and Cllr Ireland advised that this piece of land was not included within the deeds. Cllr Hartley raised concerns as to why the Parish Council were maintaining this area and suggested that this matter should be looked into in further detail. There was a discussion regarding this area of land and it was agreed that the Clerk would write to the Environment Agency regarding this matter and also report the state of the bed of the River Fromus. Cllr Parry volunteered his services to attend a Water Management Briefing at SCDC on Wednesday 5th September 2012. Cllr Ireland reported that the footpath at the end of Bramble Corner was now very overgrown. Cllr Parry confirmed that he would report this matter to SCC.

Cllr Roberts advised that further to the last meeting he had looked into researching the possibility of forming a “Virtual” Shop and Help Centre within the Village Hall. Cllr Roberts tabled a paper regarding this matter to all Councillors to which he gave details. There was a brief discussion regarding this matter and it was suggested that a broadband facility within the Village Hall and a Farmers Market could be beneficial to the Parish. Cllr Revell suggested that Cllr Roberts should liaise and work in conjunction with the Village Hall Management Committee regarding this matter.

Street Lighting

Cllr Galloway informed the Council that she had now walked around the village with former Councillor Mike Summers to look at the street lighting, which had been useful. She reported that she had just put in an order to upgrade a street light at Beaumont Cottages.

Sizewell Parishes Liaison Group

Cllr Galloway reported that she was due to attend a SPLG meeting on 25th September 2012.

9498. Any Other Matters Arising (For information only)

Cllr Garratt advised that she felt that the bench at the end of Carlton Rd was in need of some attention.

Cllr Roberts reported that he would create a 'drop box' for the village with all the photo's of the Diamond Jubilee Fete and the Olympic Torch Relay events. It was agreed that Cllr Roberts would liaise with Cllr Denny regarding having a link to this from the Parish Council and Primary School's websites.

9499. Correspondence

The correspondence received since the last meeting had been tabled by the Clerk.

The Chairman gave details of correspondence received from Suffolk Acre regarding a consultation in respect of the Sustainable Communities Act 2007. This document and a response as drafted by the Chairman had been sent to Councillors prior to the meeting and it was agreed the Clerk would respond to this consultation as per the Chairman's comments.

9500. Date of Next Meeting

The next meeting of Kelsale-cum-Carlton Parish Council will be held on Wednesday 26th September 2012 at 7:00pm in Kelsale Village Hall, Committee Room.

There being no further discussion the Chairman thanked the Parish Council for their attendance and formally closed the meeting at 9:10pm

Signed: Chairman Date:

KELSALE-CUM-CARLTON PARISH COUNCIL
MINUTES OF THE PARISH COUNCIL MEETING HELD ON WEDNESDAY
26TH SEPTEMBER 2012 AT 7:00PM IN KELSALE VILLAGE HALL, COMMITTEE ROOM

Present: Cllr Keith Dickerson (Chairman)
 Cllr Jeni Aird
 Cllr Nick Denny
 Cllr Edwina Galloway
 Cllr Paul Hartley
 Cllr Paul Parry
 Cllr Tim Roberts
 Cllr Ivy Darton
 Cllr Geoff Fordham
 Cllr Pam Garratt
 Cllr Doug Ireland
 Cllr Alan Revell
 Cllr Carolyn Taylor

In attendance: Joanne Jones – Parish Clerk. District Cllrs Marian Andrews and Sir Peter Batho.

Welcome by the Chairman

9501. Public Forum

There were no members of the public present.

9502. Reports

(a) Report by County Councillor Rae Leighton

County Councillor Rae Leighton was not present. No written report had been submitted.

(b) Report by District Councillor Marian Andrews

District Councillor Marian Andrews had nothing to report.

(c) Report by District Councillor Sir Peter Batho

District Cllr Sir Peter Batho reported that Suffolk Coastal District Council's 2011/12 audited accounts have now been signed off. He advised that unfortunately the accounts for the previous year had still not been signed off due to a public query to which he gave details.

(d) Police Report

The Clerk advised that due to PCSO [REDACTED] being on annual leave throughout September that a report containing the crimes for August and September 2012 would be made available for the October Council meeting.

The Chairman formally opened the meeting at 7:07pm

9503. Apologies

There were none.

9504. Declarations of Interest

Cllr Revel declared a Pecuniary Interest in item 9509. c.

a) To Consider any dispensations

There were none.

9505. To Consider and Approve the draft minutes of the Parish Council meeting held on Wednesday 29th August 2012

The draft minutes of the Parish Council meeting held on Wednesday 29th August 2012 had been circulated to all Councillors prior to this meeting and were Proposed for **Approval** by Cllr Aird, Seconded by Cllr Ireland and duly signed by the Chairman as a true record. **10 in Favour, 3 Abstentions.**

9506. Parish Clerk's Report

I have now received a response from the Environment Agency regarding the River Fromus and can confirm that they have advised that river channel clearance works are scheduled to take place in October 2012. These works will involve clearing the river channel of vegetation and debris.

I have received notification from the Audit Commission to confirm that BDO LLP have been appointed as External Auditors to the Council for 5 years from 2012/13.

Further to the last meeting I have written to [REDACTED], SCDC in order to request clarification regarding the possible lease of land at Low Rd Car Park and to bring to their attention the Council's concerns regarding the upkeep of this area. The deadline for SCDC's response to be received is 10th October 2012 and therefore I suggest that this matter is included for discussion as an agenda item at the October Council meeting.

Finally, I would like to thank you all for your support and co-operation during this difficult time whilst my wrist has been in plaster.

9507. Matters Arising from the Clerk's Report

Cllr Aird raised concerns regarding the condition of the channel of the River Fromus. Cllr Parry advised that a local resident had advised that the bank behind her property was the responsibility of the Parish Council and therefore as this area is very overgrown, she is requesting that the Parish Council maintain this area. There was a brief discussion and Cllr Ireland advised that he thought that the land in question was not on the Parish Council's deeds and was the responsibility of the owners of Kelsale Court. It was agreed that the Clerk would write to the owners of Kelsale Court in order to clarify this matter. In the meantime Cllr Parry volunteered his services to trim this area. Cllr Ireland made enquiries to the Clerk as to what areas of the River Fromus were going to be worked on to which she gave details.

9508. Matters Arising from the last Parish Council Meeting

Cllr Garratt asked if the Clerk had been notified of a date for the installation of the Petanque Green and fixing of the benches from [REDACTED]. The Clerk confirmed that she had not received notification of a date for this work to be carried out and advised that she had chased [REDACTED] in order to schedule a date.

Cllr Hartely advised that he had now removed the damaged bench from the Recreation Ground

9509. Parish Council Matters**(a) To discuss the benefits of developing a Neighbourhood Plan**

The Chairman gave details regarding the Parish Plan that had been developed and advised that he was very disappointed that this document would have no statutory force and that a Neighbourhood Plan would need to be developed in order for the Parish Council to have an effective voice on future development within the Parish. He provided details of information obtained from Rendlesham Parish Council who are in the process of developing a Neighbourhood Plan. Cllr Fordham gave clarification regarding Neighbourhood Plans and reported on funding that had been available to produce this document. District Cllr Andrews stated that a Neighbourhood Plan should also include the views of neighbouring Parishes. The Chairman asked the Council if they would be interested in producing a Neighbourhood Plan. Cllr Darton stated that she felt that SCDC needed reminding that at the time of producing the Parish Plan the Council had been promised that this document would be adhered to. Cllr Roberts suggested that the Parish Plan could be transformed into a Neighbourhood Plan and recommended that the Parish Council should indicate to SCDC their intentions to implement a Neighbourhood Plan. **All in Favour.** The Clerk gave details of an information evening being hosted by Rendlesham Parish Council on 2nd October regarding this matter. The Chairman confirmed that he would attend this event on behalf of the Council.

(b) Proposed shared cycle path from Kelsale to Saxmundham – To discuss the possibility of implementing this scheme in conjunction with Benhall Parish Council (as per correspondence recently received from Benhall Parish Council)

The Clerk gave details of an e-mail received from Barbara Berry, Clerk to Benhall & Sternfield Parish Council regarding the possible submission of a joint application to implement a cycle path from Benhall to Kelsale. She advised that she had previously liaised with Suffolk County Highways regarding this matter and confirmed that they would support the scheme but not fund it. Cllr Taylor reported that there were primary school children who lived in Saxmundham who would like to cycle to school. Cllr Hartley asked if anyone knew the exact route of the Trans Suffolk Millennium Route and suggested that the Clerk should seek clarification from Suffolk County Council. It was Proposed by Cllr Roberts that the Clerk should liaise with the Clerks to Benhall and Sternfield Parish Council and Saxmundham Town Council in order to obtain costings for the proposed shared cycle path scheme, Seconded by Cllr Garratt. **All in Favour.**

(c) To discuss the Land West of Main Rd in conjunction with correspondence received from Hopkins Homes regarding the possible future development

The Chairman gave details regarding the village envelope and reported that the Clerk had recently received correspondence from Hopkins Homes who had advised they were looking into possibly developing two areas of land west of Main Rd to which he gave details. District Cllr Andrews reminded the Council that a local resident had already offered to develop this land. Cllr Hartley advised that both the proposed areas of land were privately owned and therefore any future development by Hopkins Homes should not be up for discussion. Cllr Fordham Proposed that the Parish Council should respond to Hopkins Homes to advise that only when a planning application had been submitted would the Council respond to their proposals, Seconded by Cllr Roberts. **12 in Favour, 1 Abstention.** The Clerk confirmed that she would liaise with [REDACTED], SCDC in order to confirm whether the Parish Council's revisions to the village envelope had been implemented by SCDC.

9510. Planning Matters

(a) To consider Planning Applications received since the last meeting:

Application No: C12/1784

Location: Chapel Cottage, Bridge St, IP17 2PE

Proposal: Solid Wall Insulation applied externally to two elevations

The Planning Group had **No Objections** to this application. Cllr Fordham raised concerns regarding the need to apply for Planning Consent for Solid Wall Insulation and requested that the Clerk should request guidance from SCDC in respect of this matter.

Application No: C12/1778

Location: 9-19 Spinney Close, Kelsale. IP17 2PY

Proposal: Replacement of existing timber windows and doors with new UPVC double glazed windows, and UPVC double glazed doors to all elevations.

The Planning Group had **No Objections** to this application.

Application No: C12/1825

Location: Rookery Farm, Kelsale Rd, Kelsale. IP17 2QP

Proposal: Installation of one micro scale wind turbine (14.97m to hub, 5.5m diameter blades).

The Planning Group felt that this application conforms to current planning guidelines, however asked that the following matters were taken into consideration:-

- ▲ There is no evidence of potential wind run in this area.
- ▲ There are 3 listed buildings very close by to the proposed site.

To consider Planning Applications received since the last meeting cont..

Application No: C12/1891

Location: Land East of Rogman Farm, Lowes Hill, Kelsale

Proposal: Installation of one micro scale wind turbine (14.97m to hub, 5.6m diameter blades).

The Planning Group felt that this application conforms to current planning guidelines, however asked that the following matters were taken into consideration:-

- ▲ The Parish Council found this application confusing as the previous application stated that two wind turbines were going to be installed but the permission granted was for a single turbine.
- ▲ There is no evidence of potential wind run in this area.

Application No: C12/1870

Location: Land south of Maple Farm, East Green Rd, Kelsale

Proposal: Erection of 3 poly tunnels for growing vegetables.

The Planning Group had **No Objections** to this application.

Application No: C12/1865

Location: Part of land South East of Ashgrove Farm, Rendham Rd

Proposal: Installation of one micro scale wind turbine (14.97m to hub, 5.6m diameter blades).

The Planning Group felt that this application conforms to current planning guidelines, however asked that the following matters were taken into consideration:-

- ▲ The Environment Impact Assessment appears to be incorrect and should be corrected prior to Approving this application.
- ▲ There is no evidence of the potential wind run in this area.
- ▲ This application states that it is not within close distance of any listed buildings whereby this information is incorrect.
- ▲ It was felt that the legality regarding the appropriate siting distance from the dwelling and nearby hedges and ponds should be looked into.

There was a brief discussion regarding applications for wind turbines whereby Cllr Hartley raised concerns regarding these applications and referred to details within the feasibility studies carried out by Mosscliff. The Chairman gave details of statistics regarding the amount of electricity produced from wind turbines and Cllr Garratt advised that whilst recently camping on a site very close by to a micro wind turbine that the noise coming from this was minimal.

(b) To consider Planning Decisions confirmed since last meeting:

Application No: C12/1570

Location: Walnut Tree House, Low Rd, Kelsale. IP17 2NU

Proposal: Erection of front porch.

The Planning Group had **No Objections** to this application. This application has been **Granted** by SCDC with 1 Condition.

Application No: C12/1605

Location: Kelsale Place, Main Rd, Kelsale. IP17 2RD

Proposal: Single-storey rear extension infill between two wings of the building.

The Planning Group had **No Objections** to this application. No decision has been made by SCDC, to date.

Application No: C12/1503

Location: Plot 4, Southview, Carlton Rd, Carlton. IP17 2QB

Proposal: Erection of chalet bungalow and detached garage.

The Planning Group had **No Objections** to this application, subject to conditions. This application has been **Granted** by SCDC with 10 conditions.

Application No: C12/0994

Location: Land East of Rogman Farm Bungalow, Lowes Hill, Kelsale

Proposal: Installation of a two micro scale wind turbines (14.97m to hub, 5.6m diameter blades).

The Planning Group recommended that SCDC took the following points into consideration prior to making their decision regarding this application:-

- It was felt that the legality regarding the appropriate siting distance from the dwelling should be looked into.
- The Planning Group raised concerns regarding bats roosting within the proposed area to which the additional information from Mosscliff was also sent.

This application has been **Granted** by SCDC with 5 Conditions.

Application No: C12/0895

Location: Denby Grange, Carlton Rd, Kelsale-cum-Carlton. IP17 2QE

Proposal: Extension of residential curtilage including a change of use and erection of a new dwelling.

The Planning Group had **No Objections** to this application. This application has been **Granted** by SCDC with 7 Conditions.

Application No: C12/0638

Location: Westholme, East Green Road, Kelsale. IP17 2PH

Proposal: Application for a Certificate of Lawfulness for an Existing Use or Development: Use of property by residents not solely or mainly employed in agriculture. The Planning Group provided evidence for this application with observations for SCDC to take into consideration. This application has been **Granted** by SCDC.

Cllr Hartley raised concerns regarding correspondence that had recently been received from SCDC Planning Dept in relation to the merger of SCDC and Waveny District Councils.

There was a discussion regarding the running of the Planning Committee and it was Proposed that the Committee should be disbanded in order to become a Planning Group.

9511. Financial Matters

(a) Financial Statement since last meeting

Income/Receipts

Window Box Advertisement (Oasis)	£	16.00
Village of the Year prize	£	75.00

Expenditure: (Direct Debits/Standing Orders)

EON Energy (Street Lighting)	£	51.57
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Bank Balances:

Current Account as at 31 st August 2012	£	6,819.27
Business Reserve as at 31 st August 2012	£	12,022.29
Community Energy Co-operative Account as at 31 st August 2012	£	2,602.64

(b) To Consider/Approve the following cheque payments:-

Jo Jones Salary & Expenses	£	582.81
██████████ Wages (Litter Collector)	£	60.00
HMRC – PAYE (Jo Jones)	£	7.00
Gipping Press (New Oasis – Bumper edition)	£	402.13
Bonfire Event Float Money	£	510.00
Bonfire Event Refreshment Expenses	£	500.00
██████████ (Jubilee Oak Tree Plaque)	£	79.20
Cllr Fordham – Tens Licence (Bonfire Event)	£	21.00
Pearce & Kemp (Street Lighting)	£	377.40
Pearce & Kemp (Street Lighting)	£	360.60
██████████ (Recreation Ground Maintenance)	£	65.00
TOTAL	£	2,965.14

The above payments were Proposed for **Approval** for payment by Cllr Denny, Seconded by Cllr Revell. **All In Favour.**

Financial Matters cont...**(c) To Consider the Half Yearly Accounts**

The Clerk had circulated these prior to the meeting along with a summary report providing further information. There were no questions asked regarding the half-yearly accounts and the Clerk advised that she would soon be starting work to prepare the draft 2013/14 budget in order for this to be considered at the November Council meeting.

9512. To Receive a Report from the Community Energy Committee

Cllr Fordham advised that the Council had been overpaid by LEAF and confirmed that he had advised them; but had not received a reply. He reported that until clarification had been received from LEAF on what to do with the overpayment, no allocation would be made to future projects. Cllr Fordham advised that there would be a Working Group meeting on Friday 28th September 2012 in order to discuss potential future projects to which he gave details.

9513. To Receive a Report from the Bonfire Event Working Group

Cllr Garratt provided an update on the plans for the event to date. Cllr Taylor confirmed that she would be organising the guys and requested that more clothes were needed. It was Agreed that the Recreation Ground would be opened for collection of material for the bonfire Wednesday 3rd October 2012. Cllr Denny volunteered to monitor this and the Clerk confirmed that she would produce the relevant signs in order to advertise this. Cllr Garratt reported that the next Working Party meeting would be held on Monday 1st October 2012.

9514. To Receive Reports from Portfolio Holders and Liaison Representatives**Environment, Heritage & Access**

Cllr Parry reported that a local resident had contacted Cllr Revell regarding an overgrown oak tree within Spinney Pocket Park which is affecting her wood burner. He advised that due to there being a TPO on this tree he felt little could be done to prevent this. He advised that a tree had fallen down on the green at West View and confirmed that he had contacted Flagship in order to make them aware of this matter. Cllr Parry advised that the footpath sign at Footpath 15 had been repaired. He reported that he had recently attended a Water Management Briefing at SCDC to which he gave details. He also provided information on a Building Skills and Community Wildlife meeting that he had recently attended in order to look into developing the Biodiversity Plan for the Parish.

Cllr Hartley advised that the verges on A12 still needed to be cut. The Clerk confirmed that she would contact Suffolk County Highways regarding this matter.

New Oasis

Cllr Darton confirmed that the bumper issue had now been distributed. On behalf of the Council the Chairman congratulated Cllr Darton on the excellent bumper issue. Cllr Darton provided details of changes to the delivery routes for the New Oasis.

Planning

Cllr Hartley raised concerns regarding the definitive listing of the buildings within the Parish and suggested that the Clerk should request a copy of the current list from SCDC. He also raised concerns regarding works being carried out on a listed building within Curlew Green. Cllr Garratt provided information regarding this matter and it was Agreed that the Clerk would seek clarification from SCDC. Cllr Hartley gave information regarding correspondence recently from SCDC regarding the request submitted by the Council to change the name of Rendham Rd to Carlton Lane. There was a brief discussion and it was Agreed that the Clerk would make further enquiries to SCDC in order to clarify if the decision to rename a road needed to be Unanimous by the residents of Rendham Rd and to raise concerns regarding the length of time this request has taken for it to be considered and implemented by SCDC.

Village Hall Management Committee

On behalf of the VPMC Cllr Garratt gave details of future events and also advised that [REDACTED] was coming to view the proposed plans for the improvements to the Village Hall.

Dog/Grit Bins

Cllr Denny advised that the Clerk had now received confirmation of the costings of dog bins from Suffolk Coastal Services in order for these to be purchased from the remaining funds allocated from County Councillor Rae Leighton's Locality Budget. It was Agreed that 3 dog bins would be ordered and sited at the following locations:- Curlew Green at the footpath through to Rosemary Lane, Main Rd-by the Industrial Estate, Dorleys Corner at end of the footpath. Cllr Revell recommended that a dog bin should also be provided at the junction of Sandy Lane on Carlton Rd and therefore it was Agreed that the Clerk would order four 50 litre dog bins from Suffolk Coastal Services.

Grit Bins – It was Agreed that the Clerk would order three additional grit bins in order to replace the stolen bin at Carlton Rd, and to site the other bins at Curlew Green and outside the Primary School. Cllr Denny recommended that the Clerk should also contact SCC in order to request that they fill all the grit bins within the Parish by the end of October 2012.

Innovation and Grant Aid

Cllr Fordham requested that Cllr Taylor should ask the schoolchildren to write a report in respect of the bonfire event for the next edition of the New Oasis. He advised that he had looked into the funding application for the Village Hall improvements to which he gave details.

The Chairman asked permission to Suspend Standing Orders in order to continue the meeting. All in Favour.

Street Lighting

Cllr Galloway reported that a street light at Beaumont Cottages had now been upgraded.

Sizewell Parishes Liaison Group

Cllr Galloway reported that she had recently attended a Sizewell Parishes Liaison Group meeting to which she gave details.

9515. Any Other Matters Arising (For information only)

Cllr Revell raised concerns regarding two Flagship Housing bungalows at Carlton Rd and felt that confirmation should be sought as to whether work was going to be carried out in order to rent these properties.

Cllr Hartley reported that he was now in possession of the Diamond Jubilee Plaque for the oak tree and advised that he would look into erecting this in the near future.

Cllr Roberts reported that [REDACTED] had offered a village vegetable box scheme.

9516. Correspondence

The correspondence received since the last meeting had been tabled by the Clerk.

9517. Date of Next Meeting

The next meeting of Kelsale-cum-Carlton Parish Council will be held on Wednesday 24th October 2012 at 7:00pm in Kelsale Village Hall, Committee Room.

There being no further discussion the Chairman thanked the Parish Council for their attendance and formally closed the meeting at 9:15pm

Signed: **Chairman** **Date:**

KELSALE-CUM-CARLTON PARISH COUNCIL
MINUTES OF THE PARISH COUNCIL MEETING HELD ON WEDNESDAY
24TH OCTOBER 2012 AT 7:00PM IN KELSALE VILLAGE HALL, COMMITTEE ROOM

Present: Cllr Alan Revell (Vice Chairman)
 Cllr Jeni Aird
 Cllr Nick Denny
 Cllr Pam Garratt
 Cllr Paul Parry
 Cllr Ivy Darton
 Cllr Edwina Galloway
 Cllr Paul Hartley
 Cllr Carolyn Taylor

In attendance: Joanne Jones – Parish Clerk. County Cllr Rae Leighton, District Cllr Marian Andrews and three members of the public were present.

Welcome by the Vice Chairman

9518. Public Forum

██████████ from the Suffolk Preservation Society Planning Committee advised that she had come to the meeting to give the SPS's views on applications for wind-turbines. She advised that the Committee visit the SCDC Planning Office every week in order to view planning applications and then pick out, in order to follow up, any applications that they feel may be controversial or those associated with any with listed buildings or conservation areas. If it is then felt appropriate they contact the relevant Parish Clerk and sometimes respond on behalf of the SPS to SCDC. She advised that she was aware that there had been several applications within Kelsale-cum-Carlton within the recent months for wind-turbines. She stated that she felt these applications were becoming more popular especially with the government and gave details of how the SPS view each application individually taken on its own merits. ██████████ explained that they felt at an early stage that there should be an examination carried out regarding the balance of the expected energy for the proposed scheme and for the possible harm to the landscape and environment. She also stated that a Sites Specific Assessment should also be carried out to which she gave details. ██████████ felt that the applicants should be asked to consider other versions of renewable energy such as solar as the affects of several wind turbines sited near to each other could have an affect on the landscape. Other things to be considered are bats and birds when considering these applications and she stated that the decommissioning of the turbines should be carried out and if it is proved that they are not efficient then they should be removed. The Vice Chairman thanked ██████████ for her comments and confirmed that he felt Kelsale-cum-Carlton Planning Group did view and consider each application individually and that they had taken the factors as mentioned by herself into consideration when viewing these applications. Cllr Hartley advised that he felt that the survey report that had been included within the recent applications had been very badly put together and that there was no scale on the detailed map and it did also not provide any details of listed buildings sited nearby.

A member of the public made enquiries regarding the proposed Hopkins Homes development on the Main Road. The Vice Chairman gave details regarding this land and confirmed that no formal application had been submitted in respect of this proposal.

A member of the public raised concerns regarding the hole in verge at the end of Carlton Rd. The Clerk confirmed that Highways had informed her that this work should be carried out within the next week. She also raised concerns regarding the recent works carried out to the bank of the River Fromus. The Clerk advised that she would contact the Environment Agency regarding this matter.

The Vice Chairman thanked the members of the public for their comments.

9519. Reports**(a) Report by County Councillor Rae Leighton**

County Councillor Rae Leighton reported that SCC were freezing their Council Tax for the 3rd year running to which he gave details. He advised that the County Council were faced with having to find £50 million of savings within the next two years to which he provided further details. The Vice Chairman thanked County Cllr Leighton for his report. Cllr Hartley raised concerns to Cllr Leighton regarding the cutting of the verges within the Parish. Cllr Leighton reported that one of the cut backs has resulted in fewer cuts to the verges being carried out by the Highways dept but confirmed that he would look into this matter.

(b) Report by District Councillor Marian Andrews

District Councillor Marian Andrews reported that she had recently attended a training session at the Riverside Centre regarding wind turbines to which she gave details. She also gave details and raised concerns regarding an application for a farm in Hacheston for the installation of photo-voltaic panels. District Cllr Andrews advised that the Planning Dept at SCDC was currently very short staffed and confirmed that interviews were being carried out in order to recruit replacement officers. She informed the Council that she had recently attended some meetings regarding Sizewell C to which she advised that she would update the Council on its progress accordingly. The Vice Chairman thanked District Cllr Andrews for her report. Cllr Hartley stated that he felt that a reading of wind run should be carried out on all future applications for wind turbines as there has been no proof that the wind strength was sufficient on the sites approved, to date. Cllr Parry confirmed that a survey had been carried out within the Parish regarding suitable sites for wind turbines.

(c) Report by District Councillor Sir Peter Batho

District Cllr Sir Peter Batho was not present. No written report had been submitted.

(d) Police Report

The Clerk read the following report:-

Please find detailed below crimes recorded for Kelsale-cum-Carlton during August and September, 2012.

August - Kelsale

No crimes recorded for August.

Carlton

Criminal Damage – Vehicle: Unknown suspect scraped the handlebars of his/her cycle along the driver's side of vehicle, causing dents and scratches.

September – Kelsale

Theft – Other: Overnight a metal cover for boiler vent situated on external wall of property was removed. No further enquiries. Finalised.

Carlton

Minor Wound without Intent: At the outside bar at Carlton Meres Country Park a verbal argument occurred and continued into a physical altercation towards the site manager. Charges brought. Finalised.

At the last SNT Tasking Meeting held on Wednesday 8th August 2012 at Framlingham Police Station, the Priorities were reviewed and unaltered:-

Priority 1: ASB and licensing infringements in Saxmundham around Zorba's Kebab Shop in the Market Place.

Priority 2: ASB, litter, graffiti and criminal damage on Pageant Field, Framlingham, occurring daytime and evenings.

The Vice Chairman raised concerns and asked the Clerk to inform PCSO [REDACTED] regarding cars parked along Carlton Rd pointing the wrong way. Cllr Taylor reported that PCSO's [REDACTED] and [REDACTED] had recently monitored the situation outside the school as she had previously raised concerns regarding this matter.

The Vice Chairman formally opened the meeting at 7:45pm

9520. Apologies

Apologies were accepted from Cllrs Dickerson (Chairman), Fordham, Ireland and Roberts.

9521. Declarations of Interest

There were none.

a) To Consider any dispensations

There were none.

9522. To Consider and Approve the draft minutes of the Parish Council meeting held on Wednesday 26th September 2012

The draft minutes of the Parish Council meeting held on Wednesday 26th September 2012 had been circulated to all Councillors prior to this meeting and were Proposed for **Approval** by Cllr Aird, Seconded by Cllr Parry and duly signed by the Vice Chairman. **All in Favour.**

9523. Parish Clerk's Report

To advise that I have now heard back from [REDACTED] at SCDC regarding the Rendham Road name change and she has confirmed that she has written to the properties that had not been originally approached and would be able to provide me with more details by 15th November 2012.

To confirm that myself and Cllr Parry recently met with [REDACTED], Suffolk Coastal Services in order to discuss the sites for the new dog bins. [REDACTED] has confirmed that these should be in place within the next four to six weeks.

Further to the last Parish Council meeting I can confirm that I have contacted [REDACTED], SCDC regarding the implementation of the revised village envelope and she has confirmed that the physical limits boundaries have not yet changed and that further consultation will be carried out during the production of the Site Specific Allocations and Policies document which is likely to be at some point next year.

Finally I have been informed by Suffolk County Highways that the pothole between Rogman Farm and Bramble Corner will be repaired within the next two weeks.

9524. Matters Arising from the Clerk's Report

Cllr Hartley raised concerns regarding the physical limits boundaries. He also requested that the Clerk should point out to SCDC that when Rendham Road was changed from no name by SCDC that no residents were consulted.

9525. Matters Arising from the last Parish Council Meeting

The Clerk had circulated an e-mail received from [REDACTED], SCDC regarding the possible lease of the Low Road Car Park. She informed the Council that SCDC had proposed to draw up a draft lease for 6 years initially with a 3 year break clause. Concerns were raised by Cllr Aird regarding legal cost implications. The Clerk advised that the only legal implications would be if the Council agreed to ask a solicitor to look over the draft lease. There was a brief discussion and it was Agreed that the Clerk would reply to [REDACTED] in order to ask her to prepare the Heads of Terms for the lease for the Council to consider in principle and approve at the next Council meeting. **All in Favour.**

9526. Parish Council Matters**(a) To consider installing a speed calming sign on Main Rd (within the stretch of road from the A12 turn off through to Kelsale crossroads)**

The Clerk gave details regarding costing's for this sign to be installed and advised that the Saxmundham Town Clerk had confirmed that their sign had been funded from County Cllr Leighton's Quality of Life Budget. Cllr Revell advised that the way to proceed would be to request that Cllr Fordham looks into any possible funding that may be available for the installation of this scheme in order for the Council to re-consider this matter at a future meeting. County Cllr Leighton advised that he had spent all his Quality of Life Budget this year but did suggest that the Council should still apply to Suffolk County Highways just in case another County Councillor has any funding available at the end of the financial year.

(b) To Consider purchasing a set of Boules

Further to the petanque pitch being installed it had been suggested by some Councillors that the Council should consider purchasing a set of boules that could be made available for members of the public to use. Cllr Aird advised that she had recently purchased a set from Amazon for £14.99. Concerns were raised by some Councillors regarding the purchasing of these by the Parish Council and as to where they would be stored. Cllr Denny suggested that the Council could store these at his property and recommended that that an article be put in the next edition of the Oasis in order to advertise their availability. It was Proposed by Cllr Denny that the Council should purchase a set of boules from Amazon for £14.99, Seconded by Cllr Parry. **7 In Favour, 2 Against.** It was also agreed that a note providing Terms and Conditions of hire should be included with the set of boules whilst they are out on loan and that a record should be kept with contact details each time they were hired out.

(c) Strengthening of Kelsale Bridge – Closure of Church Lane at the bridge

The Vice Chairman gave details of an e-mail from SCC that had been sent that that been sent to all Councillors regarding work to strengthen the bridge in Church Lane that is due to be carried out in March 2013 for a period of 3 weeks. The Clerk advised that she will meet with [REDACTED] from Suffolk County Council on Wednesday 14th November 2012. The Clerk tabled a letter from Cllr Ireland raising concerns (in his absence) regarding SCC's proposal to use half of the Low Rd Car Park as a works compound whilst this work is carried out. Cllr Denny also confirmed that Cllr Ireland had informed him that, in order for this works compound to be located within the car park, the bottle banks would need to be moved and that they would not be emptied during this time. It was agreed that the Council should encourage the works to go ahead in order to repair the arch, and that the Clerk should consult with Mr Hearsurn in order to clarify how many vehicles they are planning to park there and to ensure that SCC take the Parish Council's concerns into consideration along with Cllr Ireland's comments, and confirm arrangements to empty the bottle banks whilst this work is carried out.

(d) To Approve Disbanding the Planning Committee in order to become a Planning Group

Further to discussions that took place at the last meeting **Approval** that the Planning Committee should be disbanded to become a Planning Group was Proposed by Cllr Revell, Seconded by Cllr Denny. **All in Favour.**

9527. Planning Matters**(a) Planning Applications received since the last meeting -****Application No: C12/1880**

Location: Land West of Units 34-36, Carlton Park Industrial Estate, Ronald Lane, Kelsale-cum-Carlton

Proposal: Change of Use for the erection of industrial units with construction of vehicular access and associated works for a total site area of 3000sqm. Previously Granted under C89/1247, C92/1262 and C95/1034.

Planning Applications received since the last meeting cont....

The Planning Group could not support this application for the following reasons:-

- The application was unclear and did not include any information regarding the dimensions of the proposed building.
- The application was unclear as to where the loading/unloading would take place.
- The application did not indicate that the 20 conditions as stated within the decision notice for C95/1034 would be enforced.

Application No: C12/1985

Location: Apple Trees, Carlton Rd, Kelsale-cum-Carlton. IP17 2QE

Proposal: Erection of single-storey extension to provide hydrotherapy pool/hot tub.

The Planning Group had No Objections to this application but requested that the following comment was taken into consideration:-

- ▲ When the conversion of this property was carried out it exceeded the foot-print allowance. The applicant is now proposing to make another significant increase in the foot-print of this property which will now cross the line of the village envelope.

(b) To consider Planning Decisions confirmed since last meeting:

Application No: C12/1784

Location: Chapel Cottage, Bridge St, IP17 2PE

Proposal: Solid Wall Insulation applied externally to two elevations

The Planning Group had **No Objections** to this application. This application has been **Granted** by SCDC with 3 Conditions.

Application No: C12/1778

Location: 9-19 Spinney Close, Kelsale. IP17 2PY

Proposal: Replacement of existing timber windows and doors with new UPVC double glazed windows, and UPVC double glazed doors to all elevations.

The Planning Group had **No Objections** to this application. This application has been **Granted** by SCDC with 2 Conditions.

Application No: C12/1825

Location: Rookery Farm, Kelsale Rd, Kelsale. IP17 2QP

Proposal: Installation of one micro scale wind turbine (14.97m to hub, 5.5m diameter blades).

The Planning Group agreed that this application conformed to the current planning guidelines; but asked for the following matters to be considered by SCDC:-

- ▲ There is no evidence of potential wind run in this area.
- ▲ There are 3 listed buildings very close by to the proposed site.

This application has been **Granted** by SCDC with 5 Conditions.

Application No: C12/1891

Location: Land East of Rogman Farm, Lowes Hill, Kelsale

Proposal: Installation of one micro scale wind turbine (14.97m to hub, 5.6m diameter blades).

The Planning Group agreed that this application conformed to the current planning guidelines; but asked for the following matters to be considered by SCDC:-

- ▲ The Parish Council found this application confusing as the previous application stated that two wind turbines would be installed but the permission granted was for a single turbine.
- ▲ There is no evidence of potential wind run in this area to measure the total distance (or amount) of the travelled wind over a period of time.

No decision has been made by SCDC, to date.

Application No: C12/1870

Location: Land south of Maple Farm, East Green Rd, Kelsale

Proposal: Erection of 3 poly tunnels for growing vegetables.

The Planning Group had **No Objections** to this application. This application has been **Granted** by SCDC.

To consider planning applications confirmed since the last meeting cont...**Application No: C12/1865**

Location: Part of land South East of Ashgrove Farm, Rendham Rd

Proposal: Installation of one micro scale wind turbine (14.97m to hub, 5.6m diameter blades).

The Planning Group agreed that this application conformed to the current planning guidelines; but asked that the following matters to be considered by SCDC:-

- The Environment Impact Assessment appears to be incorrect and should be corrected prior to Approval.
- There is no evidence of the potential wind run in this area.
- The application states incorrectly that it is not close to any listed buildings.
- The legality regarding the appropriate siting distance from the dwelling and nearby hedges and ponds should be looked into.

No decision has been made by SCDC, to date.

Application No: C12/1605

Location: Kelsale Place, Main Rd, Kelsale. IP17 2RD

Proposal: Single-storey rear extension infill between two wings of the building.

The Planning Group had No Objections to this application. This application has been **Granted** by SCDC.

9528. Financial Matters

(a) Financial Statement since last meeting

Income/Receipts

SCDC - 2 nd Half of the Precept	£ 9518.00
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Expenditure: (Direct Debits/Standing Orders)

EON Energy (Street Lighting)	£ 51.57
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Bank Balances:

Current Account as at 30 th September 2012	£15,044.96
Business Reserve as at 30 th September 2012	£12,023.76
Community Energy Co-operative Account as at 30 th Sept 2012	£ 2,606.19

(b) To Consider/Approve the following cheque payments:-

Jo Jones Salary & Expenses	£ 580.47
██████████ Wages (Litter Collector)	£ 60.00
Kelsale Village Hall	£ 30.00
██████████ (Renewal for Website)	£ 77.62
Cllr Pam Garratt (Bonfire Event Expenditure)	£ 146.91
Jo Jones (Contribution towards Clerks new computer)	£ 150.00
Alan Revell (Bonfire Refreshment Exp-to replace Chq 102028)	£ 578.02
TOTAL	£ 1,623.02

The above payments were Proposed for **Approval** for payment by Cllr Denny, Seconded by Cllr Taylor. **All In Favour.**

9529. To Receive a Report from the Community Energy Committee

In the absence of Cllrs Dickerson, Roberts and Fordham there was nothing to report.

9530. To Receive a Report from the Bonfire Event Working Group

An update was given by the Bonfire Working Group. It was suggested that the Saxmundham Fire Brigade should be invited – Cllr Taylor to invite. Concerns were raised regarding the condition of the Recreation Ground due to vehicles entering to add materials to the bonfire. It was Agreed that the gate should be locked immediately in order to prevent the ground being damaged further and that Mr Mann would be asked to roll the ground before the event. The Clerk confirmed that the Risk Assessment had been carried out.

9531. To Receive Reports from Portfolio Holders and Liaison Representatives

Dog/Grit Bins

Cllr Parry confirmed that himself and the Clerk had met with Mr [REDACTED] in order to confirm the siting of the grit bins to be placed in Carlton Rd outside the Primary School, Curlew Green and to replace the stolen one at Carlton Rd. The Clerk confirmed that these bins could now be sited.

Youth Club

Cllr Denny reported that numbers were slightly down this year however it is still well attended and enjoyed by all that attend.

Website

Cllr Denny raised concerns regarding the website and it was Agreed that the Clerk would assist Cllr Denny in updating the website. It was also Agreed that the website would be monitored over the next year and the Council would revert back to the Onesuffolk free website if performance was inadequate.

Recreation Ground

Cllr Denny raised concerns regarding moles on the Recreation Ground. Cllr Taylor advised that she would provide the Clerk with details of a local pest control firm. Cllr Aird stated that the items raised from the annual inspection should be looked into. The Clerk advised that she had contacted Fenland Leisure regarding the matters raised within the inspection. On behalf of the Council the Vice Chairman thanked Cllr Parry for painting the swings at Carlton Rd Play Area. Cllr Hartley raised concerns regarding the condition of the newly installed petanque pitch and stated that it was not very well compacted or drained. It was Agreed that this matter would be monitored. Cllr Hartley also raised concerns regarding the fixings to the bench on the Recreation Ground.

Lych Gate

Cllr Aird advised that she is still waiting for the report from the architect and raised concerns regarding water getting into the wood which she had reported to the PCC.

Village Hall Management Committee

Cllr Darton advised that there had been a Sub-Committee meeting with [REDACTED] regarding the grant for the proposed renovation works. She advised that [REDACTED] had drawn up some alternative plans and confirmed that there would be a display of the proposed works at the Autumn Fair on Saturday 17th November 2012 along with a consultation questionnaire for completion by members of the public. Cllr Darton reported that the questionnaire would also be included within the next issue of 'Contact'. She gave details of future events to be held and advised that she had been asked by several parishioners if the Parish was going to celebrate the Queen's Coronation next year. Finally Cllr Darton confirmed that future meetings of the VHMC would be held on the third Tuesday of each month.

New Oasis

Cllr Darton gave details of articles for the next edition and confirmed that the primary school children were going to produce an article on the bonfire event. It was agreed that Cllr Aird would also provide an article on the petanque pitch.

9532. Any Other Matters Arising (For information only)

Cllr Darton reported that as a result of the Village Hall Competition it was suggested that there should be a village focal point and suggested that a mosaic could be erected within the bank at the Low Rd car park.

9533. Correspondence

The correspondence received since the last meeting had been tabled by the Clerk. The Clerk gave details regarding the Sizewell C Community Consultation. Public exhibitions will be held (in our area) on the following dates:-

- | | |
|---|----------------|
| • Leiston United Reform Church | 23/24 November |
| • St Peter's Church, Theberton | 26 November |
| • Village Hall, Westleton | 27 November |
| • Market Hall, Saxmundham | 29 November |
| • Village Hall, Yoxford | 30 November |
| • Riverside Centre, Stratford St Andrew | 1 December |

9534. Date of Next Meeting

The next meeting of Kelsale-cum-Carlton Parish Council will be held on Wednesday 28th November 2012 at 7:00pm in Kelsale Village Hall, Committee Room.

There being no further discussion the Chairman thanked the Parish Council for their attendance and formally closed the meeting at 9:32pm

Signed: Chairman Date:

KELSALE-CUM-CARLTON PARISH COUNCIL
MINUTES OF THE PARISH COUNCIL MEETING HELD ON WEDNESDAY
28TH NOVEMBER 2012 AT 7:00PM IN KELSALE VILLAGE HALL, COMMITTEE
ROOM

Present: Cllr Keith Dickerson (Chairman)
 Cllr Jeni Aird
 Cllr Nick Denny
 Cllr Pam Garratt
 Cllr Doug Ireland
 Cllr Alan Revell
 Cllr Tim Roberts
 Cllr Ivy Darton
 Cllr Geoff Fordham
 Cllr Paul Hartley
 Cllr Paul Parry
 Cllr Carolyn Taylor

In attendance: Joanne Jones – Parish Clerk. District Councillors Marian Andrews and Sir Peter Batho and PCSO [REDACTED] (Suffolk Constabulary).

Welcome by the Chairman

9535. Public Forum

There were no members of the public present.

9536. Reports

(a) Report by County Councillor Rae Leighton

County Cllr Rae Leighton was not present. No written report had been submitted.

(b) Report by District Councillor Sir Peter Batho

District Councillor Sir Peter Batho gave his apologies for not being able to attend the October Council meeting. He reported that the Boundary Commission had now met in order to discuss reducing the number of District Councillors to which he gave details. The Chairman thanked District Cllr Sir Peter Batho for his report.

(c) Report by District Councillor Marian Andrews

District Cllr Marian Andrews reported that she was due to attend a Housing Scrutiny meeting on Thursday 29th November 2012. She stated that she would be making enquiries to Flagship Housing regarding the 2 properties in Carlton Rd that had been previously up for sale. The Chairman thanked District Cllr Andrews for her report. Cllr Hartley gave details regarding the land at Carlton Rd currently being used for social housing and asked Cllr Andrews to make enquires to Flagship Housing as to whether there had been a covenant put on this land to ensure that these properties could not be sold.

(d) Police Report

PCSO [REDACTED] read the following report:-

Please find detailed below crimes recorded for Kelsale-cum-Carlton during October, 2012:-

Kelsale - Theft – of Motor Vehicle: At local kennels during daylight hours, unknown offender entered parking area and stole insecure vehicle. Vehicle found burnt out in Norfolk. No lines of enquiry. Finalised.

Carlton - Fraud by Failure to Disclose Information: During a two month period male was employed by local business and failed to disclose driving disqualification to employer, and drove illegally.

At the last SNT Tasking Meeting the Priorities were reviewed and revised as follows:

Priority 1: Road safety issues (to include student safety) surrounding the zebra crossing on College Road, Framlingham.

PCSO [REDACTED] also gave details of crimes recorded for November, to date. The Chairman thanked PCSO [REDACTED] for her report.

Saxmundham and Framlingham SNT

Saxfram.snt@suffolk.pnn.police.uk

01473 613500 or 101

The Chairman formally opened the meeting at 7:14pm

9537. Apologies

Apologies were accepted from Cllr Galloway.

9538. Declarations of Interest

There were none.

a) To Consider any dispensations

There were none.

9539. To Consider and Approve the draft minutes of the Parish Council meeting held on Wednesday 24th October 2012 & Approve the draft minutes of the APM on 9th May 2012

The draft minutes of the Parish Council meeting held on Wednesday 24th October 2012 had been circulated to all Councillors prior to this meeting and were Proposed for **Approval** by Cllr Aird, Seconded by Cllr Revell and duly signed by the Chairman. **8 in Favour, 4 Abstentions.**

It was Agreed that the Approval of the draft minutes of the Annual Parish Meeting would be deferred until the 2013 Annual Parish Meeting but a draft copy would be made available on the website.

9540. Parish Clerk's Report

To confirm that I have received an e-mail from [REDACTED], SCDC to inform me that the proposed road name change for Rendham Road cannot go ahead as there have been some strong objections.

I have been informed that due to financial pressures the Council will no longer be receiving recycling credits from Suffolk Coastal Services for the bottle bank sited within Low Rd Car Park.

I have recently sent a VAT Reclamation for £1903.96. Included within this return there was an amount for £901.06 which relates to the LEAF Project.

I have received notification from SALC that the winner of the Newsletter of the Year was Cockfield Parish Council and to advise that the judges' comments regarding the New Oasis were as follows:- The judges were impressed by the quality of the presentation and the use of colour photographs, although they did comment that it did not contain a future events diary.

I have carried out some work to the Council's website and to date I have found this site very straightforward to use.

Finally, to confirm that I have recently received the latest S.106 Sports and Play allocation figures from SCDC.

9541. Matters Arising from the Clerk's Report

Cllr Hartley declared a Pecuniary Interest and raised concerns regarding SCDC's decision in respect of the Rendham Road name change request and stated that he felt that this decision was unacceptable as the majority of residents were in favour of the name change. Cllr Aird reported that she was aware that post 1969 the Parish Council were responsible for naming roads within the Parish and confirmed that she felt that there was no reason why the Parish Council could not put in a request to Suffolk County Highways to apply to have a 'No Heavy Goods' restriction put on this road. The Chairman **closed the meeting** to allow District Cllr Sir Peter Batho to give advice regarding this matter. Cllr Batho confirmed that SCDC had a duty to consult with the post office regarding names of roads to which he gave details. He stated that he did understand Cllr Hartley's concerns and confirmed that he also felt that this road was unsuitable for heavy goods vehicles, but gave reasons for the District Council's decision regarding the name change.

The Chairman thanked District Cllr Sir Peter Batho for his comments and *reconvened the meeting*. The Chairman suggested that Cllr Hartley should liaise with the two properties who objected to the road name request. Cllr Ireland raised concerns regarding the loss of the recyclable credits payments to which the clerk gave clarification.

9542. Matters Arising from the last Parish Council Meeting

Cllr Garratt reported on the 2012 Bonfire Event. On behalf of the Council Cllr Parry thanked Cllr Garratt for all her hard work in masterminding this event. The Chairman advised that he had received a query regarding [REDACTED] payment for £200.00 for providing the PA and music at the recent Bonfire Event. Following discussion, it was Agreed that the payment for this year should be Approved but that the payment should be re-negotiated in future years.

a) Strengthening of Kelsale Bridge – Closure of Church Lane at the bridge

The Clerk gave details regarding the recent meeting held with Mr [REDACTED], SCC and confirmed that he had requested permission for the proposed works compound to be sited within the Low Rd Car Park to which she gave details. She confirmed that SCC had agreed to repair any surface damage made as a result of the compound. The Clerk advised that a drop letter in advance to the works being carried out would be delivered by SCC and that appropriate signage would be put in place in order to notify residents of this work.

9543. Parish Council Matters

(a) To consider and Approve SCDC's Proposed Heads of Terms for the lease of the Low Rd Car Park

This document had been circulated to all Councillors prior to the meeting and the Chairman provided details. Concerns were raised regarding the request made by SCC to use this area as a works compound and it was thought that consent should also be given by SCDC as they owned this land. The Chairman asked the Clerk to seek clarification regarding this matter from [REDACTED], SCDC. Further concerns were raised regarding the cost implications involved in the Parish Council taking on the responsibility for the car park to which the Clerk confirmed that as a result of a previous meeting with [REDACTED] she had included these costs within the 2013/14 budget. It was Agreed that written confirmation of these costs should be sought from SCDC prior to the draft lease being drawn up. Cllr Ireland raised concerns regarding the trees within the car park and asked the Parish Council to establish whose land these were planted on before any work is carried out in order for these to be cut back prior to the SCC proposed works compound being sited. It was Agreed that **Approval** would be **Granted** for the proposed Heads of Terms, subject to the identification of costs.

Proposed by Cllr Aird, Seconded by Cllr Roberts, **11 in Favour, 1 Abstention**. Cllr Roberts raised concerns regarding insurance and advised the Parish Council to take into account the fact that this land is known to have been contaminated when making the decision to take on responsibility.

(b) Enhancement of Kelsale Village Centre and Proposal for Neighbourhood Plan

The Chairman confirmed that it had been previously Agreed that any future discussions regarding the Enhancement of Kelsale Village Centre would be deferred until the lease of the car park had been finalised. However, he reported that he had recently attended a meeting hosted by Rendlesham Parish Council and also a training course at The Riverside Centre regarding the Neighbourhood Plan process to which he gave details. The Chairman stated in his view that he felt it would be worthwhile for the Parish Council to develop a Neighbourhood Plan in order to stop future development taking place on unsuitable sites within the Parish. He provided details of the amount that would need to be included within the 2013/14 budget for the implementation of a Neighbourhood Plan and suggested that any decision regarding this matter should be deferred until the 2013/14 budget had been considered. Following an in-depth discussion, it was Agreed by the Parish Council that a Neighbourhood Plan would not be developed at this time.

(c) To consider the SPLG Sizewell C Transport Questionnaire

The Chairman gave details regarding this document and advised that SPLG were looking for responses from Town/Parish Councils. The Chairman Proposed that Councillors should respond individually to this questionnaire and also provide views to Cllr Galloway in order for her to respond on behalf of the Council.

(d) To consider works to a tree within Spinney Pocket Park

Cllr Parry advised that he was still awaiting a quote from [REDACTED] to remove some branches from an Oak tree in Spinney Close. It was **Resolved** that funds of up to £500.00 could be spent in order for this work to be carried out. Proposed by Cllr Parry, Seconded by Cllr Revell. **All in Favour.**

(e) To consider a request from Carlton Park residents for the Parish Council to consider the purchase of a Grit Bin

The Clerk advised that she had received a verbal request from a Carlton Park Resident asking the Parish Council to consider the purchase of a grit bin to be sited down the lane leading to Carlton Park and Carlton Church. There was a brief discussion regarding this request and it was felt that as this was a private road that this could set a precedent for future requests and therefore the Parish Council **Objected** to this request. **All in Favour.**

9544. Planning Matters

**(a) Planning Applications received since the last meeting -
Application No: C12/2138**

Location: 40 Beaumont Cottages, Kelsale-cum-Carlton. IP17 2NW

Proposal: Front room extension and porch canopy roof.

Application No: C12/2175

Location: Cherry Trees, 7 Church Close, Kelsale-cum-Carlton. IP17 2PA

Proposal: Reinstate the western boundary wall which was blown down during the 2011/12 winter. Rebuild this section of wall to a height which will reinstate the boundary feature without it being a hazard during high winds.

The Planning Group **had No Objections** to this application.

(b) To consider Planning Decisions confirmed since last meeting:

Application No: C12/1880

Location: Land West of Units 34-36, Carlton Park Industrial Estate, Ronald Lane, Kelsale-cum-Carlton

Proposal: Change of Use for the erection of industrial units with construction of vehicular access and associated works for a total site area of 3000sqm. Previously Granted under C89/1247, C92/1262 and C95/1034. The Planning Group did not support this application. No decision has been made by SCDC, to date.

Application No: C12/1985

Location: Apple Trees, Carlton Rd, Kelsale-cum-Carlton. IP17 2QE

Proposal: Erection of single-storey extension to provide hydrotherapy pool/hot tub.

The Planning Group had No Objections to this application but requested that the following comment was taken into consideration:-

- When the conversion of this property was carried out it exceeded the foot-print allowance. The applicant is now proposing to make another significant increase in the foot-print of this property which will now cross the line of the village envelope.

This application has been **Granted** by SCDC with 4 Conditions.

Application No: C12/1891

Location: Land East of Rogman Farm, Lowes Hill, Kelsale

Proposal: Installation of one micro scale wind turbine (14.97m to hub, 5.6m diameter blades).

The Planning Group agreed that this application conformed to the current planning guidelines; subject to conditions. No decision has been made by SCDC, to date.

(b) To consider Planning Decisions confirmed since last meeting cont...**Application No: C12/1865**

Location: Part of land South East of Ashgrove Farm, Rendham Rd

Proposal: Installation of one micro scale wind turbine (14.97m to hub, 5.6m diameter blades).

The Planning Group agreed that that this application conformed to the current planning guidelines; subject to conditions. No decision has been made by SCDC, to date.

9545. Financial Matters:

(a) Financial Statement since last meeting

Income/Receipts

2012 Bonfire Event	£ 3,673.21
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Expenditure: (Direct Debits/Standing Orders)

EON Energy (Street Lighting)	£ 49.91
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Bank Balances:

Current Account as at 31 st October 2012	£13,028.77
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Business Reserve as at 31 st October 2012	£12,023.76
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Community Energy Co-operative Account as at 31 st October 2012	£ 2,606.19
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(b) To Consider/Approve the following cheque payments:-

Jo Jones Salary & Expenses	£ 578.35
██████████ Wages (Litter Collector)	£ 75.00
Earl Soham Brewery Limited(Bonfire Event Refreshments)	£ 165.22
Cllr Denny (Bonfire Event Refreshments)	£ 114.80
Essex Pyrotechnics Ltd (Fireworks for Bonfire Event)	£ 1,184.24
██████████ (PA for Bonfire Event)	£ 200.00
RG Landscape & Construction Ltd (Petanque pitch & Benches)	£ 1,434.00
Kelsale Primary School (Sponsor a Stall – Xmas Fair)	£ 20.00
John Davidson (Pipes) Ltd (Grit Bins)	£ 487.12
██████████ (Bonfire Event refreshments – BBQ)	£ 105.27
██████████ (Bonfire Event refreshments – Burgers)	£ 300.00
PRS for Music (Bonfire Event Music Permit)	£ 28.25
Cllr Aird (Purchase of Boules set)	£ 14.28
TOTAL	£ 4,706.53

The above payments were Proposed for **Approval** for payment by Cllr Taylor, Seconded by Cllr Roberts. **All In Favour.**

Cllr Revell suggested that £300.00 should be included again within the Council's earmarked reserves for the Bonfire Event. The Clerk confirmed that she would include this amount within the year end earmarked reserves.

9546. To Receive a Report from the Community Energy Committee

Cllr Fordham reported that the Department of Energy & Climate Change (DECC) had asked for the overpayment received from LEAF programme to be repaid, and confirmed that this had been done. The Community Energy Committee were looking into future energy saving possibilities to which Cllr Roberts provided further details. Cllr Fordham confirmed that further to a request received from SCDC a report had now been sent to them regarding the insulation projects.

9547. To Receive Reports from Portfolio Holders and Liaison Representatives

Environment, Heritage and Access

Cllr Roberts reported that he had recently had some ash trees die within his garden and confirmed that he had sent some samples to the Forestry Commission for possible identification of Chalara fungus. Cllr Garratt reported that the footpath between Sandy Lane and the A12 needed clearing as this was currently covered in brambles.

Cllr Hartley raised concerns regarding road safety on Carlton Crossing due to the overgrown verges. He also raised concerns regarding the traffic island on the A12 at the north end of the Carlton Crossing as this had been damaged and requires repairing. The Clerk confirmed that she would report both these matters to Suffolk County Highways.

Street Lighting

In Cllr Galloway's absence the Clerk reported that Cllr Galloway had informed her that she is continuing with the street light upgrade programme with a further light having recently been upgraded in addition to the light near the Committee Room being repaired.

Lych Gate

Cllr Aird reported that an Architect was due to visit on 29th November 2012 with a contractor to look into potentially plugging some of the gaps over the winter months prior to the future restoration works commencing in the spring.

Village Hall Management Committee

Cllr Darton reported that [REDACTED] had recently been elected as Minutes Secretary. She advised that the Committee had received a good response to their recent questionnaire and confirmed that they hoped to submit their application to the Big Lottery in the near future. Cllr Darton advised that at a recent meeting a discussion had taken place regarding the possibility of holding a celebration of the 60th anniversary of the Coronation next year. It was suggested that a BBQ and games afternoon could be held along with a Petanque match. Finally, Cllr Darton gave details regarding future Village Hall events and confirmed that the AGM would be held on 19th March 2013.

Oasis

Cllr Darton reported that she would be standing down from the Parish Council in May 2013 and therefore advised the next edition would be her final one. It was Agreed that this would be an agenda item at the February 2013 meeting. On behalf of the Parish Council the Chairman congratulated and thanked Cllr Darton for transforming the New Oasis into a much more readable and effective village publication.

Recreation Ground

Cllr Revell raised concerns regarding the finish of the petanque pitch and the number of mole hills that have appeared. He stated that the timber should have been treated and it was Agreed that the Clerk would contact [REDACTED] in order to discuss these concerns with him and suggest that the thickness of the pitch should be increased.

Cllr Revell made enquiries to the Clerk/RFO regarding the earmarked funds for the Recreation Ground and asked permission from the Council to look into obtaining a quote from NJB Contractors in order to extend the grass matting surfacing within the entrance to the Recreation Ground. There were No Objections to this request and the Chairman suggested that Cllr Revell should submit a formal proposal as an agenda item at the next meeting. Cllr Denny suggested that a secure storage shed could also be erected on the Recreation Ground to store Parish Council equipment. Cllr Ireland provided details regarding a shed sited at Westleton which he reported was very secure. It was Agreed that this matter would also be considered at a future meeting.

9548. Any Other Matters Arising (For information only)

Cllr Fordham reported that a new group Friends of Saxmundham Station had been recently launched to which he gave details and confirmed that he had volunteered to get involved and advised that he would provide further information regarding this matter at the December Council meeting.

Cllr Revell asked the Parish Council to request that Suffolk County Highways erect a sign at the top of Rendham Rd to indicate that this road is unsuitable for heavy goods vehicles. It was also suggested that the 30mph speed limit at Curlew Green and Low Rd should be re-instated.

Cllr Ireland raised concerns regarding the condition of the roads within East Green. The Clerk advised that she had reported this matter to Suffolk County Highways and confirmed that she would chase this matter up.

9549. Correspondence

Correspondence received since the last Council meeting had been tabled by the Clerk. The Chairman confirmed that the Sizewell C Public Consultation had now been received and would be circulated to Councillors. He reported that he had recently attended the Public Exhibition at Leiston and encouraged Councillors to attend future exhibitions.

9550. Date of next Meeting

The next meeting of Kelsale-cum-Carlton Parish Council will be held on Wednesday 19th December 2012 at 7:00pm in Kelsale Village Hall, Committee Room.

There being no further discussion the Chairman thanked the Parish Council for their attendance and formally closed the meeting at 9:10pm

Signed: Chairman Date:

KELSALE-CUM-CARLTON PARISH COUNCIL
MINUTES OF THE PARISH COUNCIL MEETING HELD ON WEDNESDAY
19TH DECEMBER 2012 AT 7:00PM IN KELSALE VILLAGE HALL, COMMITTEE
ROOM

Present: Cllr Keith Dickerson (Chairman)
 Cllr Ivy Darton Cllr Geoff Fordham
 Cllr Edwina Galloway Cllr Paul Hartley
 Cllr Doug Ireland Cllr Paul Parry
 Cllr Alan Revell Cllr Tim Roberts

In attendance: Joanne Jones – Parish Clerk. County Cllr Rae Leighton.

Welcome by the Chairman

9551. Public Forum

There were no members of the public present.

9552. Reports

(a) Report by County Councillor Rae Leighton

County Cllr Leighton gave in-depth details regarding the Sizewell C Public Consultation and encouraged the Council to respond. He reported that he had also recently attended a site visit to the proposed infrastructure and Park & Ride sites to which he gave details. Cllr Leighton confirmed that SCC would be pressing EDF to build the 4 village by-pass and urged Councillors to try and attend the forthcoming Community Engagement Forum. The Chairman thanked County Cllr Rae Leighton for his report. Cllr Hartley raised concerns regarding the proposed lorry park to which Cllr Galloway gave clarification

(b) Report by District Councillor Sir Peter Batho

District Councillor Sir Peter Batho had sent his apologies. No written report had been submitted.

(c) Report by District Councillor Marian Andrews

District Cllr Marian Andrews had sent her apologies. No written report had been submitted.

(d) Police Report

The Clerk read the following report:-

There has been 1 crime recorded for Kelsale and none for Carlton during November 2012.

Accostings: A 14yr old boy had been asked by a male unknown to him to get into his car. Boy ran home. **Area search made with no results.**

Saxmundham and Framlingham SNT

Saxfram.snt@suffolk.pnn.police.uk

01473 613500 or 101

The Chairman formally opened the meeting at 7.26pm

9553. Apologies

Apologies were accepted from Cllrs Aird, Denny, Garratt and Taylor.

9554. Declarations of Interest

There were none.

a) To Consider any dispensations

There were none.

9555. To Consider and Approve the draft minutes of the Parish Council meeting held on Wednesday 28th November 2012

The draft minutes of the Parish Council meeting held on Wednesday 28th November 2012 had been circulated to all Councillors prior to this meeting and were Proposed for **Approval** by Cllr Roberts, Seconded by Cllr Hartley and duly signed by the Chairman. **8 in Favour, 1 Abstention.**

9556. Parish Clerk's Report

In Cllr Aird's absence she has asked me to pass on a message that she received from [REDACTED] who was one of the Kelsale Olympic Torch Bearers as follows:

I just wanted to wish all of you in Kelsale a Merry Christmas and Happy New Year.

I have had a great 2012 and enjoyed my very brief visit to Kelsale during the Torch Relay. I hope you all had a great time too.

Best Wishes
[REDACTED]

To advise that I have now received confirmation from [REDACTED], SCC to confirm that he has come to an agreement with SCDC regarding using part of the Low Rd car park for a works compound whilst the work is carried out to strengthen Kelsale Arch. I will provide further details regarding this matter in due course.

To confirm that I have now posted the 2012 Parish Council minutes and the Draft APM minutes onto the website.

Finally, I have received a telephone call from [REDACTED] at EDF Energy asking if the Parish Council would like them to come to a future meeting in order to give a presentation.

9557. Matters Arising from the Clerk's Report

It was Agreed that a presentation would not be necessary as several Councillors had attended the Sizewell C Public Exhibition. Cllr Galloway confirmed that the Emergency Planning Officer would be attending the February 2013 Council meeting.

9558. Matters Arising from the Parish Council Meeting held on Wednesday 28th November 2012

The Chairman advised that he had received a letter from the former Chairman Mr [REDACTED] regarding the Council's decision taken at the November meeting not to purchase a grit bin for Carlton Park. The Chairman raised concerns that as this track is the only access to Carlton Church and was regularly used by members of the public, and therefore asked the Parish Council to re-consider this request. Cllr Hartley informed the Parish Council that Carlton Church was closed from the end of September until March each year and therefore he felt that there was no need for a grit bin to be sited in this location. Cllr Revell confirmed that he had also spoken to Mr [REDACTED] and stated that he had advised that it was very difficult to get down this lane to Carlton Park in icy conditions. It was Proposed by Cllr Revell that a grit bin should be purchased and sited at the top of the lane, Seconded by Cllr Fordham. **7 in Favour, 1 Against, 1 Abstention.** It was Agreed that Cllrs Parry and Denny would look into the siting of this grit bin.

Cllr Darton raised concerns regarding the two empty Flagship Housing properties on Carlton Rd. Cllr Revell stated that he thought that one of these properties had now been re-let. The Chairman suggested that the Parish Council should request feedback from District Cllr Marian Andrews regarding this matter at the January 2013 Council meeting.

The Chairman reported that himself, Cllr Parry and the Clerk had met with [REDACTED] in order to discuss the concerns raised at the November Council meeting regarding the Petanque Pitch. He reported that [REDACTED] had stated that the pitch should bed down once it had been used, but that if the Parish Council still felt that the finish was not to the correct thickness that he would come and put another ton of gravel onto the pitch free of charge.

Cllr Darton raised concerns regarding the comments made by the judges of the Newsletter of the Year Competition. The Clerk confirmed that she would bring this matter to SALC's attention.

To set a date for the 2013 Bonfire Event – It was Agreed that the 2013 Bonfire event would be held on Saturday 2nd November 2013. It was also Agreed that the Clerk would inform Saxmundham Town Council in order to prevent a clash of dates.

Matters Arising from the Parish Council Meeting held on Wednesday 28th November 2012

A request was made by some Councillors that the Council should consider holding a ceremony next December to mark the lighting of the Xmas tree outside the Village Hall.

9543. Parish Council Matters

(a) To consider the Suffolk Fire & Rescue Service Stakeholder Consultation

The Chairman gave details regarding the consultation and it was Agreed that Councillors would submit their comments to Cllr Roberts in order for him to reply on behalf of the Council. The Clerk confirmed that she had previously circulated this document to all Councillors but would re-send in order for Councillors to respond. The Chairman *closed the meeting* in order to allow County Cllr Leighton to comment. Cllr Leighton provided in-depth details regarding this matter and confirmed that the current Suffolk Fire & Rescue Service was in his opinion low cost and highly efficient. Cllr Ireland raised concerns that a further consultation was due to be held between Suffolk, Cambridgeshire, Hertfordshire and Bedfordshire. Cllr Leighton provided clarification regarding this matter. The Chairman thanked Cllr Leighton for his comments and *re-convened the meeting*.

(b) To Consider extending the grass matting surfacing within the Recreation Ground and the erection of a secure storage shed

Cllr Revell confirmed that he was still in the process of obtaining the relevant costing's for the proposed work and apologised for not being able to provide these details sooner. He advised that he had been given a name of a supplier for the proposed secure storage shed and requested that the Clerk should look into this. It was **Approved** that pending costing's, that the grass matting would be extended within the Recreation Ground and that the erection of a secure storage shed would be looked into in further detail. Proposed by Cllr Revell, Seconded by Cllr Roberts. **All in Favour.**

(c) To Approve the 2013 Parish Council meeting dates

These dates had been tabled by the Clerk. Some concerns were raised regarding the March 2013 meeting as this fell very close to Easter. There was a brief discussion and **Approval** for the dates as tabled by the Clerk was Proposed by Cllr Revell, Seconded by Cllr Roberts, **8 in Favour, 1 Against.**

9544. Planning Matters

(a) Planning Applications received since the last meeting:-

Application No: C12/2425

Location: Part South Land, Fordley Meadows, Butchers Rd, Kelsale.

Proposal: Erection of 4 stables and hay/straw barn for private use.

Cllr Ireland provided details regarding this application and confirmed that concerns had been raised by the Planning Group to which he gave details.

(b) Planning decisions confirmed since last meeting:-

Application No: C12/2138

Location: 40 Beaumont Cottages, Kelsale-cum-Carlton. IP17 2NW

Proposal: Front room extension and porch canopy roof.

The Planning Group submitted the following comments to SCDC:- Concerns were raised that the building would go beyond the established building line. It was also pointed out that the drawings/plans inc. within this application were very poor and lacked detail. No decision has been made by SCDC, to date.

Application No: C12/2175

Location: Cherry Trees, 7 Church Close, Kelsale-cum-Carlton. IP17 2PA

Proposal: Reinstate the western boundary wall which was blown down during the 2011/12 winter. Rebuild this section of wall to a height which will reinstate the boundary feature without it being a hazard during high winds. The Planning Group **had No Objections** to this application. This application has been **Granted** by SCDC with 3 Conditions.

Planning decisions confirmed since last meeting cont....**Application No: C12/1880**

Location: Land West of Units 34-36, Carlton Park Industrial Estate, Ronald Lane, Kelsale-cum-Carlton

Proposal: Change of Use for the erection of industrial units with construction of vehicular access and associated works for a total site area of 3000sqm. Previously Granted under C89/1247, C92/1262 and C95/1034. The Planning Group **Objected** to this application. No decision has been made by SCDC, to date.

Application No: C12/1891

Location: Land East of Rogman Farm, Lowes Hill, Kelsale

Proposal: Installation of one micro scale wind turbine (14.97m to hub, 5.6m diameter blades).

The Planning Group Agreed that this application conformed to the current planning guidelines; subject to conditions. No decision has been made by SCDC, to date.

Application No: C12/1865

Location: Part of land South East of Ashgrove Farm, Rendham Rd

Proposal: Installation of one micro scale wind turbine (14.97m to hub, 5.6m diameter blades).

The Planning Group Agreed that that this application conformed to the current planning guidelines; subject to conditions. No decision has been made by SCDC, to date.

9545. Financial Matters:**(a) Financial Statement since last meeting****Income/Receipts**

Bonfire Event	£3673.21
VAT Reclamation	£1903.96

Expenditure: (Direct Debits/Standing Orders)

EON Energy (Street Lighting)	£ 51.57
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Bank Balances:

Current Account as at 30 th November 2012	£17524.17
Business Reserve as at 30 th November 2012	£12023.76
Community Energy Co-operative Account as at 30 th Nov 2012	£ 0.19

(b) To Consider/Approve the following cheque payments:-

Jo Jones Salary & Expenses	£ 580.27
██████████ Wages (Litter Collector)	£ 60.00
Kelsale Village Hall (Hall Hire)	£ 30.00
Gipping Press (New Oasis Newsletter)	£ 299.00
HMRC (PAYE – Jo Jones)	£ 11.20
Kelsale Primary School (Olympic Torch Relay)	£ 445.04
Pearce & Kemp (Street Light Repair)	£ 378.00
TOTAL	£1,803.51

The above payments were Proposed for **Approval** for payment by Cllr Parry, Seconded by Cllr Fordham. **All In Favour.**

(c) To Consider & Approve the 2013/14 Budget and set the Precept

The draft 2013/14 budget had been circulated by the Clerk/RFO prior to the meeting. The Chairman and the Clerk/RFO provided further details regarding this matter including information relating to the recent correspondence received from SCDC and SALC regarding the government top up which would be available in 2013/14 due to the changes in the tax base. Following an in-depth discussion **Approval** for the 2013/14 budget to be **Adopted** and for the precept to remain at £19,036.00 was Proposed by Cllr Dickerson, Seconded by Cllr Revell. **7 in Favour, 1 Against, 1 Abstention.**

(d) To Consider & Approve the 2012 Bonfire Event Donations

The Clerk/RFO and the Chairman provided details regarding donations given to date. It was Agreed that the following donations would be given:-

St Johns Ambulance - £50.00

Kelsale Village Hall - £250.00

Kelsale Primary School - £200.00

Kelsale Afternoon Club - £125.00

Senior Citizens Xmas Party - £125.00

Approval was Proposed by Cllr Roberts, Seconded by Cllr Fordham. **8 in Favour, 1 Abstention.**

9546. To Receive a Report from the Community Energy Committee

Cllr Fordham reported that Kelsale had been invited to have the Warmer Homes Caravan attend the Parish and advised that he had suggested that they could attend on a Wednesday morning and also maybe visit the school at pick up time. Cllr Roberts confirmed that the tenders for people to bid for cheaper energy would be sent out in the near future.

9547. To Receive Reports from Portfolio Holders and Liaison Representatives

Oasis

Cllr Darton reported that the latest edition had now been delivered. She confirmed that the next edition would be her final edition as editor and therefore urged the Council to consider her replacement at a future meeting. It was Agreed that this matter would be an agenda item at the February 2013 Council meeting.

Village Hall Management Committee

Cllr Darton confirmed that the Committee had now submitted their application to the Big Lottery Fund for £396,000. Cllr Fordham provided details regarding the sum of money included within the application for the re-launch of the Village Hall. Cllr Darton advised that an Adnams Wine Tasting Evening would be held in January or February 2013 to which she gave details. She confirmed that the recent Quilt Raffle had raised £746.00. Finally, she gave her personal views regarding possible future events which could be held in order to celebrate the Queen's Coronation Celebration.

Environment, Heritage and Access

Cllr Parry reported that the works to the tree in Spinney Close had now been carried out.

Lych Gate

Cllr Parry confirmed that the Lych Gate had now been patched up for the winter.

Street Lighting

Cllr Galloway confirmed that she was looking to put together a proposal for the next upgrade and subject to any other repairs a further upgrade would then take in place in May 2013.

Sizewell Liaison Parishes Liaison Group

Cllr Galloway advised that she had recently attended a very informative SPLG meeting and asked if the Parish Council would like her to attend any future meetings relating to Sizewell C. The Chairman Proposed that Cllr Galloway's Portfolio was amended in order for her to represent the Council in respect of any matters relating to Sizewell C. **All in Favour.**

9548. Any Other Matters Arising (For information only)

There were none.

9549. Correspondence

Correspondence received since the last Council meeting had been tabled by the Clerk

9550. Date of next Meeting

The next meeting of Kelsale-cum-Carlton Parish Council will be held on Wednesday 30th January 2013 at 7:00pm in Kelsale Village Hall, Committee Room.

There being no further discussion the Chairman thanked the Parish Council for their attendance and formally closed the meeting at 9:00pm

Signed: Chairman Date: