

***Kelsale-cum-Carlton Parish Council***

Neutral Farm House, Mill Lane, Butley, Suffolk. IP12 3PA  
Tel: 01394 459400, E-mail: [kelsaleparishclerk@gmail.com](mailto:kelsaleparishclerk@gmail.com)  
[www.kelsalecarltonpc.org.uk](http://www.kelsalecarltonpc.org.uk)

MINUTES OF THE PARISH COUNCIL MEETING HELD ON WEDNESDAY  
29TH JANUARY 2014 IN KELSALE VILLAGE HALL, COMMITTEE ROOM AT 7:00PM

Present:	Cllr Cllr Alan Revell (Vice Chairman)	
	Cllr Jeni Aird	Cllr Nick Denny
	Cllr Geoff Fordham	Cllr Edwina Galloway
	Cllr Pam Garratt	Cllr Paul Hartley
	Cllr Doug Ireland	Cllr Susan Major
	Cllr Tim Roberts	Cllr Carolyn Taylor

In attendance: Joanne Jones – Parish Clerk. District Cllr Sir Peter Batho and County Cllr Michael Gower. There were no members of the public present.

**Welcome by the Vice Chairman**

**The Vice Chairman informed Councillors that unfortunately EDF Energy were now unable to attend the meeting in order to give a presentation on the proposed Sizewell C.**

9755. Public Forum

There were no members of the public present.

9756. Reports

**(a) Report by County Cllr Michael Gower**

County Cllr Gower reported on the Sizewell Task Force Group meeting in which he had recently attended. He informed the Council that the Planning Application for Southview was due to go before the North Sub-Committee on Wednesday 5<sup>th</sup> February 2014. The Vice Chairman thanked County Cllr Gower for his report. The Clerk gave details regarding the comments sent to SCDC in respect of the planning application for Southview to which Cllr Hartley provided additional information. Cllr Hartley raised concerns regarding the damaged island at the Carlton Crossing and asked County Cllr Gower to look into this matter. The Clerk confirmed she had reported this matter to Suffolk County Highways. Cllr Taylor raised concerns regarding parking within Carlton Road outside the school and suggested that a member from SCC should visit in order to consider if a zebra crossing should be implemented in this location. Cllr Aird advised other local schools have enforced a no parking policy outside school grounds.

**(b) Report by District Councillor Sir Peter Batho**

District Cllr Sir Peter Batho gave details regarding the Community Enabling Fund. The Vice Chairman thanked District Cllr Batho for his report. Cllr Aird made enquires regarding the works due to take place to the traffic lights at the Tesco's junction in Saxmundham. District Cllr Batho confirmed this work had not yet taken place and advised he felt this matter would be discussed at the forthcoming Saxmundham Town Council meeting.

**(c) Report by District Councillor Marian Andrews**

District Cllr Andrews had sent her apologies. In Cllr Andrews absence the Clerk gave details regarding SCDC's Community Enabling Fund and confirmed each Ward Councillor had been allocated £4000.00 towards Community enabling projects.

#### **(d) Police Report**

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

Please find detailed below the 2 crimes recorded for Kelsale during December 2013. There were no crimes for Carlton during this time.

#### **Kelsale**

Criminal Damage – Vehicle: Whilst parked in Bridge Street vehicle had offside front window smashed. **No further enquiries. Finalised.**

Sex Assault on Female: At a Rosemary Lane address. **Enquiries ongoing.**

May I take this opportunity of wishing you all a very Happy New Year.

PCSO 3070 [REDACTED] Saxmundham and Framlingham SNT [Saxfram.snt@suffolk.pnn.police.uk](mailto:Saxfram.snt@suffolk.pnn.police.uk)  
01473 613500 or 101

The Clerk confirmed further to concerns raised by Cllr Ireland at the last meeting regarding the recent crimes that had taken place in Saxmundham she had written to PCSO [REDACTED] in order to make enquires regarding this matter. She confirmed PCSO [REDACTED] had confirmed to date there had only been 2 criminal damages taken place in January 2014 and neither were related to the youth incidents that occurred during November/December 2013 in Saxmundham on Friday and Saturdays. She stated that to date 4 youths had been arrested and charged connected to several incidents with a possible further 4 to follow.

**The Vice Chairman formally opened the meeting at 7:04pm.**

**County Cllr Gower and District Cllr Batho arrived and their reports were given, as above.**

#### **9757. Apologies**

Apologies were accepted from Cllrs Dickerson (Chairman) and Parry.

#### **9758. Declarations of Interest**

There were none.

#### **a) To consider any dispensations**

There were none.

#### **9759. To consider the Approval of the draft minutes of the Parish Council meeting held on Wednesday 18<sup>th</sup> December 2013**

The draft minutes of the Parish Council meeting held on Wednesday 18<sup>th</sup> December 2013 had been circulated to all Councillors prior to the meeting and were Proposed for **Approval** by Cllr Ireland, Seconded by Cllr Taylor. **7 in Favour, 4 Abstentions.**

#### **9760. Parish Clerk's Report**

I have now received the costings for the proposed speed calming signs at Curlew Green and can confirm these will cost £1018.98. I have written to County Cllr Gower in order to ask if he would consider funding this from his Quality of Life Budget.

I have now ordered the duo bin for the Low Rd Car Park and hope this will be installed by SCS in the near future.

Since reporting the blocked drain at Rendham Rd to SCC I can now confirm they have advised this drain will be cleared within the next 4 weeks.

I have received correspondence addressed to the Chairman from a local resident asking permission to carry out the practising of archery on the Recreation Ground, a copy of this correspondence has been tabled for all Councillors.

9761. Matters Arising from the Clerk's Report

County Cllr Gower confirmed he would allocate £750.00 towards the costings for the speed calming measures from his Quality of Life Budget. The Vice Chairman thanked County Cllr Gower and it was **Resolved** the remaining £368.98 would be funded from the Parish Council's reserve funds. **Approval** was Proposed by Cllr Ireland, Seconded by Cllr Fordham. **All in Favour.**

Further to the correspondence received from a local resident regarding the practising of archery on the Recreation Ground it was agreed the Clerk would look into the rules in which had been laid out by the National Playing Field Association regarding what sport was prohibited to take place on this land. There was a brief discussion and concerns were raised if permission was granted that this could set a precedent. The Vice Chairman asked the Clerk to respond to the local resident in order to inform him the Council were looking into the current rules and regulations for the Recreation Ground and requested this matter was an agenda item at the next meeting. It was also suggested the Clerk should contact the Insurance Company regarding this matter.

9762. Matters Arising from the Parish Council Meeting held on Wednesday 18<sup>th</sup> December 2013

Cllr Galloway confirmed a review of the Street Lighting had now been carried out to which she gave details. A document providing further details had been tabled for all Councillors. Cllr Ireland reported he had now had the opportunity to look into the minutes up to 1998 regarding the lights at Carlton Park Industrial Estate and confirmed he had not been able to find any information regarding the original decisions made by the Council in respect of these lights. Cllr Ireland also confirmed he believed the light on the side of the Guild Hall was owned by Parish Council to which he gave details. There was a brief discussion whereby the Council considered points arising from Cllr Galloway's report and actions to be taken were agreed. The Vice Chairman thanked Cllr Galloway on behalf of the Council for all her hard work carried out in respect of this matter.

9763. Parish Council Matters

**(a) To consider purchasing an additional grit bin to be sited at North End Beaumont Cottages**

Further to the last meeting Cllr Taylor reported she had spoken to a local resident who had confirmed there was once a bin in this location but this bin was no longer there. There was a brief discussion and it was **Resolved** an additional grit bin should be purchased for this location.

**Approval** was Proposed by Cllr Roberts, Seconded by Cllr Taylor. **All in Favour.** On behalf of the Council the Vice Chairman thanked Cllr Hartley for installing the recently purchased Grit Bins at Low Rd and Carlton Park.

**(b) Annual Parish Meeting – To consider guest speaker**

There was a brief discussion and it was suggested a speaker from Minsmere could be invited to be the guest speaker at the Annual Parish Meeting. Cllr Major volunteered to assist with regards to this matter. Cllr Fordham suggested the APM agenda should be changed in order that the guest speaker is the first item on the agenda. **10 in Favour, 1 Against.**

9764. Planning Matters

(See Separate Planning Appendix attached).

Cllr Aird stated she was pleased to note that SCDC appeared to be taking the Parish Council's comments into consideration when Approving recent applications.

9765. Financial Matters:

**(a) Financial Statement since last meeting**

**Income/Receipts**

Bonfire Event Refreshments	£	99.50
Bank Interest	£	1.50

**Financial Matters cont....****Expenditure: (Direct Debits/Standing Orders)**

EON Energy (Street Lighting) £ 49.91

**Bank Balances:**

Current Account as at 31<sup>st</sup> December 2013 **£12,856.63**

Business Saver Account as at 31<sup>st</sup> December 2013 **£12,031.26**

Community Energy Co-operative Account as at 31<sup>st</sup> Dec 2013 **£ 0.50**

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

Jo Jones Salary & Expenses £ 521.18

██████████ Wages (Litter Collector) £ 75.00

HMRC– Jo Jones £ 88.60

Cllr Geoff Fordham (Temporary Events Notice – Bonfire Event) £ 21.00

John Davidson (Pipes) Ltd (Grit Bin – Low Rd) £ 66.00

Leiston Press (Leaflets – Community Energy Meeting) £ 37.00

Kelsale Village Hall (Hall Hire) £ 33.00

Pearce and Kemp (Street Light repair) £ 100.20

Cllr Nick Denny (Samba Band payment – Bonfire event) £ 50.00

**TOTAL £ 991.98**

**Approval** for the above payments was Proposed by Cllr Roberts, Seconded by Cllr Garratt. **All in Favour.**

**c) To consider donations to be given from proceeds from the 2013 Bonfire Event**

Cllr Garratt tabled a report to all Councillors. The Clerk had also tabled the updated reconciliation to all Councillors. Cllr Garratt stated she felt the village appeared very scruffy at present and therefore these proceeds could be put towards improvements to the village. There was a brief discussion whereby Cllr Fordham raised concerns that donations given at the Bonfire Event were for Village Organisations. The Vice Chairman stated he felt that any village improvements should be funded from the precept and therefore suggested this matter should be deferred until the February 2014 meeting in order it to be considered further. It was suggested half of these funds could be put towards a street light being erected on the corner of Low Rd/Bridge St Car Park. Cllr Fordham suggested he could put an article in next issue of the New Oasis in order to request that Village Organisations apply for a donation from these funds.

**9766. To Receive a Report from the Community Energy Committee**

Cllr Fordham reported the Community Energy Committee had now submitted the planning application for Solar PV to be erected in Cllr Keith Dickerson's (Chairman) field. He provided details regarding the proposed project and confirmed it was hoped the Solar PV could be installed by the end of March 2014. Cllr Fordham reported he had spoken to an officer at SCC who had confirmed a grant fund up to £20K could be available for further Community Energy projects such as insulating the Village Hall but this would need to be matched from local sources to which he gave details. He confirmed Kelsale Social Club were willing to become members of the Co-op and stated he felt the Parish Council should consider investing up to £1000.00 to become a shareholder in the Community Energy Cooperative. Cllr Fordham advised the Community Energy Committee may need to ask the Parish Council to consider providing them with a short term contingency loan up to £5000.00. Finally, he confirmed share offer letters would be delivered to every individual household within the parish and a data base had been compiled giving details of those who may be major shareholders. The Vice Chairman thanked the Community Energy Committee for all their hard work put into this project to date.

9767. To Receive Reports from Portfolio Holders and Liaison Representatives

**Recreation Ground**

Cllr Garratt stated the bonfire remains needed to be cleared. Cllr Hartley confirmed he would look into carrying this work out.

**Lych Gate**

Cllr Aird reported all the funding for the project had now been received and the work was due to commence the week beginning 31<sup>st</sup> March 2014. She confirmed the approved contractor was Period Property Services and they had advised the work would take around 6 weeks to complete. On behalf of the Council Cllr Roberts proposed a vote of thanks to Councillors Parry and Aird for all their hard work and time spent on the Lych Gate project.

**Parochial Church Council**

Cllr Aird gave details of a concert to be held at Kelsale Church on 10<sup>th</sup> May 2014 and reported there would also be a choir singing a Eucharist on the morning of 11<sup>th</sup> May 2014. The Vice Chairman congratulated the PCC on the lovely carol service held recently at Carlton Church.

**Youth Club**

Cllr Denny reported the Youth Club was still well attended.

**Environment, Heritage and Access**

Cllr Garratt reported on the recent e-mail correspondence in which had been received from [REDACTED] (Saxmundham Town Council) regarding a proposed cycle path between Kelsale and Benhall. It was agreed the Clerk would forward this information to all Councillors. Cllr Garratt reported there was a damaged footpath sign at Curlew Green. The Clerk confirmed she would report this matter to Suffolk County Highways.

**New Oasis**

Cllr Fordham confirmed he had currently deferred the re-design proposals for the New Oasis and advised the deadline for articles for the next issue was 21<sup>st</sup> February 2014.

9768. Any Other Matters Arising

Cllr Ireland confirmed he had taken photos of the present state of the Low Rd Car Park, as requested. Cllr Taylor confirmed she had now had a meeting with SCC and Heads of Local Primary Schools regarding the lack of school places within local schools. She reported she had raised the concerns regarding the new housing development in Saxmundham and the lack of school places available. Cllr Taylor reported the fence had now been repaired in Spinney Pocket Park.

Cllr Ireland raised concerns regarding the increasing problem with dog fouling in the centre of the village. The Clerk confirmed she would put some clean up after your dog stickers in this area and report this matter to SCS, if necessary.

Cllr Ireland raised concerns regarding the overgrown hedges and potholes within Rosemary Lane. Cllr Hartley raised concerns regarding the pot holes on Rendham Rd. The Clerk confirmed she would report these matters to Suffolk County Highways.

Cllr Ireland raised concerns that the Parish Plan Action Plan had not been an agenda item at this meeting. The Clerk confirmed this matter had been deferred and would be an agenda item at the February 2014 meeting.

9769. Correspondence

Correspondence received since the last meeting had been tabled by the Clerk.

9770. Date of next Meeting

The next meeting of Kelsale-cum-Carlton Parish Council will be held on Wednesday 26<sup>th</sup> February 2014 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

Signed: ..... Chairman      Date: .....

## **Planning Appendix (since 18<sup>th</sup> December 2013)**

### **(a) Planning Applications received since the last meeting:-**

#### **Application No: DC/13/3734/FUL**

Location: Buildings South East of Peakhill Farm, Honeypot Lane, Kelsale

Proposal: Construction of a single storey agricultural building to be used as a covered farm yard for manure.

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

#### **Application No: DC/13/3842/FUL**

Location: The Garden House, Carlton Park, Kelsale-cum-Carlton

Proposal: Alterations to existing doors and windows, change of use of existing garage and construction of first floor bedroom extension above existing kitchen.

The Planning Group had **No Objections** to this application but made the following observations:-

If Approved it was recommended a condition should be included stating the development must not be used as an independent dwelling, such as a holiday let. Concerns were raised that a further application would be submitted for a garage to replace the one now proposed to be converted. No decision has been made by SCDC, to date.

### **(b) Planning decisions confirmed since last meeting:-**

#### **Application No: DC/13/3447/FUL**

Location: Ivy Hall, Rosemary Lane, Kelsale. IP17 2QT

Proposal: Conversion of existing outbuilding into 'granny annexe'.

The Planning Group made the following observations regarding this application:-

The conversion of the outhouse to a Granny Annex seems to be tasteful & well thought out, but the footprint of the outhouse doesn't seem to fit any of the buildings marked on the plan of the land.

Concerns were made regarding drainage for the development.

Insufficient information was provided to ascertain effect on nearby properties.

It was recommended that a s.106 agreement should be enforced, if Approved to ensure the development is not used as a separate dwelling after use as a granny annex has expired.

This Application has been **Granted** by SCDC, with 4 Conditions.

#### **Application No: DC/13/3407/FUL**

Location: Plot 4, Southview, Carlton Rd, Kelsale

Proposal: Proposed chalet bungalow and garage with studio over.

The Planning Group made the following observations:-

A planning application for a property has already been submitted some years ago in which was refused by SCDC but then passed at appeal.

Two out of four members of the Planning Group did not support this application.

Size of proposed dwelling is too large for the site.

The trees to the north of the dwelling have TPO's on them but these are not shown on the plans.

Concerns were raised that the proposed studio could be used as a separate dwelling.

No decision has been made by SCDC, to date.

#### **Application No: DC/13/2961/OUT**

Address: Land adjacent Sports Ground, North Entrance, Saxmundham

Proposal: Outline application for up to 15 dwellings with all Matters Reserved other than Access.

This Planning Group **Objected** to this application. No decision has been made by SCDC, to date.

#### **Application No: C13/1063**

Location: 7 Carlton Green, Kelsale-cum-Carlton. IP17 2QF

Proposal: Installation of an external oil boiler and associated oil tank.

The Planning Group made observations regarding this application and raised concerns regarding damage to Carlton Green whilst the installation is carried out. It was also suggested that the Clerk should point out to Flagship Housing that as the PC own Carlton Green that consent should be

sought for any required vehicular access. No decision has been made by SCDC, to date. This application has been **Granted** by SCDC with 3 Conditions.

**Application No: C13/1049**

Location: Sandpit Cottage, Low Rd, Kelsale-cum-Carlton. IP17 2NT

Proposal: Extension and conservatory.

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

**Application No: C13/0585**

Location: OS 7313, Dorleys Corner, Kelsale-cum-Carlton

Proposal: Proposed conversion of former helicopter hanger and workshop to form new free school together with creation of car park and playing field.

The Council raised concerns regarding the impact on traffic and have raised the following points regarding the Planning Supporting Statement:-

Para 2.9: Implied "close proximity to A12 & centrally located for Ipswich and Lowestoft. Are they really proposing to bus primary school children (4 – 11 years) 25 miles twice a day, as this would make an already long day for young children intolerably long?

Para 3.1: "Premises are outside the settlement of Saxmundham but "close proximity" to Kelsale, Saxmundham, Leiston, Knodishall and Aldeburgh", all of whom are well provided with good and outstanding primary schools, with adequate places for local pupils.

Para 4.3: refers to "Sustainable development" but a "Free Primary School for 35 – 50 children" aged under 11 is hardly sustainable on this site in line with LDF Core Strategy Policy SP1. There will be no public transport, pavements or cycle-ways to encourage non-vehicular access and the children will be unable to travel independently in their older years. There is also no street lighting available in this location.

There does not appear to be any scope for local employment either, nor any links with local communities.

4.16 Policy MM13 Criteria to be satisfied:

c. local road network is able to accommodate the amount and types of traffic generated by the proposal. The Council do not agree with this statement: The Peasehall Road now carries a large amount of traffic thanks to SatNav routing – much more than previously. The road is narrow and has many sharp bends.

The junction with the Rendham Road (Carlton Lane) has poor visibility and the A12 crossing which is an accident hot spot would become even more hazardous.

This junction is already busy at school times with pupils being transported to our own local primary school in Kelsale. If 2 mini buses are proposed to be run then this only accounts for 16-20 pupils and therefore the other 50% will be travelling by car.

The application site is also one field, some 70 yards from Trust Farmhouse, sole access to which is from the Kelsale Rd (formerly Peasehall Rd), by a narrow track cul de sac lane leading to Hall Farm. Hall Farm is a 4000 acre commercial farming operation which uses the road for movement of heavy agricultural machinery throughout the year, traffic increasing around harvest season so again this location would not prove to be suitable for a school to be sited.

5.7: A Primary school of this size should not be drawing pupils from a "much wider area" including Ipswich and Lowestoft.

5.10: This is a very spurious argument to justify the distances from potential pupils' homes – how many children currently travel from Knodishall to Ipswich at Primary level?

5.22: Is the proposed school to be a free school or an independent school?

It was noted that the applicant stated that a "feeder school" has been requested for their Free School in Ipswich. The Planning Group confirmed that they could find no trace of a Free Secondary (or primary) school in Ipswich.

The application states that a reception classroom would be on the ground floor but there are no boys' toilets on the ground floor and likewise no girls' toilets are on the first floor. At Reception level the Council felt that toilets for girls and boys should be on the same level as the classroom.

The Council also raised concerns regarding the impact that this proposal could have on Local Primary Schools if Approved. Our local schools are mostly small rural schools and are struggling financially. Pupils means money, therefore any loss of pupils locally could impact heavily on local school budgets, and possibly mean closure.



It was felt that the sewerage in this area was already poor and therefore additional sewerage would only cause further issues.

The Council stated that this site is an Agricultural Brownfield Site and lies outside of the village envelope and therefore any development on this site would not be in line with LDF Policy SP29.

This application has been **Granted** by SCDC with 16 conditions.

MINUTES OF THE PARISH COUNCIL MEETING HELD ON WEDNESDAY  
26TH FEBRUARY 2014 IN KELSALE VILLAGE HALL, COMMITTEE ROOM AT 7:00PM

Present:	Cllr Keith Dickerson (Chairman)	Cllr Cllr Alan Revell
	Cllr Nick Denny	Cllr Edwina Galloway
	Cllr Doug Ireland	Cllr Susan Major
	Cllr Paul Parry	Cllr Tim Roberts
	Cllr Carolyn Taylor	

In attendance: Joanne Jones – Parish Clerk. District Cllr Sir Peter Batho and District Cllr Marian Andrews. There was 1 member of the public present.

**Welcome by the Chairman**

9771. Public Forum

No questions were asked by the member of the public present.

9772. Reports

**(a) Report by County Cllr Michael Gower**

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

**(b) Report by District Councillor Sir Peter Batho**

District Cllr Sir Peter Batho reported on the recommendations made to the Boundary Commission regarding the electoral review of SCDC and confirmed the number of SCDC Councillors would reduce from 55 to 42. He stated Kelsale would still be joined with Saxmundham and therefore will continue to have 2 Ward Councillors and also provided details regarding the current consultation being held regarding this matter to which he urged the Council to respond, if necessary.

District Cllr Batho confirmed National Government had decided to insist that all Local Government budget votes are recorded votes to which he gave details and advised this matter was due to be passed at the SCDC Council meeting to be held on 27<sup>th</sup> February 2014.

Finally, he advised the works to improve the traffic light scheme at the Tesco's junction should have commenced on 15<sup>th</sup> January 2014 but confirmed it had now been reported these works would now be carried out by the end of the financial year. The Chairman thanked District Cllr Batho for his report.

**(c) Report by District Councillor Marian Andrews**

District Cllr Andrews reported on the SCDC Community Enabling Fund and gave details of the applications received to date. She provided details regarding a recent meeting in which she had attended concerning rural transport. The Chairman thanked District Cllr Andrews for her report. Cllr Roberts raised concerns regarding the closure of further commercial businesses within Saxmundham and made enquiries regarding the future of the railway station to which Cllr Andrews provided an update and confirmed the Town Council had expressed an interest in the railway station along with the Police Station.

**(d) Police Report**

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

Please find detailed below the 1 crime recorded for Kelsale during January 2014. There were no crimes for Carlton during this time.

**Kelsale**

Assault occ. ABH: Altercation between family members inside a Carlton Road address. NFA.

**Police Report cont...**

Just for the Parish Council's information, there has been a significant reduction in criminal damage crimes for Saxmundham this month. There had been a total of 32 for November and December which has gone down to just 2 in January, and both of these resulted from a family/domestic altercation and not damage in the town. A further, four youths have been arrested for these crimes and a further four likely to be charged in the near future.

PCSO 3070 [REDACTED] Saxmundham and Framlingham SNT [Saxfram.snt@suffolk.pnn.police.uk](mailto:Saxfram.snt@suffolk.pnn.police.uk) 01473 613500 or 101

Cllr Ireland raised concerns regarding the accuracy of the police report and stated he was aware more than 2 crimes had been carried out within Saxmundham in January 2014. The Chairman requested that the Clerk asked PCSO [REDACTED] to attend a Council meeting in the near future in order for any concerns to be clarified.

**The Chairman formally opened the meeting at 7:28pm****9773. Apologies**

Apologies were accepted from Cllrs Aird, Fordham, Garratt and Hartley.

**9774. Declarations of Interest**

The Chairman declared a Pecuniary Interest in agenda item 8. Planning Application C14/0122

**a) To consider any dispensations**

The Chairman had applied to the Clerk for dispensation to be granted in respect of the Pecuniary Interest he had concerning Planning Application C14/0122. Dispensation was **Granted** by the Clerk.

**9775. To consider the Approval of the draft minutes of the Parish Council meeting held on Wednesday 29<sup>th</sup> January 2014**

The draft minutes of the Parish Council meeting held on Wednesday 29<sup>th</sup> January 2014 had been circulated to all Councillors prior to the meeting and were Proposed for **Approval subject to amendments** by Cllr Roberts, Seconded by Cllr Galloway. **6 in Favour, 1 Against, 2 Abstentions.**

**9776. Parish Clerk's Report**

To announce every year SALC holds a competition whereby Clerks' can enter their Chairman to be in for a chance of winning a place to attend a Garden Party at Buckingham Palace. I am delighted to confirm our very own Chairman Cllr Dickerson has been chosen to attend this years Garden Party on Tuesday 3<sup>rd</sup> June 2014.

**9777. Matters Arising from the Clerk's Report**

There were none.

**9778. Matters Arising from the Parish Council Meeting held on Wednesday 29<sup>th</sup> January 2014**

Cllr Taylor confirmed further to the last meeting she had liaised with [REDACTED] regarding the proposed Cycle Path between Kelsale/Saxmundham. She advised as a result of the outcome of the recent meeting held regarding this matter it had been agreed there were going to be 3 focus groups formed being one for each Parish. Cllr Taylor confirmed with the assistance of her Governors she was now looking into implementing the Kelsale scheme. Cllr Denny and the Clerk volunteered to help assist Cllr Taylor with this project.

Cllr Ireland made enquiries as to when the signage work at Curlew Green would be carried out. The Clerk confirmed this work would be taking place in the very near future and the cause of the delay was due to Suffolk County Highways needing to plan the works around a local resident who has several dogs at a property where one of the signs was due to be erected.

## **Matters Arising from the Parish Council Meeting held on 29<sup>th</sup> January 2014 cont....**

The Clerk confirmed further to the request received from a local resident for permission to practice archery on the Recreation Ground that she had looked into the regulations and could not find any reference as to what sports were permitted but stated that golf had definitely been banned. She advised she had also spoken to the Parish Council's Insurance Company who had confirmed no cover would be provided for archery and this sport would not be covered under the Public Liability insurance as it is deemed to be a hazardous sport. The Chairman requested the Clerk responded to the local resident in order to inform him his request would not be permitted due to the above reasons.

Cllr Major confirmed she had been to Minsmere and [REDACTED], Senior Site Manager, North Suffolk Reserves had agreed to be guest speaker at the Annual Parish Meeting.

### **9779. Parish Council Matters**

#### **a) Resolution to consider and Approve the Parish Council donates £1000.00 to become a shareholder in the Community Energy Co-operative**

This item was deferred.

#### **b) Resolution to consider and Approve the Parish Council provides a short term loan guarantee, if necessary to the Community Energy Co-operative**

This item was deferred.

#### **c) To carry out a Review of the Parish Plan Action Plan**

A document had been tabled by Cllr Galloway to all Councillors. A review was undertaken and an appropriate action plan was agreed by the Council.

### **9780. Planning Matters**

(See Separate Planning Appendix attached).

#### **Planning Application: C14/0122/FUL**

Location: The Cottages, Bridge St, Kelsale

Proposal: Installation and operation of a ground mounted Solar PV system up to 8kw

There was a brief discussion whereby the Chairman clarified matters that had been raised by the Planning Group. A formal vote was held and **7 Councillors were In Favour of the Application, 1 Against**. The Chairman took no part in the voting process for this application as this dispensation was granted in order for him to provide further information.

### **9781. Financial Matters:**

(a) Financial Statement since last meeting

#### **Income/Receipts**

None

#### **Expenditure: (Direct Debits/Standing Orders)**

EON Energy (Street Lighting)	£	49.91
------------------------------	---	-------

#### **Bank Balances:**

Current Account as at 31 <sup>st</sup> January 2014	<b>£10,713.24</b>
---	-------------------

Business Saver Account as at 31 <sup>st</sup> January 2014	<b>£12,031.26</b>
--	-------------------

Community Energy Co-operative Account as at 31 <sup>st</sup> Jan 2014	<b>£ 0.50</b>
---	---------------

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

Jo Jones Salary & Expenses	£	511.29
----------------------------	---	--------

[REDACTED] Wages (Litter Collector)	£	60.00
-------------------------------------	---	-------

HMRC— Jo Jones	£	88.60
----------------	---	-------

<b>TOTAL £</b>	<b>659.89</b>
----------------	---------------

**Approval** for the above payments was Proposed by Cllr Major, Seconded by Cllr Roberts. **All in Favour.**

**c) To consider donations to be given from proceeds from the 2013 Bonfire Event**

There was a brief discussion and it was agreed that all proceeds from event should go to village organisations. It was also agreed that an article should be put in the New Oasis in order to request for village organisations to apply for a share of the funding.

**9782. To Receive a Report from the Community Energy Committee**

Cllr Dickerson confirmed the Community Energy Committee were currently in the process of seeking advice from relevant bodies regarding setting up the scheme. Cllr Revell stated although Kelsale Social Club had expressed an interest in becoming shareholders it had not yet been agreed how much funding they would put into the scheme.

**9783. To Receive Reports from Portfolio Holders and Liaison Representatives**

**Street Lighting**

Cllr Galloway had tabled a paper for all Councillors to which she provided further details. There was a discussion and it was agreed the Parish Council would be in favour of SCC taking on the street lights within Kelsale-cum-Carlton subject to them agreeing to pay for the electricity, maintenance, repairs, insurance and any future upgrades. **Approval** was Proposed by Cllr Galloway, Seconded by Cllr Roberts. **All in Favour.** It was also agreed the Parish Council would look into obtaining funding to install an additional light at the Low Rd Car Park and that Pearce and Kemp would be asked to upgrade the street light outside 41 Beaumont Cottages. Following a brief discussion regarding the light outside the Guildhall it was agreed Cllr Denny would liaise with the owner in order to request this light is removed and replaced with a street light on the corner of Low Rd/Bridge St. With regards to the street lighting at the Industrial Estate it was agreed Cllr Galloway would look into matters further as to whether the footpaths within the estate were ever adopted by SCC.

**Better Broadband**

Cllr Galloway confirmed she had received correspondence stating that BT were 3 months ahead of their schedule and advised the survey work was due to take place within June in order for this to be implemented in September 2014. Cllr Ireland stated he felt that rural areas should have had priority over towns to receive this scheme.

The Chairman asked permission to ***Suspend Standing Orders*** in order to continue the meeting. **8 in Favour, 1 Against.**

**Emergency Officer**

Cllr Roberts confirmed to date no volunteers had come forward to assist with emergency needs in regards to any potential emergency as identified in the draft Emergency Plan.

**Village Hall Management Committee**

Cllr Major confirmed the VPMC had agreed to become shareholders into the KCCE Project and that an advisory committee had been set up to deal with this matter. She advised their AGM was due to be held on Tuesday 18<sup>th</sup> March 2014 and reminded the Council the Committee were in favour of hosting in conjunction with the Parish Council a Dog Show during the summer. Cllr Galloway confirmed she had spoken to Fordley Moor Kennels and they had agreed to assist in putting this event on to which she gave details. It was agreed this matter would be an agenda item at the next Parish Council meeting.

**9784. Any Other Matters Arising**

Cllr Ireland confirmed Suffolk Coastal Services had now carried out the work to trim the trees at the back of the Low Rd Car Park and suggested the Parish Council should now consider moving the bottle banks in order to maximize car parking spaces. He suggested these could be moved next to the new litter bin in order to create at least 2 to 3 extra spaces. There were **No Objections** to this request and therefore the Chairman asked the Clerk to contact Suffolk Coastal Services in order to request these are moved. **Agreed Unanimously.**

**Any Other Matters Arising cont....**

Cllr Ireland reported the latch on the small gate to the Recreation Ground had broken. Cllr Ireland volunteered his services to replace and fix this latch. On behalf of the Council the Chairman thanked Cllr Ireland for offering to carry out this work.

Cllr Ireland raised concerns regarding the condition of the roads at Lowes Hill. He stated there were several pot holes and debris causing obstruction to this road. The Clerk confirmed she would report this matter to Suffolk County Highways.

**9785. Correspondence**

Correspondence received since the last meeting had been tabled by the Clerk.

**9786. Date of next Meeting**

The next meeting of Kelsale-cum-Carlton Parish Council will be held on Wednesday 26<sup>th</sup> March 2014 at 7:00pm in Kelsale Village Hall, Committee Room.

There being no further discussion the Chairman thanked the Parish Council and the Member of the Public for their attendance and formally closed the meeting at 9.50pm

Signed: ..... Chairman      Date: .....

## Planning Appendix (since 29<sup>th</sup> January 2014)

### (a) Planning Applications received since the last meeting:-

#### Planning Application: DC/14/0222/FUL

Location: Kiln Cottage, Rendham Rd, Carlton

Proposal: One and a half storey rear extension

The Planning Group had No Objections to this application.

#### Planning Application: C14/0122/FUL

Location: The Cottages, Bridge St, Kelsale

Proposal: Installation and operation of a ground mounted Solar PV system up to 8kw

This application is currently being circulated amongst the Planning Group

#### Planning Application: C14/0295/FUL

Location: Greenacres, Main Rd, Kelsale

Proposal: Conversion of outbuilding to form annexed accommodation

The Planning Group made the following observations:-

Would have preferred hardwood window units as opposed to the proposed UVPC.

A s.106 agreement stating the proposed conversion should not be used as an independent dwelling should be implemented if approved.

### (b) Planning decisions confirmed since last meeting:-

#### Application No: DC/13/3734/FUL

Location: Buildings South East of Peakhill Farm, Honeypot Lane, Kelsale

Proposal: Construction of a single storey agricultural building to be used as a covered farm yard for manure.

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

#### Application No: DC/13/3842/FUL

Location: The Garden House, Carlton Park, Kelsale-cum-Carlton

Proposal: Alterations to existing doors and windows, change of use of existing garage and construction of first floor bedroom extension above existing kitchen.

The Planning Group had **No Objections** to this application but made the following observations:-

If Approved it was recommended a condition should be included stating the development must not be used as an independent dwelling, such as a holiday let.

Concerns were raised that a further application would be submitted for a garage to replace the one now proposed to be converted. No decision has been made by SCDC, to date.

#### Application No: DC/13/3407/FUL

Location: Plot 4, Southview, Carlton Rd, Kelsale

Proposal: Proposed chalet bungalow and garage with studio over.

The Planning Group made the following observations:-

A planning application for a property has already been submitted some years ago in which was refused by SCDC but then passed at appeal.

Two out of four members of the Planning Group did not support this application:-

Size of proposed dwelling is too large for the site.

The trees to the north of the dwelling have TPO's on them but these are not shown on the plans.

Concerns were raised that the proposed studio could be used as a separate dwelling.

This application has been **Granted** by SCDC with 12 Conditions

#### Application No: DC/13/2961/OUT

Address: Land adjacent Sports Ground, North Entrance, Saxmundham

Proposal: Outline application for up to 15 dwellings with all Matters Reserved other than Access.

This Planning Group **Objected** to this application. No decision has been made by SCDC, to date.

## *Kelsale-cum-Carlton Parish Council*

Neutral Farm House, Mill Lane, Butley, Suffolk. IP12 3PA  
Tel: 01394 459400, E-mail: [kelsaleparishclerk@gmail.com](mailto:kelsaleparishclerk@gmail.com)  
[www.kelsalecarltonpc.org.uk](http://www.kelsalecarltonpc.org.uk)

MINUTES OF THE PARISH COUNCIL MEETING HELD ON WEDNESDAY  
26TH MARCH 2014 IN KELSALE VILLAGE HALL, COMMITTEE ROOM AT 7:00PM

Present: Cllr Keith Dickerson (Chairman)  
Cllr Jeni Aird Cllr Nick Denny  
Cllr Geoff Fordham Cllr Edwina Galloway  
Cllr Pam Garratt Cllr Doug Ireland  
Cllr Susan Major Cllr Paul Parry

In attendance: Joanne Jones – Parish Clerk. County Cllr Michael Gower and PCSO'S Thora Taylor and Jamie Newson. There were 4 members of the public present.

### **Welcome by the Chairman**

#### 9787. Public Forum

A member of public raised concerns regarding the recent planning application received for Carlton Meres Country Park. She stated she had written a letter of objection to SCDC which she had also copied to the Clerk. She gave details regarding this application and provided some historical information about the two-storey dwelling. The Chairman asked for views from members of the Planning Group regarding this application. Cllr Aird stated herself and Cllr Garratt had visited the site and confirmed she had e-mailed their comments to the Clerk. Cllr Ireland requested an extension was given in respect of this application.

A member of the public confirmed since attending a Parish Council meeting around 10 months ago regarding proposals for him to build a single dwelling on Main Rd he had now had some plans drawn up for the proposed property to which he circulated a copy of the plans for members of the Parish Council to view. The Chairman thanked the member of the public for the giving the Parish Council the opportunity to view these plans and confirmed, if necessary the Parish Council could send a letter of support to SCDC prior to a formal application being submitted. The Chairman thanked members of the public for their comments.

#### 9788. Reports

##### **(a) Report by County Cllr Michael Gower**

County Cllr Gower reported there would be no rise in SCC's element of the Council Tax for 2014/15. The Chairman thanked County Cllr Gower for his report. Cllr Garratt made enquiries regarding the works to be carried out at Curlew Green. County Cllr Gower confirmed this work had been approved by SCC and the allocation of funds from his Quality of Life Budget had been processed. The Clerk confirmed the delay in these works was due to SCC having to liaise prior to the works being carried out with a local resident who owned several dogs in a property in very close proximity.

##### **(b) Report by District Councillor Sir Peter Batho**

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

##### **(c) Report by District Councillor Marian Andrews**

District Cllr Andrews had sent her apologies. No written report had been submitted.

##### **(d) Police Report**

PCSO [REDACTED] reported there had been no crimes reported for either Kelsale or Carlton during February 2014.

PCSO 3070 [REDACTED] Saxmundham and Framlingham SNT [Saxfram.snt@suffolk.pnn.police.uk](mailto:Saxfram.snt@suffolk.pnn.police.uk)  
01473 613500 or 101



The Chairman thanked PCSO [REDACTED] for her report and asked for clarification regarding when crimes are stated as finalised to which PCSO [REDACTED] provided details regarding the process of finalising crimes. Concerns were raised by Cllr Ireland regarding the crimes committed during January 2014 within Saxmundam. PCSO [REDACTED] provided details regarding the crimes reported during this time to which Cllr Ireland raised further concerns regarding the 101 system and stated he had attempted to use this service recently in order to report damage that was carried out to Kelsale Recreation Ground and had experienced problems with this service. PCSO [REDACTED] confirmed she would look into this matter further.

### **The Chairman formally opened the meeting at 7:28pm**

#### 9789. Apologies

Apologies were accepted from Cllrs Hartley, Revell, Roberts and Taylor.

#### 9790. Declarations of Interest

There were none.

#### **a) To consider any dispensations**

None received.

#### 9791. To consider the Approval of the draft minutes of the Parish Council meeting held on Wednesday 26<sup>th</sup> February 2014

The draft minutes of the Parish Council meeting held on Wednesday 26<sup>th</sup> February 2014 had been circulated to all Councillors prior to the meeting and were Proposed for **Approval** subject to amendments to the Street Lighting report by Cllr Galloway, Seconded by Cllr Parry. **6 in Favour, 3 Abstentions.**

#### 9792. Parish Clerk's Report

To confirm I have recently submitted a VAT Reclamation for 2013/14 for £1,477.01.

#### 9793. Matters Arising from the Clerk's Report

There were none.

#### 9794. Matters Arising from the Parish Council Meeting held on Wednesday 26<sup>th</sup> February 2014

Cllr Fordham confirmed he had published an article within the New Oasis regarding village organisations having the opportunity to apply for a share of the bonfire funds and confirmed the closing date for formal written applications was 14<sup>th</sup> April 2014. Cllr Major advised the VHMC would like to apply for some funding towards a floor mounted projector screen. Cllr Garratt also advised the VHMC would like to apply for some funding towards decorating the VH Committee Room after the works to install new heaters had been carried out. The Chairman confirmed all allocations would be announced at the Annual Parish Meeting.

Cllr Denny confirmed he had now looked into the ownership with regards to the street lighting within Carlton Industrial Estate to which he provided further details and advised he hoped to liaise with Mr & Mrs [REDACTED] regarding the light on the corner of The Guildhall in the near future.

#### 9795. Parish Council Matters

#### **a) To consider hosting a Dog Show in conjunction with the VHMC**

Cllr Major confirmed the VHMC were very enthusiastic about joint hosting this event. Cllr Galloway had previously circulated some notes regarding this matter and urged the Parish Council to help organise this event. There was a brief discussion and it was suggested this event could be held within June 2014. Cllr Major agreed to liaise with the the VHMC and Cllr Fordham suggested a small working group should be formed. Cllrs Fordham, Garratt, Parry, Galloway and Major volunteered their services to be part of the working group. It was agreed this matter would be an agenda item at the next meeting in order for the working group to report back.

**b) To consider the future maintenance of village noticeboards and benches**

Cllr Garratt gave details regarding the work carried out to the noticeboards to date. The Chairman thanked the volunteers for the work they had carried out to date. The Chairman reported Cllr Revell had met with [REDACTED] regarding the proposed works needing to be carried out to the benches within the Parish and confirmed Cllr Revell was going to present a report on his findings at the April Parish Council meeting.

**c) Litter within the Parish**

The Chairman confirmed as complaints had been received regarding litter within the Parish this matter should be looked into in order to prevent further occurrences. There was a brief discussion and Cllr Fordham suggested he could include an article within the next edition of the New Oasis to kindly remind Parishioners to pick up their litter after them. Cllr Garratt raised concerns regarding dogs on the Recreation Ground and Cllr Aird suggested if proof could be provided then the relevant dog owner should be written to in order to remind them dogs were not permitted within the Recreation Ground.

**9796. Planning Matters**

(See Separate Planning Appendix attached).

The Chairman and members of the Planning Group provided further details regarding Application No: DC/14/0770/CLE, Carlton Meres Country Park. There was a discussion regarding the proposed access and Cllr Ireland also stated the two-storey dwelling had been incorrectly sited from where the original permission had been granted. County Cllr Gower gave advice on how the Parish Council should respond to SCDC regarding this application and urged the Parish Council to ensure a representative attends the SCDC North Sub-Committee meeting in respect of this application, if necessary.

The Chairman provided information regarding decisions made on the applications listed within the Planning Appendix.

**9797. Financial Matters:**

**(a) Financial Statement since last meeting**

**Income/Receipts**

New Oasis (Advertisement)	£ 16.00
---------------------------	---------

**Expenditure: (Direct Debits/Standing Orders)**

EON Energy (Street Lighting)	£ 46.58
------------------------------	---------

**Bank Balances:**

Current Account as at 28 <sup>th</sup> February 2014	£ 8,897.99
--	------------

Business Saver Account as at 28 <sup>th</sup> February 2014	£12,032.76
---	------------

Community Energy Co-operative Account as at 28 <sup>th</sup> Feb 2014	£ 765.09
---	----------

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

Jo Jones Salary & Expenses	£ 517.57
----------------------------	----------

[REDACTED] Wages (Litter Collector)	£ 60.00
-------------------------------------	---------

HMRC– Jo Jones	£ 88.60
----------------	---------

Kelsale Village Hall (Hall Hire)	£ 30.00
----------------------------------	---------

Leiston Press (Printing – New Oasis)	£ 231.00
--------------------------------------	----------

Pearce & Kemp (Street Light Repair)	£ 369.12
-------------------------------------	----------

Norse Commercial Services (Litter Bin)	£ 400.00
--	----------

**TOTAL £ 1696.29**

**Approval** for the above payments was Proposed by Cllr Aird, Seconded by Cllr Fordham. **All in Favour.**

**c) Annual Review of the Asset Register**

The Clerk gave details regarding the items added for 2013/14 and the Annual Review was carried out and **Approval** was Proposed by Cllr Aird, Seconded by Cllr Fordham. **8 in Favour, 1 Abstention.**

**d) Annual Review of the Internal Financial Control System**

The Annual Review was carried out and **Approval** was Proposed by Cllr Garratt, Seconded by Cllr Major. **All in Favour.**

**e) Annual Review of the Effectiveness of the Internal Audit**

The Annual Review was carried out and **Approval** was Proposed by Cllr Galloway, Seconded by Cllr Parry. **All in Favour.**

**f) Annual Review of the Risk Assessment**

The Clerk gave details of the minor amendments carried out. The Annual Review was carried out and **Approval** was Proposed by Cllr Aird, Seconded by Cllr Denny. **8 In Favour**, Cllr Ireland was **Against** as he had not been able to open this document.

**g) Annual Review of the Parish Council's Standing Orders & Financial Regulations**

The Clerk provided details regarding the changes made to the Standing Orders. The Annual Review of the Standing Orders was carried out and **Approval** was Proposed by Cllr Aird, Seconded by Cllr Parry. **All in Favour.**

The Annual Review of the Financial Regulations was carried out and **Approval** was Proposed by Cllr Denny, Seconded by Cllr Fordham. **All in Favour.**

**9798. To Receive a Report from the Community Energy Committee**

Cllr Fordham reported the Community Energy Committee had recently submitted an application to Suffolk County Council for a grant of £15,000 for installation and storage heaters for the Village Hall. He confirmed this was in the process of being Approved subject to the Community Energy Committee match funding through the CEG Shareholding Scheme.

**9799. To Receive Reports from Portfolio Holders and Liaison Representatives****Sizewell C**

Cllr Galloway confirmed there were some meetings coming up which Cllr Parry had volunteered to attend on her behalf. Cllr Galloway thanked Cllr Parry for volunteering his services.

**Street Lighting**

Cllr Galloway had tabled a paper for all Councillors to which she provided further details and confirmed she had now met with [REDACTED] from SCC regarding them taking over the street lights to which she provided further details within her tabled paper. Cllr Galloway also gave details regarding the lights SCC were not willing to take on.

**Youth Club**

Cllr Denny reported the Youth Club were currently looking for a new Secretary.

**Bonfire Event**

Cllr Denny asked if this matter could be an agenda item at either the May or June meeting in order to discuss the 2014 event.

**Village Hall Management Committee**

Cllr Major confirmed [REDACTED] had now resigned and the Committee were looking for a replacement Chairman.

**Lych Gate**

Cllr Aird confirmed the works were due to start on Tuesday 1<sup>st</sup> April 2014. She provided details regarding the concert due to take place in Kelsale Church at 3:00pm on 10<sup>th</sup> May 2014 and urged Parish Councillors to attend.

### **Recreation Ground**

Cllr Ireland raised concerns regarding vandalism to the gate on the Recreation Ground. Cllr Ireland volunteered to repair this gate. He also reported he had seen sightings of a motorcycle riding around on the Recreation Ground to which he confirmed he had tried to report to the police using the 101 service, without success. PCSO [REDACTED] confirmed she would look into this matter.

#### 9800. Any Other Matters Arising

Cllr Ireland raised concerns regarding a branch within a tree on Tiggins Lane. Cllr Parry confirmed he would look into this matter.

Cllr Denny advised some members of the youth within the Parish had suggested that some of the proceeds from the bonfire event could be used to purchase a basketball net.

#### 9801. Correspondence

The Clerk gave details regarding the one piece of correspondence in which had been received.

#### 9802. Date of next Meeting

The next meeting of Kelsale-cum-Carlton Parish Council will be held on Wednesday 30<sup>th</sup> April 2014 at 7:00pm in Kelsale Village Hall, Committee Room.

There being no further discussion the Chairman thanked the Parish Council and the Members of the Public for their attendance and formally closed the meeting at 9.00pm

Signed: ..... Chairman      Date: .....

## **Planning Appendix (since 26<sup>th</sup> February 2014)**

### **(a) Planning Applications received since the last meeting:-**

#### **Planning Application: DC/14/0770/CLE**

Location: Carlton Meres Country Park, Carlton Lane, Kelsale-cum-Carlton

Proposal: Application for lawful use for the (2 storey) mobile home on land at the existing mobile home park.

This application is currently being circulated amongst the Planning Group.

#### **Planning Application: C14/0543**

Location: Benstead, Main Rd, Kelsale-cum-Carlton

Proposal: Removal of existing outbuilding and construction of new holiday let cottage (to replace expired Planning Consent C08/0159)

This application is currently being circulated amongst the Planning Group.

#### **Planning Application: C14/0660**

Location: Mile Hill Barn, Main Road, Kelsale Cum Carlton Suffolk IP17 2RG

Proposal: Conversion of outbuilding to annex/holiday let

This application is currently being circulated amongst the Planning Group.

### **(b) Planning decisions confirmed since last meeting:-**

#### **Planning Application: DC/14/0222/FUL**

Location: Kiln Cottage, Rendham Rd, Carlton

Proposal: One and a half storey rear extension

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

#### **Planning Application: C14/0122/FUL**

Location: The Cottages, Bridge St, Kelsale

Proposal: Installation and operation of a ground mounted Solar PV system up to 8kw

The Parish Council had **No Objections** to this application although there were objections from 2 members of the Planning Group. No decision has been made by SCDC to date.

#### **Planning Application: C14/0295/FUL**

Location: Greenacres, Main Rd, Kelsale

Proposal: Conversion of outbuilding to form annexed accommodation

The Planning Group made the following observations:-

Would have preferred hardwood window units as opposed to the proposed UPVC.

A s.106 agreement stating the proposed conversion should not be used as an independent dwelling should be implemented if approved. No decision has been made by SCDC, to date.

#### **Application No: DC/13/3734/FUL**

Location: Buildings South East of Peakhill Farm, Honeypot Lane, Kelsale

Proposal: Construction of a single storey agricultural building to be used as a covered farm yard for manure.

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

#### **Application No: DC/13/3842/FUL**

Location: The Garden House, Carlton Park, Kelsale-cum-Carlton

Proposal: Alterations to existing doors and windows, change of use of existing garage and construction of first floor bedroom extension above existing kitchen.

The Planning Group had **No Objections** to this application but made the following observations:-

If Approved it **was** recommended a condition should be included stating the development must not be used as an independent dwelling, such as a holiday let.

Concerns were raised that a further application would be submitted for a garage to replace the one

now proposed to be converted. This application has been **Granted** by SCDC with 4 Conditions.

**Application No: DC/13/2961/OUT**

Address: Land adjacent Sports Ground, North Entrance, Saxmundham

Proposal: Outline application for up to 15 dwellings with all Matters Reserved other than Access.

This Planning Group **Objected** to this application. No decision has been made by SCDC, to date.

***Kelsale-cum-Carlton Parish Council***

Neutral Farm House, Mill Lane, Butley, Suffolk. IP12 3PA  
Tel: 01394 459400, E-mail: kelsaleparishclerk@gmail.com  
[www.kelsalecarltonpc.org.uk](http://www.kelsalecarltonpc.org.uk)

**MINUTES OF THE PARISH COUNCIL MEETING HELD ON WEDNESDAY  
30TH APRIL 2014 IN KELSALE VILLAGE HALL, COMMITTEE ROOM AT 7:00PM**

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

In attendance: Joanne Jones – Parish Clerk. There were 3 members of the public present.

**Welcome by the Chairman**

9803. Public Forum

The members of the public introduced themselves and advised they had come to the meeting on behalf of the Plymouth Brethren Christian Church to offer the Parish Council the opportunity to take up the offer of a free bench to be donated to the Parish to which they gave details and confirmed they would supply and fit. A copy of a brochure giving further details regarding the types of bench available was circulated. On behalf of the Parish Council the Chairman thanked the Plymouth Brethren Christian Church representatives for their kind offer and also for their contributions to the Community.

9804. Reports

**(a) Report by County Cllr Michael Gower**

County Cllr Gower had sent his apologies. No written report had been submitted.

**(b) Report by District Councillor Sir Peter Batho**

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

**(c) Report by District Councillor Marian Andrews**

District Cllr Andrews had sent her apologies. No written report had been submitted.

**(d) Police Report**

The Clerk confirmed this would formally be given by PCSO [REDACTED] at the forthcoming Annual Parish Meeting.

**The Chairman formally opened the meeting at 7:08pm**

9805. Apologies

Apologies were accepted from Cllr Roberts.

9806. Declarations of Interest

Cllr Revell declared a Non-Pecuniary interest in item 7b

**a) To consider any dispensations**

None received.

9807. To consider the Approval of the draft minutes of the Parish Council meeting held on Wednesday 26<sup>th</sup> March 2014

The draft minutes of the Parish Council meeting held on Wednesday 26<sup>th</sup> March 2014 had been circulated to all Councillors prior to the meeting and were Proposed for **Approval** by Cllr Garratt, Seconded by Cllr Major. **9 in Favour, 3 Abstentions.**

9808. Parish Clerk's Report

As you will note this years end of year bank balances are very healthy. I would like to recommend as RFO that as year end reserves are higher than expected an amount is earmarked for street lighting. I have spoken to Cllr Galloway and she has suggested for SCC to take on the street lights within the Parish the amount needed to be spent could be in excess of 5,000. I therefore suggest this amount is included within the Council's ear-marked reserves within the 2013/14 end of year accounts.

To confirm to date I have received the following applications for funding from the 2013 bonfire event:-

£250 - Kelsale Primary School for Football Goals

Peartree Cafe in Saxon Rd, Saxmundham towards their Sensory Garden Project

£150 – VHMC towards an overhead projector screen

£550 – VHMC towards costs for redecorating the Committee Room

Kelsale Recreation Ground – To provide a basketball net

9809. Matters Arising from the Clerk's Report

The Clerk confirmed the amount raised from the 2013 Bonfire Event to be donated was £1,176.04. There was a brief discussion regarding this matter and Cllr Garratt stated she felt these funds should be given only to organisations within Kelsale-cum-Carlton. Cllr Revell proposed the funding for a basketball net to be sited within the Recreation Ground could be funded from ear-marked reserves and the SCDC s.106 Sports Fund. **Unanimously Agreed. Approval** for £250.00 to be donated to Kelsale Primary School for Football Goals was proposed by Cllr Garratt, Seconded by Cllr Fordham. **10 in Favour, 2 Abstentions.** Cllr Hartley suggested going forward the VHMC's insurance should be paid by the Parish Council to which the Chairman advised this matter could be an agenda item at a future meeting. **Approval** for £700.00 to be donated to Kelsale VHMC towards re-decorating costs was Proposed by Cllr Taylor, Seconded by Cllr Aird. **11 in favour, 1 Abstention.** There was a brief discussion regarding the possibility of providing free WIFI for the Village Hall/Social Club and it was agreed this matter would be an agenda item at the June Parish Council meeting.

The Chairman asked Cllr Galloway as to why £5,000.00 would be needed for SCC to take over the St Lighting. Cllr Galloway confirmed SCC would only take over the street lights if they were in good condition when handed over to which she provided further details. There was a brief discussion and it was Proposed by Cllr Galloway that £5,000.00 should be earmarked within the 2013/14 end of year accounts for Street Lighting, Seconded by Cllr Parry. **All in Favour.**

9810. Matters Arising from the Parish Council Meeting held on Wednesday 26<sup>th</sup> March 2014

Cllr Hartley raised concerns regarding the amount of litter within the verges on the A12. Cllr Ireland confirmed this area had been litter picked two weeks ago.

9811. **Parish Council Matters:**

**a) Dog Show**

Cllr Aird reported Fordley Moor Kennels were happy to attend, judge and also host a sniffer dog display. She confirmed the Dog Show would be held on Saturday 28<sup>th</sup> June 2014 at 2pm. Cllr Garratt provided further details regarding the event and asked Councillors for help on the day. It was agreed there would be a resolution at the June Parish Council meeting to agree to Suspend the Dog Ban on the Recreation Ground for this event.

**b) To consider the future maintenance of the benches within the Parish**

Cllr Revell confirmed he had now looked further into the outcome of the recent bench survey and followed this up in order to recommend the way forward. He stated he had asked [REDACTED] to consider the work needing to be carried out to the benches within the Parish to which he circulated a paper detailing this information. Cllr Hartley provided information regarding broken benches which were currently being stored within his yard and suggested some of these could possibly be used to repair some of the broken benches.



### Parish Council Matters cont...

Cllr Garratt confirmed the benches funded from the proceeds from the Coronation Fete sited by the Village Sign and within the Recreation Ground had instructions with them stating these benches should not be treated. There was a discussion and it was agreed the bench to be donated from the Plymouth Brethren Christian Church could be sited at the bottom of Carlton Rd as this bench needed replacing. The Chairman ***closed the meeting*** to ask the Plymouth Brethren Christian Church representatives if they would be happy for this bench to be sited in this location. There were **No Objections** from the Plymouth Brethren Christian Church representatives. The Chairman ***re-convened the meeting***. It was **Approved** that £400.00 should be allocated for the necessary works to the benches within the Parish to be carried out by [REDACTED]. Proposed by Cllr Fordham, Seconded by Cllr Aird. **11 in Favour, 1 Abstention.**

#### **c) To consider and Adopt the The General Power of Competence**

A paper had been circulated to all Councillors prior to the meeting regarding this matter. Cllr Fordham provided further details and explained to Parish Council members the Pros and Cons for adopting this Power. The Clerk provided further information and **Approval** for the Council to **Adopt** the General Power of Competence was Proposed by Cllr Fordham, Seconded by Cllr Parry. **11 in Favour, 1 Abstention. Carried.**

#### **d) Resolution to Consider and Approve the Parish Council donates £1000.00 to become a shareholder in the Community Energy Co-operative**

This item was deferred.

#### **e) Resolution to Consider and Approve the Parish Council provides a short term loan guarantee, if necessary to the Community Energy Co-operative**

This item was deferred.

### 9812. Planning Matters

(See Separate Planning Appendix attached).

The Chairman provided information regarding decisions made on the applications listed within the Planning Appendix.

Cllr Hartley raised concerns regarding SCDC's policy for holiday lets/granny annexes and stated he felt there should be a set criteria for these applications. The Clerk confirmed she would look into obtaining information from SCDC regarding these applications. There was a brief discussion regarding the amount of time applications take to be considered by SCDC and Cllr Hartley asked the Clerk if she could add the relevant dates to the planning appendix going forward.

### 9813. Financial Matters:

#### **(a) Financial Statement since last meeting**

##### **Income/Receipts**

HMRC – VAT Reclamation	£ 1,477.01
------------------------	------------

##### **Expenditure: (Direct Debits/Standing Orders)**

EON Energy (Street Lighting)	£ 51.57
------------------------------	---------

##### **Bank Balances:**

Current Account as at 31 <sup>st</sup> March 2014	<b>£ 8,166.24</b>
---	-------------------

Business Saver Account as at 31 <sup>st</sup> March 2014	<b>£12,032.76</b>
--	-------------------

Community Energy Co-operative Account as at 31 <sup>st</sup> March 2014	<b>£ 765.09</b>
---	-----------------

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

Jo Jones Salary & Expenses	£ 548.24
----------------------------	----------

Patrick Norman Wages (Litter Collector)	£ 75.00
---	---------

HMRC – (PAYE - Jo Jones)	£ 54.20
--------------------------	---------

Cllr Susan Major – (Key Cutting Expenditure – Noticeboard)	£ 4.50
--	--------

SALC (Annual Subscription)	£ 376.00
----------------------------	----------

JDP (Grit Bin – Beaumont Cottages)	£ 210.37
------------------------------------	----------

**TOTAL £ 1,268.31**

**Approval** for the above payments was Proposed by Cllr Galloway, Seconded by Cllr Garratt. **All in Favour.**

9814. To Receive a Report from the Community Energy Committee

Cllr Fordham reported formal notification from the FCA had been received at the end of March to confirm KCCCE Ltd was registered with the C E Society. He also confirmed he had received formal confirmation that a grant could be provided by SCC for improvements to the Village Hall if this could be match funded from the share offer. The Chairman confirmed the planning application for the Solar PV had been approved by SCDC to which he provided further details. Cllr Fordham recommended there should be a resolution at the AGM to formally disband the Community Energy Committee. Finally, he advised the formal share letter would be circulated to all households within the next few weeks in order for this matter to be discussed at the Annual Parish Meeting.

9815. To Receive Reports from Portfolio Holders and Liaison Representatives

**Village Hall Management Committee**

Cllr Major reported, to date, the Committee still did not have a Chairman to which she raised concerns. She confirmed there would be a Music Evening held on Saturday 3<sup>rd</sup> May 2014 and urged Councillors to attend.

**New Oasis**

Cllr Fordham confirmed the deadline for articles for the next issue was at the end of May 2014. He advised he was due to attend a meeting to be addressed by [REDACTED] on 10<sup>th</sup> May 2014 regarding Flooding and Extreme Weather Events and confirmed all Councillors were welcome to attend.

**Environment, Heritage and Access**

Cllr Parry reported the gate on the bridge across the River Fromus near the Nature Reserve had broken. Cllr Parry stated he would report this matter to the Rights of Way team at SCC. It was also noted the Footpath signpost at Curlew Green was broken to which Cllr Parry stated he would also report to SCC. Cllr Major advised she had recently written as an individual to the Environment Agency in order to request dredging of the the River Fromus is carried out.

**Recreation Ground**

On behalf of the Parish Council Cllr Revell thanked Cllr Ireland for his kind offer to repair the gate. The Clerk confirmed the Annual Inspection had been booked.

**Lych Gate**

Cllr Aird confirmed the restoration works had now commenced and reminded Councillors about the concert being held at Kelsale Church on Saturday 10<sup>th</sup> May 2014.

9816. Any Other Matters Arising

Cllr Hartley reported the road traffic island at the Carlton Crossing had now been reinstated although the road sign had not yet been replaced to which he confirmed he had reported to SCC.

**Proposed Footpath from Kelsale to Benhall** – Cllr Taylor provided an updated and confirmed a plan has been drawn up and regulations were currently being looked into. Cllr Taylor recommended that a small working group could be formed to assist in taking this matter forward.

Cllr Revell raised concerns regarding the broken road sign at the bottom of Carlton Rd. The Clerk stated she would report this to SCC.

Cllr Revell raised concerns regarding the road sign outside the Carlton Industrial Park opposite [REDACTED] property. He stated he was pleased to see the verge had been cut but had noticed the road sign post was very corroded. The Clerk stated she would report this matter to SCC.

Cllr Garratt asked if there had been any further actions carried out to the proposed works at Curlew Green and to the traffic light scheme at the Tesco's junction in Saxmundham. The Clerk confirmed no further information had been received to date.

Cllr Ireland raised concerns regarding the use of the Petanque pitch and also stated the game rules had seemed to have disappeared. It was agreed the Clerk would ask Cllr Roberts for a replacement set of rules. Cllr Aird confirmed the Petanque Pitch would be used at the forthcoming Dog Show.

9816. Correspondence

Correspondence received since the last meeting had been tabled by the Clerk.

9817. Date of next Meeting

The Annual Parish Meeting will be held on Wednesday 14<sup>th</sup> May 2014 at 7:00pm in Kelsale Village Hall and the Annual Meeting of the Council followed by a Parish Council Meeting will be held on Wednesday 28<sup>th</sup> May 2014 at 7:00pm in Kelsale Village Hall, Committee Room.

There being no further discussion the Chairman thanked the Parish Council and the Members of the Public for their attendance and formally closed the meeting at 8:55pm

Signed: ..... Chairman      Date: .....

## **Planning Appendix (since 26<sup>th</sup> March 2014)**

### **Planning Applications received since the last meeting:-**

#### **Planning Application: DC/14/1045/FUL**

Location: Vale Farm, Rendham Rd, Kelsale-cum-Carlton

Proposal: Conversion and extension of existing outbuilding to holiday let. (Shed to be demolished).

This application is currently being circulated amongst the Planning Group.

#### **Planning Application: DC/14/0916/FUL**

Location: Part land at Mill Farm, Rosemary Lane, Kelsale-cum-Carlton

Proposal: Use of existing Caravan and Camping Club site for 7 further touring caravans.

The Planning Group had **No Objections** to this application in principle but asked for clarification regarding two matters of concern. No decision has been made by SCDC, to date.

### **Planning decisions confirmed since last meeting:-**

#### **Planning Application: DC/14/0770/CLE**

Location: Carlton Meres Country Park, Carlton Lane, Kelsale-cum-Carlton

Proposal: Application for lawful use for the (2 storey) mobile home on land at the existing mobile home park.

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

#### **Planning Application: C14/0543**

Location: Benstead, Main Rd, Kelsale-cum-Carlton

Proposal: Removal of existing outbuilding and construction of new holiday let cottage (to replace expired Planning Consent C08/0159)

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

#### **Planning Application: C14/0660**

Location: Mile Hill Barn, Main Road, Kelsale Cum Carlton Suffolk IP17 2RG

Proposal: Conversion of outbuilding to annex/holiday let

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

#### **Planning Application: C14/0122/FUL**

Location: The Cottages, Bridge St, Kelsale

Proposal: Installation and operation of a ground mounted Solar PV system up to 8kw

The Parish Council had **No Objections** to this application although there were objections from 2 members of the Planning Group. This application has been **Granted** by SCDC with 4 Conditions.

#### **Planning Application: C14/0295/FUL**

Location: Greenacres, Main Rd, Kelsale

Proposal: Conversion of outbuilding to form annexed accommodation

The Planning Group made the following observations:-

Would have preferred hardwood window units as opposed to the proposed UPVC.

A s.106 agreement stating the proposed conversion should not be used as an independent dwelling should be implemented if approved. This application has been **Granted** by SCDC with 3 Conditions.

#### **Application No: DC/13/2961/OUT**

Address: Land adjacent Sports Ground, North Entrance, Saxmundham

Proposal: Outline application for up to 15 dwellings with all Matters Reserved other than Access.

This Planning Group **Objected** to this application. No decision has been made by SCDC, to date.

*Kelsale-cum-Carlton Parish Council*

Neutral Farm House, Mill Lane, Butley, Suffolk. IP12 3PA  
Tel: 01394 459400, E-mail: kelsaleparishclerk@gmail.com  
[www.kelsalecarltonpc.org.uk](http://www.kelsalecarltonpc.org.uk)

MINUTES OF THE PARISH COUNCIL MEETING HELD ON WEDNESDAY  
28TH MAY 2014 IN KELSALE VILLAGE HALL, COMMITTEE ROOM FOLLOWING THE  
ANNUAL MEETING OF THE COUNCIL

Present: Cllr Keith Dickerson (Chairman)  
Cllr Nick Denny Cllr Geoff Fordham  
Cllr Edwina Galloway Cllr Pam Garratt  
Cllr Paul Hartley Cllr Paul Parry  
Cllr Alan Revell Cllr Carolyn Taylor

In attendance: Joanne Jones – Parish Clerk. County Cllr Michael Gower and District Cllr Marian Andrews. There was 1 member of the public present.

**Welcome by the Chairman**

9826. Public Forum

There was no comments from the member of the public present.

9827. Reports

**(a) Report by County Cllr Michael Gower**

County Cllr Gower reported on the recent SCDC North Sub-Committee Meeting and provided details regarding unemployment levels within Suffolk. The Chairman thanked County Cllr Gower for his report. Cllr Galloway gave details regarding an e-mail received regarding the Better Broadband Scheme and confirmed the cabinets should be upgraded within Kelsale-cum-Carlton by the end of September 2014. She however raised concerns regarding the confirmation in which she had received to inform her that the East Green area would not benefit from this upgrade due to the distance from the cabinet. Cllr Gower provided further details regarding this matter and confirmed because of the distance from the cabinet East Green would not benefit from the faster speeds but he assured Cllr Galloway that help would be given to those areas who were not due to benefit from the scheme. County Cllr Gower also suggested Cllr Galloway should invite [REDACTED], SCC to a future meeting in order for further clarification regarding this matter to be given.

**(b) Report by District Councillor Sir Peter Batho**

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

**(c) Report by District Councillor Marian Andrews**

District Cllr Andrews reported on a recent Sizewell Parishes Liaison Group meeting in which she had attended and provided details regarding the proposed problems facing the building of Sizewell C due to the nature of the shoreline and confirmed a substantial jetty would need to be built in order to rectify these concerns. She confirmed Sir Peter Batho and herself had recently also attended a meeting of the Sizewell C Task Group to which she reported no further information was available at present. Finally, District Cllr Andrews reported a Scrutiny Meeting was due to be held regarding moving the SCDC offices from Melton to another part of Melton to which she provided details. The Chairman thanked District Cllr Andrews for her report.

**(d) Police Report**

The Clerk reported there had been one crime recorded for Kelsale during April 2014 as follows:-

Arson – An isolated, unoccupied and secure caravan was entered and a quantity of power tools taken and caravan then set on fire. **Enquiries completed. Finalised.**

There have been no crimes recorded for Carlton during this time.

PCSO 3070 [REDACTED] Saxmundham and Framlingham SNT 01473 613500 or 101

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

9828. Apologies

Apologies were accepted from Cllrs Aird, Ireland, Major and Roberts.

9829. Declarations of Interest

There were none.

**a) To consider any dispensations**

None received.

9830. To consider the Approval of the draft minutes of the Parish Council meeting held on Wednesday 30<sup>th</sup> April 2014

The draft minutes of the Parish Council meeting held on Wednesday 30<sup>th</sup> April 2014 had been circulated to all Councillors prior to the meeting and were Proposed for **Approval** by Cllr Galloway, Seconded by Cllr Garratt. **All in Favour.**

9831. Matters Arising from the Parish Council Meeting held on Wednesday 30<sup>th</sup> April 2014

Cllr Fordham asked further to the April Parish Council meeting whereby the resolution for the Parish Council to invest £1000.00 towards “Power4KcC” had been deferred if this matter could be considered at this meeting. There was a brief discussion and the Clerk confirmed this matter needed to be an agenda item in order for it to be considered. It was Agreed this matter would be an agenda item at the next meeting and dispensation would also be applied for in respect of those Councillors involved in “Power4KcC”. Cllr Fordham confirmed “Power4KcC” had now distributed the Share Letter and reported on the progress so far.

**Proposed Cycle Path between Kelsale-cum-Carlton and Benhall** – Cllr Taylor reported she had been working with a local architect and provided details regarding a proposed cycle route. There was a discussion and alternative routes in which could be included within this scheme were suggested. Cllr Denny raised concerns regarding the overgrown footpath on Low Rd and reported an accident had recently occurred within this location due to this problem to which he gave further details. The Clerk confirmed she had previously reported this matter to SCC. It was suggested Speed Calming Measures could be implemented within Low Road and that this matter could be considered at a future Parish Council meeting. The Chairman ***closed the meeting*** in order to allow the member of the public present to comment. The member of the public suggested the speed limit within Low Rd should be reduced to 20mph. He also provided further details regarding the proposed cycle route and confirmed once the plans had all been consolidated these would then be put forward to SCC. The Chairman thanked the member of the public for his comments and ***reconvened the meeting***. Cllr Taylor urged Parish Councillors to attend the next Working Group Meeting. Cllr Revell confirmed further to his recent e-mail regarding the bench in which was being kindly donated by the Plymouth Brethren Christian Church it had been agreed the preferred bench was the teak design. He reported he would now liaise with the Plymouth Brethren Christian Church in order to arrange siting of this bench at the bottom of Carlton Rd. Finally, Cllr Revell gave details of the proposed future works needing to be carried out to the benches within the Parish as discussed at the April Parish Council meeting.

9832. Parish Clerk's Report

The Clerk gave details of a letter of thanks received from Kelsale Village Hall Management Committee for the recent donation from the 2013 bonfire event funds towards the purchase of a overhead projector and re-decorating of the Committee Room.

9833. Matters Arising from the Clerk's Report

There were none.

9834. **Parish Council Matters:**

**(a) Grass Cutting – Low Rd Car Park – To approve necessary expenditure**

The Chairman confirmed Cllr Ireland had agreed to cut the grass within the Low Rd Car Park and reported he had received an e-mail from Cllr Ireland regarding this matter to which he had estimated his fuel costs would be no more than £20.00. He had also stated that he would need to be added to the Parish Council's insurance policy when carrying out these duties. There were **No Objections** for Cllr Ireland to continue cutting the grass and for his fuel expenses to be paid and for him to be added to the Parish Council's insurance policy. **Approval** was Proposed by Cllr Dickerson, Seconded by Cllr Fordham. **All in Favour.** The Clerk also gave details of an e-mail received from Cllr Ireland in order to provide an update on the grass cutting carried out to date.

**(b) Emergency Plan**

Cllr Garratt reported on a meeting in which she had attended at Saxmundham and advised she felt the proposed Emergency Plan for Kelsale-cum-Carlton should be enhanced to include smaller incidents such as power cuts etc. to which she gave details. Cllr Revell provided details regarding the proposed Emergency Plan and Cllr Fordham advised at this meeting it was suggested details of all Emergency Plans should be reported to the Emergency Services. There was a brief discussion and it was suggested the Emergency Plan could be linked in with other Parishes. It was Agreed further information regarding this matter would be forwarded to the Emergency Officers.

**(c) Village Centre Enhancement – To consider forming a Working Group**

The Chairman gave further details regarding this matter and stated he felt as this matter had been raised by a member of the public at the Annual Parish Meeting that a Working Group should be formed in order to take this project forward. It was Agreed the Working Group would consist of Cllrs Denny, Dickerson, Garratt, Revell, [REDACTED] and possibly Cllrs Major and Aird.

**(d) Street Lighting – To consider and approve £3,551.08 is spent on the necessary works needing to be carried out within the Parish**

A paper providing further details regarding this matter had been circulated by Cllr Galloway prior to the meeting. Cllr Galloway provided further details regarding this paper and on behalf of the Council Cllr Garratt congratulated Cllr Galloway for all her hard work carried out. **Approval** for Cllr Galloway to spend up to £3,551.08 on the necessary works was Proposed by Cllr Galloway, Seconded by Cllr Dickerson. **All in Favour.**

9835. Planning Matters

(See Separate Planning Appendix attached).

9836. Financial Matters:

**(a) Financial Statement since last meeting**

**Income Received**

SCDC – 1 <sup>st</sup> half Precept + Local Government Grant	£10,272.74
--	------------

**Expenditure: (Direct Debits/Standing Orders)**

EON Energy (Street Lighting)	£ 49.91
------------------------------	---------

**Bank Balances:**

Current Account as at 30 <sup>th</sup> April 2014	<b>£18,135.46</b>
---	-------------------

Business Reserve as at 30 <sup>th</sup> April 2014	<b>£12,032.76</b>
--	-------------------

Community Energy Co-operative Account as at 30 <sup>th</sup> April 2014	<b>£ 765.09</b>
---	-----------------

It was agreed there would be an agenda item at the next meeting in order to approve the closure of the Co-operative Account and for the transfer of the remaining funds to “Power4KcC”.

**(b) To Consider/Approve the following cheque payments**

Jo Jones Salary & Expenses	£ 554.18
[REDACTED] (Litter Collector)	£ 60.00
Kelsale Village Hall (Hall Hire)	£ 30.00
HMRC (PAYE – Jo Jones)	£ 54.40
Cllr Pam Garratt (APM Refreshments)	£ 25.00

<b>TOTAL</b>	<b>£ 723.58</b>
--------------	-----------------

**Approval** for the above payments was Proposed by Cllr Galloway, Seconded by Cllr Revell. **All in Favour.** It was suggested the Litter Collector could be asked to take down any out of date notices on lamp posts whilst carrying out his round.

**(c) To Approve the 2013/14 End of year Accounts**

The Clerk confirmed the Internal Audit had now been carried out by Heelis & Lodge to which she provided further details. A copy of the 2013/14 End of Year Accounts had been circulated to all Councillors prior to the meeting. **Approval** for the 2013/14 End of Year Accounts was Proposed by Cllr Garratt, Seconded by Cllr Parry. **All in Favour.**

**(d) To Approve Section 1 and 2 of the Local Councils Annual Return**

A copy of these documents had been tabled for all Councillors. The Clerk provided further details and **Approval** for Section 1 & 2 of the Local Councils Annual Return was Proposed by Cllr Revell, Seconded by Cllr Galloway. **All in Favour.**

**(f) Parish Council Insurance Renewal**

The Clerk had tabled a paper for all Councillors to which she provided further details. There was a brief discussion and it was Proposed by Cllr Fordham that the Council should renew their Insurance Policy with Came & Co for the premium of £522.27, Seconded by Cllr Parry. **All in Favour.** It was suggested however that the Clerk should contact Came & Co in order to enquire as to if they could lower the excess from £250.00 to £100.00.

9837. To receive an update from the Dog Show Working Group

Cllr Garratt had tabled a paper to all Councillors to which she provided further details. There was a brief discussion and **Approval** for the Working Group to spend up to £175.00 towards this event was Proposed by Cllr Fordham, Seconded by Cllr Garratt. **All in Favour.**

9838. To Receive Reports from Portfolio Holders and Liaison Representatives

**New Oasis**

Cllr Fordham confirmed the next edition was due to go to the printers on Friday 30<sup>th</sup> May 2014 and reported he was looking into changing the timing of the issue date going forward in order for this to be in line with The Contact Magazine.

**Environment, Heritage and Access**

Cllr Parry confirmed the additional grit bin had now been sited at Beaumont Cottages and this was due to be filled within the next four weeks.

Cllr Parry reported there was a tree within Spinney Pocket Park with a branch overhanging the school car park. He confirmed he would contact a local contractor in order to look into having the necessary works carried out.

Cllr Parry reported there was a fallen tree on the footpath from Tiggins Lane to Dorleys Corner. He confirmed he would raise this matter with SCC.

9839. Any Other Matters Arising

Cllr Hartley reported there was a blocked drain on Carlton Road opposite Park Farm House. The Clerk confirmed she would report this matter to SCC.

9840. Correspondence

Correspondence received since the last meeting had been tabled by the Clerk.

9841. Date of next Meeting

The next meeting of Kelsale-cum-Carlton Parish Council will be held on Wednesday 25<sup>th</sup> June 2014 at 7:00pm in Kelsale Village Hall, Committee Room.

There being no further discussion the Chairman thanked the Parish Council and the Member of the Public for their attendance and formally closed the meeting at 9:13pm

Signed: ..... Chairman      Date: .....



## **Planning Appendix (since 30<sup>th</sup> April 2014)**

### **Planning Applications received since the last meeting:-**

None received

### **Planning decisions confirmed since last meeting:-**

#### **Planning Application: DC/14/1045/FUL**

Location: Vale Farm, Rendham Rd, Kelsale-cum-Carlton

Proposal: Conversion and extension of existing outbuilding to holiday let. (Shed to be demolished).

The Planning Group had **No Objections** in principle to this application but raised the following observations:-

Concerns were raised regarding bats within the area and it was suggested a bat survey should be carried out prior to consent being considered.

Concerns were raised regarding the increase in traffic the proposal will generate on this road.

The entrance of the site is within 20m of a watercourse and concerns were raised regarding flooding in this area.

Concerns were raised regarding parking allocation for the Farm House as the garage is being demolished.

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

#### **Planning Application: DC/14/0916/FUL**

Location: Part land at Mill Farm, Rosemary Lane, Kelsale-cum-Carlton

Proposal: Use of existing Caravan and Camping Club site for 7 further touring caravans.

The Planning Group had **No Objections** to this application in principle but asked for clarification regarding two matters of concern. This application has been **Granted** by SCDC.

#### **Planning Application: DC/14/0770/CLE**

Location: Carlton Meres Country Park, Carlton Lane, Kelsale-cum-Carlton

Proposal: Application for lawful use for the (2 storey) mobile home on land at the existing mobile home park.

The Planning Group **Strongly Objected** to this application. This application has been **Refused** by SCDC.

#### **Planning Application: C14/0543**

Location: Benstead, Main Rd, Kelsale-cum-Carlton

Proposal: Removal of existing outbuilding and construction of new holiday let cottage (to replace expired Planning Consent C08/0159)

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

#### **Application No: DC/13/2961/OUT**

Location: Land adjacent Sports Ground, North Entrance, Saxmundham

Proposal: Outline application for up to 15 dwellings with all Matters Reserved other than Access.

This Planning Group **Objected** to this application. No decision has been made by SCDC, to date.

*Kelsale-cum-Carlton Parish Council*

Neutral Farm House, Mill Lane, Butley, Suffolk. IP12 3PA  
Tel: 01394 459400, E-mail: kelsaleparishclerk@gmail.com  
[www.kelsalecarltonpc.org.uk](http://www.kelsalecarltonpc.org.uk)

MINUTES OF THE PARISH COUNCIL MEETING HELD ON WEDNESDAY  
25TH JUNE 2014 IN KELSALE VILLAGE HALL, COMMITTEE ROOM AT 7:00PM

Present: Cllr Keith Dickerson (Chairman)  
Cllr Nick Denny  
Cllr Edwina Galloway  
Cllr Paul Hartley  
Cllr Susan Major  
Cllr Alan Revell  
Cllr Geoff Fordham  
Cllr Pam Garratt  
Cllr Doug Ireland  
Cllr Paul Parry

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

**Welcome by the Chairman**

9842. Public Forum

██████████, Kelsale VHM gave a demonstration and provided further details regarding the overhead projector screen which had recently been purchased. On behalf of Kelsale VHM ██████████ thanked the Parish Council for their kind donation.

A member of the public present raised concerns regarding the footpath and overgrown hedge on Main Rd between Kelsale and Saxmundham. The Clerk advised she had reported the condition of this footpath to SCC and confirmed she would chase this matter.

9843. Reports

**(a) Report by County Cllr Michael Gower**

County Cllr Gower reported on the recent SCDC North Sub Committee meeting. There was a brief discussion regarding the overgrown hedge on Low Rd to which Cllr Hartley informed the Parish Council that ██████████ was responsible for this hedge. It was agreed the Clerk would write to ██████████ regarding this matter. The Chairman thanked County Cllr Gower for his report. Concerns were raised regarding the traffic lights at the Tesco junction at Saxmundham to which District Cllr Sir Peter Batho provided further details and confirmed no further details had been received to date.

**(b) Report by District Councillor Sir Peter Batho**

District Cllr Sir Peter Batho reported on the current status regarding the possible move of SCDC's offices. The Chairman thanked District Cllr Sir Peter Batho for his report

**(c) Report by District Councillor Marian Andrews**

District Cllr Andrews had sent her apologies. No written report had been submitted.

**(d) Police Report**

The Clerk read the following report:-

Please find detailed below the 4 crimes for Kelsale and the 2 for Carlton recorded for May 2014:-

**Kelsale**

Criminal Damage – Dwelling: At West View address. **Finalised.**

Burglary – Other Building x 2: Padlock forced on barn, entry gained and items removed.

Entry gained to insecure cart lodge and brick barn. Gardening equipment taken. **These are linked crimes – enquires ongoing.**

Theft of Mail: From a Bevedere Close address.

**Carlton**

Theft – Other: Insecure anvil taken from outside a workshop on farm. **Finalised.**

Burglary – Other Building: Entry gained to barn and items stolen. **Finalised.**

PCSO 3070 ██████████, Saxmundham and Framlingham SNT, 01473 613500 or 101

**The Chairman formally opened the meeting at 7:26pm**

9844. Apologies

Apologies were accepted from Cllrs Aird, Roberts and Taylor

9845. Declarations of Interest

All Councillors except Cllr Ireland declared a Pecuniary Interest in item 9850 (b) and Cllr Major declared a Non-Pecuniary interest in item 9580 (e).

**a) To consider any dispensations**

The Clerk confirmed dispensation had been received from members of Power4KcC on behalf of the Council for all members to be granted dispensation for matters relating to Power4KcC in order for proper discussion to be able to be held. This dispensation was **Approved** by the Clerk.

The Clerk confirmed she had also received a dispensation request from Cllr Susan Major regarding her taking part in discussions regarding agenda item 7e. This dispensation was **Approved** by the Clerk.

9846. To consider the Approval of the draft minutes of the Annual Meeting of the Council and the Parish Council meeting that followed held on Wednesday 28<sup>th</sup> May 2014

The draft minutes of the Annual Meeting of the Council held on Wednesday 28<sup>th</sup> May 2014 had been circulated to all Councillors prior to the meeting and were Proposed for **Approval** by Cllr Galloway, Seconded by Cllr Denny. **8 in Favour, 2 Abstentions.**

The draft minutes of the Parish Council meeting held on Wednesday 28<sup>th</sup> May 2014 had been circulated to all Councillors prior to the meeting and were proposed for **Approval** by Cllr Garratt, Seconded by Cllr Parry. **8 in Favour, 2 Abstentions.**

9847. Matters Arising from the Annual Meeting of the Council and the Parish Council Meeting that followed held on Wednesday 28<sup>th</sup> May 2014

There were no matters arising from the Annual Meeting of the Council. Further to the Parish Council meeting that followed the Annual Meeting Cllr Revell reported he had now removed both the benches from the Beaumont Cottage entrances, as agreed, and confirmed he was liaising with the representatives from the Plymouth Brethren Christian Church regarding siting of the new bench. He provided further details regarding the future maintenance of benches within the Parish and confirmed the damaged bench sited on the Recreation Ground would be removed in the near future.

9848. Parish Clerk's Report

The Clerk had nothing to report.

9849. Matters Arising from the Clerk's Report

There were none.

9850. **Parish Council Matters:**

**a) Resolution to Agree to suspend the Dog Ban on Kelsale Recreation Ground for the Dog Show to be held on Saturday 28<sup>th</sup> June 2014**

**Approval** for the Dog Ban to be suspended was Proposed by Cllr Galloway, Seconded by Cllr Major, **9 in Favour. Cllr Ireland did not take part in the vote. Carried.** There was a brief discussion regarding dogs being walked on the Recreation Ground and it was suggested some signs should be erected and the names of persistent offenders should be reported to PCSO [REDACTED]. District Cllr Sir Peter Batho provided information regarding official By-Laws to ban dogs on Recreation Grounds and it was suggested the Parish Council should make some enquires regarding obtaining a By-Law in order for this to be discussed at a future meeting.

**b) Resolution to Approve the Parish Council invests in Power4KcC**

Cllr Fordham reported £11,000 has been raised in funding towards the scheme to date and thanked all Councillors who had kindly donated. He confirmed there was around 60 shareholders. Cllr Fordham advised he had submitted a grant application to SCDC Locality Budget towards start up costs and that he was in the process of registering Power4KcC for VAT to which he provided further details. Finally, he confirmed Power4KcC would be having a stand at the forthcoming Dog Show. Cllr Major confirmed Kelsale VHMC had agreed to increase their share application to £500. Cllr Fordham Proposed the Parish Council invested £1500.00 in Power4KcC, Seconded by Cllr Garratt. **9 in Favour, 1 Against. Carried**

**c) To consider the installation of Wi-Fi in Kelsale Village Hall**

The Chairman provided further details regarding the telephone line already installed at the Village Hall and Cllr Revell advised BT were currently offering some very good deals for broadband and Cllr Galloway suggested there may be some funding available for Community Buildings. Further to a brief discussion it was agreed the current phone line installed within the Post Office at the Village Hall would not be suitable for the installation of Broadband as this was for the Post Office use only. The Chairman asked District Cllr Sir Peter Batho if any funding would be available towards this project from his Community Enabling Budget and confirmed this project could be eligible. There was a brief discussion and it was agreed Cllrs Denny and Revell would look into obtaining costs and Cllr Garratt would liaise with Kelsale VHMC regarding the possibility of sharing costs if WiFi was to be installed by using the telephone line sited within Kelsale Social Club.

**d) To consider funding towards Kelsale Village Hall Management Committee's Annual Insurance Renewal**

Cllr Hartley stated as the Parish Council were the Custodian Trustees for the Village Hall and therefore responsible for the building he felt they should be paying the insurance costs. Cllrs Revell and Garratt provided further details regarding this matter and concerns were raised by Cllrs Galloway and Fordham regarding Custodian Trustees responsibilities. Cllr Ireland provided further details and gave information regarding the Charity Commission document. It was agreed before any decision could be made regarding funding all/or part of the insurance renewal that further details would be obtained regarding the following:-

Responsibilities of Custodian Trustees as set out in the Charity Commission document

Cost of the insurance policy and renewal date

If the Parish Council as Custodian Trustees were eligible to pay hall hire fees

**e) To consider the condition of the Parish Council owned land between the Recreation Ground and Church Lane bordering the River Fromus**

Cllr Major provided further details regarding this matter and confirmed she had written to the Environment Agency as an individual regarding the condition of the River Fromus to which she provided further details and reported she had agreed to meet a member of the Environment Agency in September or October 2014. It was agreed the piece of land between the Recreation Ground and Church Lane was very overgrown and therefore a management plan should be put in place. There was a brief discussion and Cllr Parry provided further details regarding this land. Cllr Revell also confirmed that [REDACTED] was no longer willing to carry out maintenance of the Recreation Ground. It was suggested there should be an agenda item at the next meeting in order to consider management plans for both Spinney Pocket Park, this area and to include the areas in which [REDACTED] carried out maintenance. Cllr Parry agreed to obtain the necessary costings. Cllr Ireland volunteered to carry out maintenance around the entrance areas to the Recreation Ground when needed. On behalf of the Council the Chairman thanked Cllr Ireland for volunteering his services.

**f) To agree a date for the 2014 Bonfire Event**

There was a brief discussion and Cllr Fordham Proposed the event should be held on Saturday 1<sup>st</sup> November 2014, Seconded by Cllr Major. **9 in Favour, 1 Abstention.** Cllr Garratt requested that this matter should be an agenda item at the next meeting.

9851. Planning Matters

(See Separate Planning Appendix attached).

The Clerk provided details regarding the application received for Carlton Meres Country Park.

9852. Financial Matters:

**(a) Income/Receipts**

None

**Expenditure: (Direct Debits/Standing Orders)**

EON Energy (Street Lighting) £ 51.57

**Bank Balances:**

Current Account as at 31<sup>st</sup> May 2014 **£16,113.80**

Business Reserve as at 31<sup>st</sup> May 2014 **£12,032.76**

Community Energy Co-operative Account as at 31<sup>st</sup> May 2014 **£ 765.09**

**(b) To Consider/Approve the following cheque payments**

Jo Jones Salary & Expenses £ 543.01

██████████ (Litter Collector) £ 60.00

HMRC (PAYE – Jo Jones) £ 54.20

Suffolk Flora Preservation Trust (Annual Donation) £ 100.00

Community Action Suffolk (Annual Subscription) £ 30.00

Leiston Press (Printing – New Oasis) £ 185.00

J. T. Pegg & Son (Materials/Tools for Petanque Pitch) £ 40.80

Kelsale Village Hall (Hall Hire) £ 37.50

Cllr Pam Garratt (Purchase of new gazebo) £ 87.99

Kelsale-cum-Carlton Community Energy (Co-Op Funds) £ 765.09

**TOTAL £ 1903.59**

**Approval** for the above payments was Proposed by Cllr Denny, Seconded by Cllr Parry. **All in Favour.**

**(c) To Approve the closure of the Community Energy Co-operative Account and the transfer of the remaining funds to Power4KcC**

**Approval** was proposed by Cllr Fordham, Seconded by Cllr Parry. **All in Favour.** It was agreed the Clerk would write to the Co-Operative Bank in order to close this account.

9853. To receive an update from the Dog Show Working Group

Cllr Garratt provided further details regarding the event and urged Councillors to assist with setting up on the day.

9854. To Receive Reports from Portfolio Holders and Liaison Representatives

**Street lighting**

Cllr Galloway confirmed she had spoken to ██████████, SCC in order for him to instruct the contractors to carry out the necessary works required.

**New Oasis**

Cllr Fordham reported the latest edition had a slightly new design format. He thanked all those who took part in delivering the New Oasis and confirmed there would be a revised schedule put in place for the next edition.

### **Environment, Heritage and Access**

Cllr Parry reported [REDACTED] had now inspected the tree with a branch overhanging the school car park and had advised he thought this tree would not require any attention. Cllr Parry confirmed he had since obtained a further opinion and this suggested it would cost in the region of £400 to have the tree pollarded. Cllr Ireland raised concerns regarding the tree with a hanging branch at Bridge Farm. Cllr Parry agreed to look into this matter.

### **Youth Club**

Cllr Denny confirmed Youth Club was still going well and reported they had recently had a change of Secretary and Treasurer.

### **9855. Any Other Matters Arising**

Cllr Hartley reported repairs to the blocked drain on Carlton Road opposite Park Farm House had not yet been carried out. The Clerk confirmed she would report this matter to SCC.

Cllr Major had tabled a paper regarding Saxmundham Health for all Councillors and provided further details regarding funding for the practice and confirmed a petition has been set up to which she also provided further details.

Cllr Galloway raised concerns regarding potholes at Lowes Hill. It was agreed the Clerk would report this matter to SCC. Cllr Ireland raised concerns regarding litter being left in the car park on a Monday night after a group of footballers used the playing field. Cllr Denny volunteered to speak to the group regarding this matter. It was agreed the Village Centre Enhancement Project would be an agenda item at the next meeting.

### **9856. Correspondence**

Correspondence received since the last meeting had been tabled by the Clerk.

### **9857. Date of next Meeting**

The next meeting of Kelsale-cum-Carlton Parish Council will be held on Wednesday 30<sup>th</sup> July 2014 at 7:00pm in Kelsale Village Hall, Committee Room.

There being no further discussion the Chairman thanked the Parish Council and the Member of the Public for their attendance and formally closed the meeting at 9:05pm

Signed: ..... Chairman      Date: .....

## **Planning Appendix**

### **Planning Applications received since the last meeting:-**

None received

### **Planning decisions confirmed since last meeting:-**

#### **Planning Application: DC/14/0770/CLE**

Location: Carlton Meres Country Park, Carlton Lane, Kelsale-cum-Carlton

Proposal: Application for lawful use for the (2 storey) mobile home on land at the existing mobile home park. The Planning Group **Strongly Objected** to this application. This application has been **Refused** by SCDC.

#### **Planning Application: C14/0543**

Location: Benstead, Main Rd, Kelsale-cum-Carlton

Proposal: Removal of existing outbuilding and construction of new holiday let cottage (to replace expired Planning Consent C08/0159)

The Planning Group had **No Objections** to this application. This application has been **Granted** by SCDC with 8 Conditions.

#### **Application No: DC/13/2961/OUT**

Address: Land adjacent Sports Ground, North Entrance, Saxmundham

Proposal: Outline application for up to 15 dwellings with all Matters Reserved other than Access. This Planning Group **Objected** to this application. No decision has been made by SCDC, to date.

MINUTES OF THE PARISH COUNCIL MEETING HELD ON WEDNESDAY  
30TH JULY 2014 IN KELSALE VILLAGE HALL, COMMITTEE ROOM AT 7:00PM

Present: Cllr Keith Dickerson (Chairman)  
Cllr Jeni Aird  
Cllr Edwina Galloway  
Cllr Paul Hartley  
Cllr Susan Major  
Cllr Alan Revell  
Cllr Nick Denny  
Cllr Pam Garratt  
Cllr Doug Ireland  
Cllr Paul Parry

In attendance: Joanne Jones – Parish Clerk. County Cllr Michael Gower and District Cllrs Sir Peter Batho and Marian Andrews. There were no members of the public present.

**Welcome by the Chairman**

9858. Public Forum

There were no members of the public present.

9859. Reports

**(a) Report by County Cllr Michael Gower**

County Cllr Gower gave details regarding the Consultation for Children's Centres within Suffolk. He advised further savings were needing to be made at SCC. County Cllr Gower confirmed a meeting was due to be held on 31<sup>st</sup> July 2014 with EDF Energy to discuss traffic accessing the proposed Sizewell C site. With regards to Better Broadband he confirmed further decisions were to be made in September 2014. Several Councillors raised concerns regarding the Better Broadband Scheme and Cllr Galloway asked County Cllr Gower for assurance that provision was going to be made for those villages who would not benefit from the Better Broadband Scheme. The Chairman thanked County Cllr Gower for his report.

**(b) Report by District Councillor Sir Peter Batho**

District Cllr Batho reported on the changes to ward boundaries recommended by the Boundary Commission and confirmed that these placed Kelsale-cum-Carlton in a 2 member ward with Saxmundham, Benhall and Sternfield. He reported on the new refuse collection arrangements to which Cllr Aird raised concerns regarding this matter. Finally, District Cllr Batho reported on the Individual Electoral Register Scheme and provided details regarding this change in legislation. The Chairman thanked District Cllr Batho for his report.

**(c) Report by District Councillor Marian Andrews**

District Cllr Andrews reported on the Community Enabling Funding and gave details of funding given to date. The Chairman thanked District Cllr Andrews for her report.

**(d) Police Report**

The Clerk read the following report:-

Please find detailed below the 2 crimes for Carlton during June 2014. There were no crimes recorded for Kelsale during this time frame:-

**Carlton**

Burglary – Other Building: Overnight at local industrial unit entry gained by prising off rear wooden fire escape door. Two insecure petty cash tins and contents taken. Enquires ongoing.

Criminal Damage – Other: Entrance gained to field off the road to Peasenhall where horse had a 5" width section of mane cut. No injury to horse. Horsecatch informed.

PCSO 3070 [REDACTED], Saxmundham and Framlingham SNT, 01473 613500 or 101



**The Chairman formally opened the meeting at 7:29pm**

9860. Apologies

Apologies were accepted from Cllrs Fordham, Roberts and Taylor

9861. Declarations of Interest

Cllr Major declared a Non-Pecuniary interest in agenda item 9866. (b).

**a) To consider any dispensations**

None received.

9862. To consider the Approval of the draft minutes of the Parish Council meeting held on Wednesday 25<sup>th</sup> June 2014

The draft minutes of the Parish Council meeting held on Wednesday 25<sup>th</sup> June 2014 had been circulated to all Councillors prior to the meeting and were Proposed for **Approval** by Cllr Denny, Seconded by Cllr Ireland. **9 in Favour, 1 Abstention.**

9863. Parish Clerk's Report

The Clerk had nothing to report.

9864. Matters arising from the Parish Clerk's Report

None

9865. Matters Arising from the Parish Council meeting held on Wednesday 25<sup>th</sup> June 2014

Cllr Denny confirmed further to the last meeting he had made enquires regarding having Wi-fi installed within Kelsale Village Hall. He advised after speaking to providers it had been confirmed the Parish Council would have to pay for Commercial line rental and also concerns regarding the age and size of building had been raised and it was thought Wi-fi may not be received in the entire building to which he provided details. He also stated a programme would need to be included in order to protect what users looked at on the internet and the cost of this would be £175.00. There was a brief discussion and it was agreed this matter needed looking into further before any formal decisions could be made.

The Clerk reported [REDACTED] had confirmed the Village Hall insurance renewal was due in April 2015 and the cost in 2014 was £1200.65. It was suggested the Clerk should now look into obtaining the information required with regards to the responsibilities of Custodian Trustees and Village Hall hire costs in order for the Parish Council to consider contributing or paying these costs in full.

9866. Parish Council Matters

**(a) Village Centre Enhancement**

The Chairman reported he had not yet scheduled a meeting and confirmed that Cllrs Denny, Garratt, Revell, Major, Aird along with Chris Burslem were still happy to form the working group. The Chairman confirmed a meeting would be held on Monday 4<sup>th</sup> August 2014 at 7:00pm in Kelsale Social Club.

**(b) To consider quotations received for Management Plans for both the Parish Council owned land between the Recreation Ground and Church Lane bordering the River Fromus and Spinney Pocket Park**

Cllr Parry confirmed he had received quotations from Conservation Works to which he gave details and confirmed the cost for each site would be £1770. He provided further details regarding the works needing to be carried out. Cllr Ireland volunteered his services to cut the parts of the Recreation Ground that required cutting in the Autumn for the cost of the fuel. The Chairman thanked Cllr Ireland for his kind offer and it was agreed this offer would be confirmed once the initial works had been carried out to this area. It was agreed the Clerk would contact British Trust for Conservation Volunteers and Native Gardens in order to obtain further quotations for this work.

Parish Council Matters cont....

Cllr Major reported she had met with the Environment Agency and they had agreed to dredge the River Fromus from the bridge in Church Lane to the end of the Recreation Ground and these works were planned to commence in September 2014. She stated the Environment Agency had asked permission to dispose of the silt on the riverbank to which concerns were raised and also asked to have access to the site via the Recreation Ground. There was a brief discussion and it was agreed the Environment Agency would be asked to come up with an alternative option for the removal of the silt. There were **No Objections** to access being gained via the Recreation Ground.

**(c) 2014 Bonfire Event**

Cllr Denny reported on the proposed event. He suggested abandoning the lantern procession going forward due to health and safety reasons as it would be difficult (and costly) to arrange the necessary road closures. He confirmed Cllr Fordham was going to apply for the Tens Licence and it was suggested that an extra £50.00 should be spent on fireworks for the 2014 event. There were **No Objections** to this request.

9867. Planning Matters

(See Planning Appendix). Details of planning applications received since the last meeting and decisions made by SCDC were provided.

9868. Financial Matters

**(a) Financial Statement since last meeting**

**Income/Receipts**

New Oasis Payment & Donation & Wayleaves Payment	£ 51.15
--	---------

**Expenditure: (Direct Debit)**

EON Energy (Street Lighting)	£ 49.91
------------------------------	---------

**Bank Balances:**

Current Account as at 30 <sup>th</sup> June 2014	<b>£14,622.20</b>
--	-------------------

Business Saver Account as at 30 <sup>th</sup> June 2014	<b>£12,032.76</b>
---	-------------------

Community Energy Co-operative Account as at 30 <sup>th</sup> June 2014	<b>£ 765.09</b>
--	-----------------

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

Jo Jones Salary & Expenses	£ 557.02
----------------------------	----------

██████████ Wages (Litter Collector)	£ 75.00
-------------------------------------	---------

HMRC– Jo Jones	£ 54.40
----------------	---------

CPRE (Annual Subscription)	£ 36.00
----------------------------	---------

Cllr Paul Hartley (Expenses for Extension Leads for Rec Ground)	£ 174.05
---	----------

<b>Total</b>	<b>£ 896.47</b>
--------------	-----------------

**Approval** for the above payments was Proposed by Cllr Denny, Seconded by Cllr Revell. **9 in Favour, 1 Abstention.**

Cllr Garratt congratulated Cllr Hartley for the cables in which he had prepared for the Recreation Ground.

**(c) Clerks Salary Review**

It was **Resolved** the Clerk would have a rise of one Spinal Column Point to SCP 22. **All in Favour.**

9869. To Receive Reports from Portfolio Holders and Liaison Representatives

**Youth Club**

Cllr Denny reported 37 children were attending Youth Club and it was running very well.

**Lych Gate**

Cllr Aird reported the opening of the restored Lych Gate was due to take place after the service on Sunday 24<sup>th</sup> August 2014. Concerns were raised regarding this matter and it was felt this should be more of a formal event and advertised more widely. Cllr Aird agreed to liaise with PCC.

9870. Any Other Matters Arising

Cllr Major reported the VHMC were concerned regarding the hole/damage to the pavement outside the door of the Social Club. It was agreed the Clerk would report this matter to Suffolk County Highways.

Cllr Garratt raised concerns regarding the condition of the footpaths from Curlew Green/Dorleys Corner to the Village Centre. It was agreed the Clerk would report this matter to Public Rights of Way and also bring to their attention the general condition of the footpaths within the Parish.

Cllr Ireland raised concerns regarding an overgrown hedge at Kelsale Court. It was agreed the Clerk would write to the landowners in order to bring this matter to their attention.

Cllr Parry reported on the recent Dog Show and on behalf of the Parish Council thanked the members of the working party for all their hard work.

Cllr Hartley confirmed after recently reporting the blocked drain in Carlton Rd to Suffolk County Highways as this had still not been repaired he had arranged to meet Mr [REDACTED], SCC at the site on 1<sup>st</sup> August 2014.

Cllr Ireland confirmed he had recently carried out the grass cutting within the Low Rd Car Park including the road edge as far to the end of pavements. He stated to complete the grass cutting up to the bungalow would require him to stand in the Highway and therefore asked for some cones to be sited within the highway in order for him to carry this work out. There were **No Objections** to this request.

The Chairman confirmed Power4KcC was now up and running and the money had been raised for the first project and half of the solar panels had been erected.

Cllr Ireland asked if the Clerk had looked into purchasing some No Dogs Allowed signs to be sited at the Recreation Ground. The Clerk confirmed she was currently looking into this matter.

Cllr Galloway reported there were some pot holes at Lowes Hill and also in front of the entrance to the Low Rd car park. The Clerk confirmed she would report these to Suffolk County Highways.

Cllr Galloway asked if the donation to the PCC would be paid at a future meeting. The Clerk confirmed £500 for this had been included within the 2014/15 budget and therefore it was agreed this would be included within the items to pay at the August Council meeting. Cllr Hartley asked if this donation could be made bi-annually as had been done in the past. It was agreed this matter would be considered at August Council meeting.

Cllr Revell provided information regarding the land by Kelsale Hall Farm and confirmed the new owner was planning to clear the site up in order to sell firewood.

9871. Correspondence

Correspondence received since the last meeting had been tabled by the Clerk.

9872. Date of next Meeting

The next meeting of Kelsale-cum-Carlton Parish Council will be held on Wednesday 27<sup>th</sup> August 2014 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 9:20pm

Signed: ..... Chairman

Date: .....

## **Planning Appendix (30<sup>th</sup> July 2014)**

### **(a) Planning Applications received since the last meeting:-**

#### **Planning Application: DC/14/1497/FUL**

Location: Land East of Warren Avenue, Church Hill, Saxmundham

Proposal: Demolition of redundant farm buildings and construction of 170 dwellings including 56 affordable units) with associated car parking, open space, landscaping, new vehicular access and pedestrian links. The Planning Group **Objected** to this application.

#### **Planning Application: DC/14/1923/FUL**

Location: The Garden House, Carlton Park, Kelsale-cum-Carlton

Proposal: Alterations to existing entrance hall, changing fenestration and adding more space to stair landing at first floor.

Two members of the Planning group had **No Objections** to this application however 2 members did raise concerns that this application was out of context with the rural environment and would be more suited to a townscape. No decision has been made by SCDC, to date.

#### **Planning Application: DC/14/1728/CLE**

Location: Carlton Meres Country Park, Carlton Lane, Kelsale-cum-Carlton

Proposal: Application for lawful use for the (2 storey) mobile home on land at the existing mobile home park.

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

### **(b) Planning decisions confirmed since last meeting:-**

#### **Application No: DC/13/2961/OUT**

Address: Land adjacent Sports Ground, North Entrance, Saxmundham

Proposal: Outline application for up to 15 dwellings with all Matters Reserved other than Access.

This Planning Group **Objected** to this application. No decision has been made by SCDC, to date.

## *Kelsale-cum-Carlton Parish Council*

Neutral Farm House, Mill Lane, Butley, Suffolk. IP12 3PA  
Tel: 01394 459400, E-mail: [kelsaleparishclerk@gmail.com](mailto:kelsaleparishclerk@gmail.com)  
[www.kelsalecarltonpc.org.uk](http://www.kelsalecarltonpc.org.uk)

### MINUTES OF THE PARISH COUNCIL MEETING HELD ON WEDNESDAY 27TH AUGUST 2014 IN KELSALE VILLAGE HALL, COMMITTEE ROOM AT 7:00PM

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

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

#### **Welcome by the Chairman**

##### 9873. Public Forum

A member of the public advised he had recently attended a Safer Neighbourhood Team meeting regarding the speeding issues along Carlton Rd and Main Rd and recommended the Parish Council should consider enrolling in the Community Speed Watch Scheme. The Chairman thanked the member of the public for his comments and confirmed this matter would be discussed later in the meeting.

A member of the public raised concerns regarding overgrown hedges at East View. The Chairman informed the member of the public a meeting had recently been held with Suffolk County Highways and they had confirmed hedge cutting could not commence until after 31<sup>st</sup> August once the bird nesting season had come to an end. Concerns were also raised regarding the overgrown hedge on Low Rd and it was agreed the Clerk would write to the landowner in order to request he has the hedge cut back as it was now causing an obstruction to the highway. The Chairman thanked the member of the public for her comments.

A member of the public volunteered her services to help out around the village where she could. The Chairman thanked the member of the public for her kind offer.

##### 9874. Reports

###### **(a) Report by County Cllr Michael Gower**

County Cllr Gower had sent his apologies. No written report had been submitted.

###### **(b) Report by District Councillor Sir Peter Batho**

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

###### **(c) Report by District Councillor Marian Andrews**

District Cllr Andrews confirmed all Parishioners should now have received a letter from SCDC regarding the Individual Electoral Registration. She reported the Boundary Review had been Approved and was due to go before Parliament later in the year to which she gave details. District Cllr Andrews confirmed Planning Application C13/2961/OUT which the Planning Group had Objected to had been Refused by SCDC to which she provided further details. There was a brief discussion and it was agreed the Clerk should write to SCDC in order to ask them to put an Untidy Site Notice on this site now the application had been Refused. Cllr Hartley raised concerns regarding the boundary area for this application and it was agreed Cllr Andrews would ask the Saxmundham Town Clerk to make enquires regarding this matter. The Chairman thanked District Cllr Andrews for her report.

#### **(d) Police Report**

Please find detailed below the 2 crimes recorded for Kelsale during July, 2014. There have been no crimes recorded for Carlton during this time.

##### **Kelsale**

Assault occ. ABH: (P): At a Westview address. **Male arrested and police bailed. Ongoing.**  
Burglary – Dwelling:(P): Linked to above.

At the last SNT Tasking and Priorities Setting Meeting held at Framlingham Police Station on 9<sup>th</sup> July three new Priorities were agreed as follows:-

- Priority 1: Monitoring parking outside Kelsale and Saxmundham Primary Schools.
- Priority 2: Combatting petty criminal damage at Pageant Field, Framlingham.
- Priority 3: Speed issues Main Road, Kelsale and Carlton Road within the 30mph zone.

The next meeting will take place on Wednesday 8<sup>th</sup> October 2014 at Saxmundham Market Hall at 2:00pm.

**PCSO 3070** [REDACTED], Saxmundham and Framlingham SNT, 01473 613500 or 101

#### **The Chairman formally opened the meeting at 7:24pm**

##### **9875. Apologies**

Apologies were accepted from Cllr Parry.

##### **9876. Declarations of Interest**

Cllr Hartley declared a Non-Pecuniary interest in item 9883(c).

##### **a) To consider any dispensations**

None received.

##### **9877. To consider the Approval of the draft minutes of the Parish Council meeting held on Wednesday 30<sup>th</sup> July 2014**

The draft minutes of the Parish Council meeting held on Wednesday 30<sup>th</sup> July 2014 had been circulated to all Councillors prior to the meeting and were Proposed for **Approval** by Cllr Aird, Seconded by Cllr Ireland. **9 in Favour, 3 Abstentions.**

##### **9878. Parish Clerk's Report**

I am pleased to announce that I am going to be shortly entering our new edited version of the New Oasis into the SALC Newsletter of the Year competition.

A Sports and Leisure Strategy Consultation is currently being carried out by SCDC. I have received several very long documents listing all sports and leisure facilities within Suffolk Coastal. From what I can see the information sent for Kelsale-cum-Carlton is correct apart from they do not have our petanque pitches listed which I am going to report to them. I will forward a copy of this documentation to the Recreation Ground Portfolio Holders to also review. The consultation ends at the end of September 2014.

Finally to confirm I have received a letter of thanks from Suffolk Flora Preservation Trust for the recent donation given.

##### **9879. Matters arising from the Parish Clerk's Report**

There were none

9880. Matters Arising from the Parish Council meeting held on Wednesday 30<sup>th</sup> July 2014

Further to the last meeting the Clerk confirmed she had looked into the matter regarding the request from the VHC for a contribution towards their Insurance Renewal and the matter regarding the Parish Council's hall hire terms and reported that further clarification was required before any formal decision should be made. Cllr Ireland stated that it was also very important to take into account the Parish Council minutes when this matter was discussed previously to which he confirmed he had a copy. It was agreed that Cllrs Ireland and Galloway along with the Clerk would look into these matters further.

Cllr Revell asked if any further quotes had been received for the maintenance of Spinney Pocket Park and the overgrown area of the Recreation Ground close to the River Fromus. The Clerk confirmed she was going to obtain a further quote from Native Gardens in Chillesford.

The Chairman asked if any further enquires had been made regarding installation of Wi-Fi in the Village Hall. Cllr Denny confirmed there was nothing further to report but raised concerns regarding setting up security for Wi-Fi users in the Village Hall. He stated the security download must be included within the software in order to police this. Cllr Taylor confirmed Kelsale Primary School had recently updated their Wi-Fi and offered to give details of the company who had carried out the installation. It was also suggested the Clerk could contact Otley Village Hall Management Committee in order to make enquiries as to what software they used for the installation of free Wi-Fi in their Village Hall.

Cllr Hartley reported he had met with [REDACTED] with regards to the blocked drain on Rendham Road but he had referred this matter to SCDC. Cllr Hartley confirmed he had since spoken to [REDACTED] at SCDC but to date no further action had been undertaken. District Cllr Andrews volunteered to contact [REDACTED] in order to make further enquires regarding this matter.

9881. Parish Council Matters

**(a) Footpaths in Kelsale-cum-Carlton – To receive an update from Cllr Pam Garratt**

Cllr Garratt reported on the recent site meeting held with [REDACTED], SCC regarding the overgrown hedges and footpaths within the Parish. She confirmed [REDACTED] had volunteered to come along to the November Parish Council meeting in order to clarify who is responsible for what within the Parish. Cllr Garratt reported the footpath near to the bus stop at Curlew Green had already been cleared. She confirmed that all hedge cutting had been delayed until after the 31<sup>st</sup> August 2014 due to the bird nesting season and [REDACTED] had advised once this date had passed the Highways Dept would look into cutting any overgrown hedges and clearing the skirting on the footpaths. Cllr Ireland provided clarification regarding rules regarding cutting of hedges during the bird nesting season. The Chairman confirmed the hedge along the boundary to the Recreation Ground was the responsibility of the Parish Council to which Cllr Ireland confirmed he had recently cut this hedge back. It was felt this hedge required further cutting and then the Clerk should contact SCC in order to request the skirting to be cleared. Cllr Ireland volunteered to cut back this hedge. The Chairman thanked Cllr Ireland on behalf of the Council for volunteering to carry out this work.

**(b) To consider enrolling into the Community Speed Watch Scheme**

The Chairman *closed the meeting* to allow members of the public to comment. The member of the public suggested that the Parish Council could look to enrol into this scheme and share Yoxford Parish Council's speed gun. He provided some statistics regarding vehicles exceeding the speed limit on the A12 to which there was a brief discussion and it was suggested Speed Calming measures could also be raised with [REDACTED] at the November Parish Council meeting. The Clerk suggested she could ask Suffolk Constabulary to site the SID along Main Road and Carlton Rd in order for this area to be monitored. Cllr Denny gave details of suitable locations where speed monitoring could be carried out in line with the current regulations. Concerns were raised regarding being able to gather enough volunteers to enrol into the Scheme to which a member of the public suggested if the Parish Council borrowed the Yoxford Community Speed Gun then maybe the two Parishes could share volunteers. It was suggested the Clerk could contact the Yoxford Parish Clerk in order to ask if the Parish Council could borrow their gun and at what cost. The Chairman thanked the members of the public for their comments and *reopened the meeting*.

9882. Planning Matters

(See Planning Appendix). Details of planning applications received since the last meeting and decisions made by SCDC were provided.

The Chairman reported correspondence had been received from SCDC regarding the Local Plan and Site Specific Allocations to which he gave details and confirmed a copy of this correspondence had been circulated to all Councillors. He confirmed a formal consultation would be carried out at the end of the year and prior to this one to one sessions would be held with SCDC in order to discuss this matter further. The Chairman provided details regarding the revised village boundary and confirmed once the one to one session with SCDC had been held an Open Public Meeting would be called in order to gain Parishioners views.

9883. Financial Matters

**(a) Financial Statement since last meeting**

**Income/Receipts**

Nil

**Expenditure: (Direct Debits/Standing Orders)**

EON Energy (Street Lighting) £ 51.57

**Bank Balances:**

Current Account as at 31<sup>st</sup> July 2014 **£11,252.69**

Business Saver Account as at 31<sup>st</sup> July 2014 **£12,032.76**

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

Jo Jones Salary & Expenses £ 559.26

██████████ Wages (Litter Collector) £ 75.00

HMRC– Jo Jones £ 57.20

Kelsale Village Hall (Hall Hire) £ 30.00

Donation to Kelsale PCC £ 500.00

**TOTAL £ 1,295.38**

**Approval** for the above payments was Proposed by Cllr Galloway, Seconded by Cllr Fordham. **All in Favour.**

**(c) To discuss the terms of the donation to Kelsale PCC going forward**

The Chairman confirmed previously a £500.00 donation had been paid bi-annually but at the July 2014 Parish Council meeting it had been suggested by Cllr Hartley this should be paid annually i.e. £250.00 per year. Cllr Ireland provided further clarification regarding this donation. Cllr Hartley confirmed details regarding costs to the PCC that the donation contributes to. Cllr Aird suggested any donation given should be split between the two churches Fabric Fund. Cllr Taylor Proposed the annual donation should be £250.00 and if the Church had a specific project they should apply for additional funding. Cllr Galloway Counter Proposed this donation should be £300.00 annually, Seconded by Cllr Roberts. **10 in Favour, 1 Against, 1 Abstention. Carried.**

9884. To receive an update from the Village Centre Enhancement Working Group

The Chairman confirmed a meeting had now been held to which he gave details. He confirmed the group had looked at the original plans drawn up by ██████████ and it was felt these plans should be acted upon but with a more low key approach. He reported ideas to improve this area included tidying up the car park, creating more car park spaces, re-positioning of the bottle banks and installation of a bike rack. Cllr Revell suggested the fence needed repairing as the trees are growing around, under and within the fence and therefore if these could be removed and replaced with similar mature species this would be more suitable.



To receive an update from the Village Centre Enhancement Working Group Cont....

The Chairman ***closed the meeting*** to allow Cllr Ireland to comment. Cllr Ireland confirmed Sycamore trees were costly to remove. The Chairman thanked Cllr Ireland for his comment and ***reconvened the meeting***. The Chairman confirmed the next meeting of the working group was scheduled for Monday 8<sup>th</sup> September 2014 at 7:00pm in Kelsale Social Club at which they hoped to progress these ideas in order to come up with some proposals.

9885. To receive a report from Power4KcC

Cllr Fordham reported the company had now been operating for a week and the scheme was up and running. He confirmed a Launch Party was due to be held on Friday 29<sup>th</sup> August 2014 at 6:30pm. He also reported the EADT were coming to do a photo shoot at 2:00pm on Friday 29<sup>th</sup> August 2014.

9886. To receive an update from the Bonfire Event Working Group

Cllr Denny provided an update regarding this event.

9887. To Receive Reports from Portfolio Holders and Liaison Representatives

**Lych Gate**

Cllr Aird confirmed a mini-opening ceremony was due to take place on Sunday 31<sup>st</sup> August 2014 and the formal opening event would be held around the middle of October 2014.

**New Oasis**

Cllr Fordham confirmed the updated distribution listings were nearly completed and formalised.

**Cycle Path**

Cllr Taylor and Cllr Garrett reported a draft proposal had now been drawn up and it was felt a public meeting needed to be held.

**Village Hall Management Committee**

Cllr Major reported the Committee was not in a very good state as not many of the members were very active due to age. She also raised concerns that there was not a permanent Chairman to which she confirmed all Hall Users had been written to in order to gain further membership to the Committee but no response had been received. She reported a Quiz Night was due to be held on Friday 12<sup>th</sup> September 2014 and encouraged Parish Council members to attend.

9888. Any Other Matters Arising

Cllr Revell raised concerns regarding the damaged sign at the bottom of Carlton Rd. The Clerk confirmed she would report this matter again to Suffolk County Highways.

Cllr Revell also reported the Bus Shelter on the left of the A12 had recently been damaged. Cllr Denny volunteered to carry out the necessary repairs. Cllr Revell stated he felt the panels to the bus shelter needed lining. It was agreed Cllr Revell would provide the Parish Council with the relevant costs for this work.

On behalf of the Parish Council Cllr Revell congratulated Cllr Fordham on his latest edition of the New Oasis.

Cllr Galloway stated she had received a telephone call from Suffolk Mind asking if the Parish Council could provide a bench on the Main Rd between the village and Saxmundham. There was a brief discussion and it was felt this was a good idea and Cllrs Revell and Hartley agreed to look into siting a bench and if necessary contact Suffolk County Council for the relevant permission.

Cllr Ireland reported he had read in the Saxmundham Times that dog bins should be serviced every six months and raised concerns regarding the dog bin by Beaumont Cottages as the top had corroded and required repairing for safety reasons. It was agreed the Clerk would look into costs for replacing this bin.

Concerns were raised regarding the amount of straw being left on the road by recent farming operations particularly where drainage is covered. Cllr Roberts volunteered to clear the drain near his property.

Cllrs Galloway and Ireland raised concerns regarding overweight farm vehicles going over the railway bridge at Lowes Hill. It was agreed the Clerk would report this matter to Network Rail.

Any Other Matters Arising Cont....

Cllr Ireland asked if the Parish Council would like the areas which he cut within the Recreation Ground to include the Play Area. There were No Objections to this request and on behalf of the Parish Council the Chairman thanked Cllr Ireland for volunteering to carry out this additional work.

9889. Correspondence

Correspondence received since the last meeting had been tabled by the Clerk.

9900. Date of next Meeting

The next meeting of Kelsale-cum-Carlton Parish Council will be held on Wednesday 24<sup>th</sup> September 2014 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: .....

## **Planning Appendix (27<sup>th</sup> August 2014)**

### **(a) Planning Applications received since the last meeting:-**

#### **Planning Ref: DC/14/2432/FUL**

Location: Part Land of Alderlee, Main Rd, Kelsale-cum-Carlton

Proposal: Erection of a detached two storey dwelling with associated single storey garages and formation of a new vehicular access. This application is currently being circulated amongst the Planning Group.

#### **Planning Ref: DC/14/2352/TPO**

Location: Sycamore Lodge 9 Church Close Kelsale Cum Carlton

Proposal: To fell 1 no Sycamore described as causing damage to drive.

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

### **(b) Planning decisions confirmed since last meeting:-**

#### **Planning Application: DC/14/1497/FUL**

Location: Land East of Warren Avenue, Church Hill, Saxmundham

Proposal: Demolition of redundant farm buildings and construction of 170 dwellings (including 56 affordable units) with associated car parking, open space, landscaping, new vehicular access and pedestrian links. The Planning Group **Objected** to this application.

#### **Planning Application: DC/14/1923/FUL**

Location: The Garden House, Carlton Park, Kelsale-cum-Carlton

Proposal: Alterations to existing entrance hall, changing fenestration and adding more space to stair landing at first floor.

Two members of the Planning group had **No Objections** to this application however 2 members did raise concerns that this application was out of context with the rural environment and would be more suited to a townscape. This application has been Granted by SCDC with 3 Conditions.

#### **Planning Application: DC/14/1728/CLE**

Location: Carlton Meres Country Park, Carlton Lane, Kelsale-cum-Carlton

Proposal: Application for lawful use for the (2 storey) mobile home on land at the existing mobile home park.

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

#### **Application No: DC/13/2961/OUT**

Address: Land adjacent Sports Ground, North Entrance, Saxmundham

Proposal: Outline application for up to 15 dwellings with all Matters Reserved other than Access.

This Planning Group **Objected** to this application. No decision has been made by SCDC, to date.

MINUTES OF THE PARISH COUNCIL MEETING HELD ON WEDNESDAY  
24TH SEPTEMBER 2014 IN KELSALE VILLAGE HALL, COMMITTEE ROOM AT 7:00PM

Present: Cllr Alan Revell (Vice Chairman)  
Cllr Jeni Aird  
Cllr Edwina Galloway  
Cllr Susan Major  
Cllr Tim Roberts  
Cllr Nick Denny  
Cllr Paul Hartley  
Cllr Paul Parry  
Cllr Carolyn Taylor

In attendance: Joanne Jones – Parish Clerk and District Cllr Sir Peter Batho. There was 1 member of the public present.

**Welcome by the Vice Chairman**

9901. Public Forum

The member of the public present stated she would be willing to assist the Parish Council, if necessary. The Vice Chairman thanked the member of the public for her kind offer and suggested she could help out at the forthcoming Bonfire Event, if available.

9902. Reports

**(a) Report by County Cllr Michael Gower**

County Cllr Gower had sent his apologies. No written report had been submitted.

**(b) Report by District Councillor Sir Peter Batho**

District Cllr Batho reported at a recent meeting of SCDC it was agreed the staff would relocate to new offices. Finally, he confirmed he had received notification that Network Rail were planning to install a barrier at North Green, Kelsale during October 2014. The Vice Chairman thanked District Cllr Batho for his report.

**(c) Report by District Councillor Marian Andrews**

District Cllr Andrews had sent her apologies. No written report had been submitted.

**(d) Police Report**

The Clerk read the following report:-

Please find detailed below the 1 crime for Kelsale and 2 for Carlton recorded during August, 2014.

**Kelsale**

Theft-from Motor Vehicle: During the hours of darkness catalytic converter stolen from vehicle whilst on driveway at a Main Road address. **No further lines of enquiry. Finalised.**

**Carlton**

Dangerous Dog Causing Injury: Incident occurred whilst in Rendham Road. **Dealt with by Community Resolution.**

Assault occ. ABH: This was an incident at a local caravan park. Due to various circumstances this was not suitable to be progressed, so non-crimes. **NFPA.**

Due to some incidents of catalytic converter thefts in Kelsale and Saxmundham during August, there will be free cat. converter marking available in October, organised by Suffolk Police, at Darsham Tyres. Dates to be confirmed.

**PCSO 3070** [REDACTED], Saxmundham and Framlingham SNT, 01473 613500 or 101  
[Saxfram.snt@suffolk.pnn.police.uk](mailto:Saxfram.snt@suffolk.pnn.police.uk)

### **Police Report cont...**

The Clerk reported she had received correspondence from PCSO [REDACTED] regarding the results of the Speed Indicator Device which had been sited on the B1121 Main Rd, Kelsale for one week during August 2014 to which she provided further details.

### **The Vice Chairman formally opened the meeting at 7:12pm**

#### 9903. Apologies

Apologies were accepted from Cllrs Dickerson, Fordham, Garratt and Ireland.

#### 9904. Declarations of Interest

There were none.

#### **a) To consider any dispensations**

None received.

#### 9905. To consider the Approval of the draft minutes of the Parish Council meeting held on Wednesday 27<sup>th</sup> August 2014

The draft minutes of the Parish Council meeting held on Wednesday 27<sup>th</sup> August 2014 had been circulated to all Councillors prior to the meeting and were Proposed for **Approval** by Cllr Denny, Seconded by Cllr Roberts. **8 in Favour, 1 Abstention.**

#### 9906. Parish Clerk's Report

To confirm I have contacted Yoxford Parish Council regarding their Community Speed Watch Scheme. A member of the Council confirmed the scheme in Yoxford has been running for over 3 years and they have 10 volunteers, although not all of them are readily available. They would be unable to loan or share their Speedar Gun as it is used every week and it is financed by the Parish Council for Insurance and Maintenance purposes. However, they advised there are 2nd hand guns available and there is also a hire option.

The Parish Councillor from Yoxford offered to come to a future meeting to provide further information regarding the Community Speed Watch Scheme and has confirmed their scheme is going very well, and does make a difference to speeding motorists.

I have now written to [REDACTED] regarding his hedge on Low Rd in order to request he has this cut back as soon as possible.

Further to Cllr Ireland carrying out further cutting to the hedge that runs along the Main Rd on the Recreation Ground I have put a request into Suffolk County Highways for them to carry out the clearance of the skirting in this area.

I have contacted Suffolk Coastal Services regarding the damaged dog bin at Beaumont Cottages and am pleased to confirm this bin is owned by Suffolk Coastal District Council and therefore they have agreed to replace this bin at no cost to the Parish Council.

I have received correspondence from [REDACTED] at SCDC informing me that Network Rail are planning to install half barriers at the level crossing at North Green, Kelsale. She has asked me to notify her of any concerns the Parish Council may have regarding this matter,

Finally, I am pleased to confirm that myself along with Cllrs Parry and Major had a meeting with the Environment Agency today regarding the de-silting of the River Fromus. They have agreed access will be via the Recreation Ground and have suggested the silt could be piled up neatly within the area behind the storage container.

9907. Matters arising from the Parish Clerk's Report

There were **No Objections** from the Parish Council for Network Rail to install half barriers at North Green.

It was suggested the representative from Yoxford Parish Council along with the member of the public who at the August Council meeting asked for this matter to be considered by the Parish Council should be invited to a future meeting in order for this matter to be discussed further.

Cllr Parry confirmed further to the recent meeting held with the Environment Agency regarding the de-silting of the River Fromus it was agreed access to the river would be via the Recreation Ground and in order for them to gain access to clear the silt, part of the bank would need to be broken down and rebuilt once the work was complete. He reported it was also suggested the silt should be sited via a dumper truck into a neat pile with some top soil on top within the area behind the storage container. There were **No Objections** to this request.

9908. Matters Arising from the Parish Council meeting held on Wednesday 27<sup>th</sup> August 2014

Cllr Revell confirmed since the last meeting he had liaised with the contact provided by Cllr Taylor regarding the installation of the necessary hardware to have free Wi-Fi in the Village Hall to which he gave details. He reported he had asked the company if they would be happy to provide a internet connection for the Village Hall and stated he hoped to have further details including costs for the next meeting.

Further to the discussion at the last meeting regarding the Parish Council paying for room hire at the Village Hall Cllr Galloway confirmed herself and the Clerk had now met with Cllr Ireland as he had carried out some investigations regarding this matter. She confirmed Cllr Ireland had provided herself and the Clerk with a copy of some historical minutes including a minute from 1973 stating that Parish Councils should not pay for room hire fees. Cllr Galloway advised she had suggested the Clerk obtains some further advice regarding this matter. In respect of the request for the Parish Council to contribute or pay for all of the insurance costs for the Village Hall Cllr Galloway advised further to meeting with Cllr Ireland he had again provided her with a minute from 1973 whereby it stated the Parish Council would own the Village Hall but they would have no financial responsibility for the building. There was a brief discussion regarding this matter and the Clerk suggested the Parish Council could look into providing a donation to the Village Hall Management Committee annually towards their insurance costs. Cllr Galloway suggested the request for a contribution towards insurance costs should be deferred until a further proposal for funding was made. **All in Favour.** It was also suggested the Clerk should request a copy of the Certificate of Insurance at each renewal. Concerns were raised regarding if the VHMC was to dissolve and it was confirmed in this situation the Parish Council would stand in as necessary.

Cllr Revell reported further to the damage carried out to the bus shelters he had undertaken some measurements and stated the cost to supply the materials and labour to fit ply wood within the bus shelters would be £320.55 for half inch sheets and £392.20 for three quarter of an inch boards. He stated this matter should be an agenda item at the October 2014 meeting. It was also suggested that going forward the bus shelters should be kept tidier.

Cllr Hartley reported the drain on Rendham Rd had now been cleared.

Cllr Galloway asked further to the request made by Suffolk Mind at the August Parish Council meeting to site a bench between Kelsale and Saxmundham along the Main Rd if any further action had been taken to site this bench. Cllr Revell apologised for not yet taking any further action but advised he had looked into the possible siting of this bench to which he gave details and stated he would now discuss this with Parish Council members and obtain the relevant permission from any landowners. Cllr Revell confirmed the bench kindly donated by the Plymouth Brethren had now been sited at the bottom of Carlton Rd.

9909. Parish Council Matters

**(a) Remembrance Sunday Service at Kelsale Church at 3:00pm**

It was agreed the W.I would provide the teas and coffee. Cllr Taylor suggested the Primary School could lay a wreath. It was agreed the procession would commence at 2.15pm. Clerk to send invites.

**(b) To consider quotations for maintenance to be carried out to the area on the Recreation Ground close to the River Fromus (including the removal of fallen Ash Tree branch)**

Cllr Parry gave details regarding the fallen ash tree branch and reported the quotes to remove this tree were as follows:-

£1200.00 [REDACTED]

£1200.00 Conservation Works

£1400.00 Native Gardens

Cllr Parry gave further advice regarding this matter and advised that [REDACTED] from Conservation Works had suggested as there would be a significant amount of wood from the removal of this tree this could be cut up for firewood to then sell to the community. Cllr Parry confirmed he had contacted SCDC regarding the TPO on this tree and they had confirmed they would get back to him with the relevant paper work. Cllr Parry Proposed, subject to confirmation, from SCDC, the Parish Council should engage the services of Conservation Works to carry out this work, Seconded by Cllr Aird.

**All in Favour.**

Cllr Parry gave details regarding the work needing to be carried out to the area on the Recreation Ground close to the River Fromus. Cllr Major raised concerns regarding the bank of the River Fromus and stated she felt this area also required cutting back. The Vice Chairman confirmed two quotes for the work to the area on the Recreation Ground had been received, as follows:-

Native Gardens - £1595.00

Conservation Works - £1770.00

Cllr Parry Proposed the Parish Council should engage the services of Conservation Works to carry out this work, Seconded by Cllr Roberts. **All in Favour.** The Vice Chairman thanked Cllr Parry for carrying out the work in obtaining these quotes.

**(c) To consider and Adopt the updated version of the Suffolk Code of Conduct**

The Clerk gave details regarding the updates to this document and **Approval** was Proposed by Cllr Roberts, Seconded by Cllr Parry. **All in Favour.**

**9910. Planning Matters**

(See Planning Appendix). Details of planning applications received since the last meeting and decisions made by SCDC were provided.

The Clerk confirmed herself, the Chairman along with Cllrs Hartley, Galloway and Major had recently attended the one-to-one session with SCDC Planning Dept regarding the Local Plan Site Specifics to which she and Cllr Hartley provided further details.

**9911. Financial Matters**

**(a) Financial Statement since last meeting**

**Income/Receipts**

None

**Expenditure: (Direct Debits/Standing Orders)**

EON Energy (Street Lighting)	£ 51.57
------------------------------	---------

**Bank Balances:**

Current Account as at 31 <sup>st</sup> August 2014	<b>£10,300.41</b>
--	-------------------

Business Saver Account as at 31 <sup>st</sup> August 2014	<b>£12,032.76</b>
---	-------------------

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

Jo Jones Salary & Expenses	£ 566.72
----------------------------	----------

[REDACTED] (Litter Collector)	£ 60.00
-------------------------------	---------

HMRC – Jo Jones	£ 57.20
-----------------	---------

Leiston Press (New Oasis Printing)	£ 243.00
------------------------------------	----------

BDO (External Audit Fee)	£ 240.00
--------------------------	----------

The Play Inspection Co (Annual Play Inspection Fee)	£ 143.88
---	----------

**TOTAL £ 1,310.80**

**Approval** for the above payments was Proposed by Cllr Aird, Seconded by Cllr Galloway. **All in Favour.**

## **Financial Matters cont...**

### **(c) To Approve the completion of the 2013/14 Annual Return**

**Approval** was Proposed by Cllr Major, Seconded by Cllr Parry. **All in Favour.**

#### 9912. To receive an update from the Village Centre Enhancement Working Group

The Clerk confirmed she had liaised with [REDACTED], SCDC regarding moving the bottle banks. She reported [REDACTED] had stated she didn't think there would be any problem with moving them provided they were still accessible for emptying. She also confirmed further to concerns raised at the August meeting that [REDACTED] had advised there were no plans to cease the bottle banks at the moment. Cllr Revell reported at the recent meeting it was agreed quotes would be obtained for the resurfacing of the car park, new fencing and for the removal of some trees. It was also agreed that any trees removed would be replaced with attractive species. Cllr Revell reported he had met with Contractors for the resurfacing and replacement fence works to which he gave details and confirmed this matter would be considered at the next meeting of the Village Centre Enhancement Working Group. He advised this quote had also included clearing of the area back to the boundary fence to enable more car parking spaces to be provided. There was a brief discussion and the Clerk suggested funding options should be looked into for these works. Susan Major confirmed the VPMC were not in favour of bike racks being installed in front of the Village Hall and suggested these should be sited within the car park.

#### 9913. To receive a report from Power4KcC

Cllr Roberts confirmed all was going well and the share certificates were currently being distributed. The Inaugural General Meeting is to be held Mid October 2014.

#### 9914. To receive an update from the Bonfire Event Working Group

Cllr Denny provided an update regarding this event and confirmed Cllr Fordham was organising the Tens Licence and ordering the beer. Cllrs Fordham and Garratt to carry out the shopping for the event. He reported [REDACTED] who lights the fireworks had confirmed his attendance and has also attended the relevant safety course. Advertising is to be carried out by Cllrs Denny, Fordham and the Clerk. Finally, Cllr Denny confirmed there would be a sweet stall, doughnut stall and guy making would be carried out by the Primary School.

#### 9915. To Receive Reports from Portfolio Holders and Liaison Representatives

##### **Recreation Ground**

Cllr Aird confirmed the annual play inspections had now been carried out and she felt the Recreation Ground portfolio holders should look into the items highlighted within the reports.

##### **Village Hall Management Committee**

Cllr Major reported an Autumn Fair was to be held on Saturday 12<sup>th</sup> October 2014 between 10am and 12noon to which she gave details.

##### **Kelsale Primary School**

Cllr Taylor confirmed there would be a Macmillan Coffee afternoon at Kelsale Primary School on Thursday 25<sup>th</sup> September 2014.

##### **Lych Gate**

Cllr Aird confirmed the formal opening of the Lych Gate would be held on Tuesday 25<sup>th</sup> November 2014.

The Vice Chairman asked permission to *suspend Standing orders* in order to continue the meeting. This was **Unanimously Approved** by the Council.

#### 9916. Any Other Matters Arising

Cllr Denny reported there was damage to the drain cover at the top entrance to Beaumont Cottages close to the grit bin. The Clerk confirmed she would report this matter to Suffolk County Highways.



**Any Other Matters Arising cont...**

Cllr Roberts raised concerns regarding the amount of children now having to use Saxmundham Railway Station in order to travel to attend sixth form education in Ipswich as a result of Leiston Sixth Form education going into special measures. Cllr Taylor provided additional information regarding this matter and it was suggested this issue should be raised with County Cllr Gower and Dr Therese Coffey, MP.

9917. Correspondence

Correspondence received since the last meeting had been tabled by the Clerk.

9918. Date of next Meeting

The next meeting of Kelsale-cum-Carlton Parish Council will be held on Wednesday 22<sup>nd</sup> October 2014 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 9:20pm

Signed: ..... Chairman      Date: .....

## Planning Appendix (24<sup>th</sup> September 2014)

- (a) **Planning Applications received since the last meeting:-**  
None received

- (b) **Planning decisions confirmed since last meeting:-**

**Planning Ref: DC/14/2432/FUL**

Location: Part Land of Alderlee, Main Rd, Kelsale-cum-Carlton

Proposal: Erection of a detached two storey dwelling with associated single storey garages and formation of a new vehicular access.

Two members of the Planning Group **Objected** to this application. 3 members had **No Objections** but concerns were raised regarding the remainder of the land being earmarked for affordable housing. This application has been **Granted** by SCDC (awaiting decision letter).

**Planning Ref: DC/14/2352/TPO**

Location: Sycamore Lodge 9 Church Close Kelsale Cum Carlton

Proposal: To fell 1 no Sycamore described as causing damage to drive.

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

**Planning Application: DC/14/1497/FUL**

Location: Land East of Warren Avenue, Church Hill, Saxmundham

Proposal: Demolition of redundant farm buildings and construction of 170 dwellings (including 56 affordable units) with associated car parking, open space, landscaping, new vehicular access and pedestrian links. The Planning Group **Objected** to this application. No decision has been made by SCDC, to date.

**Planning Application: DC/14/1728/CLE**

Location: Carlton Meres Country Park, Carlton Lane, Kelsale-cum-Carlton

Proposal: Application for lawful use for the (2 storey) mobile home on land at the existing mobile home park.

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

**Application No: DC/13/2961/OUT**

Address: Land adjacent Sports Ground, North Entrance, Saxmundham

Proposal: Outline application for up to 15 dwellings with all Matters Reserved other than Access. This Planning Group **Objected** to this application. Appeal in progress.

*Kelsale-cum-Carlton Parish Council*

Neutral Farm House, Mill Lane, Butley, Suffolk. IP12 3PA  
Tel: 01394 459400, E-mail: kelsaleparishclerk@gmail.com  
[www.kelsalecarltonpc.org.uk](http://www.kelsalecarltonpc.org.uk)

MINUTES OF THE PARISH COUNCIL MEETING HELD ON WEDNESDAY  
22ND OCTOBER 2014 IN KELSALE VILLAGE HALL, COMMITTEE ROOM AT 7:00PM

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

In attendance: Joanne Jones, Parish Clerk and County Cllr Michael Gower. There were 8 members of the public present.

**Welcome by the Chairman**

9919. Public Forum

The Chairman welcomed [REDACTED] and [REDACTED] to the meeting. [REDACTED] provided background information regarding the outline planning application recently submitted by himself for two dwellings on land North of Kelvin. He stated the proposed properties would be lived in by immediate family members. [REDACTED] also gave details regarding the proposed application and reported on SCDC's five year land supply and on the surveys carried out as well as providing information regarding trees on the site. He confirmed access would be via Rosemary Lane via Kelvin. The Chairman thanked [REDACTED] and [REDACTED] for the information provided. Members of the Planning Group asked various questions to which [REDACTED] provided details regarding the possible siting of the proposed properties. [REDACTED] confirmed the properties would both be 4 bedroomed. A member of the public raised concerns regarding the site being a haven for wildlife to which he gave details. He then summarised a document in which he had circulated to the Clerk and Planning Group giving details of the concerns he had regarding this application. [REDACTED] stated he felt the application would improve the biodiversity in the area. Another member of the public raised concerns regarding the siting of these properties and stated it was very crucial this was looked into due to flooding in the area close by to her property. The Chairman confirmed the Planning Group would submit their comments to SCDC in respect of this application in due course.

9920. Reports

**(a) Report by County Cllr Michael Gower**

County Cllr Gower reported there were still funds available within his Locality Budget. He confirmed he was due to attend a meeting regarding Care UK and advised the Better Broadband second procurement had been agreed by SCC but until BT had carried out their surveys it was not clear as to which areas would benefit. County Cllr Gower provided details regarding the Community Infrastructure Levy and confirmed this was going to replace the s.106 fund. He reported 15% of this fund would come to the Parish, but Parishes with Neighbourhood Plans would receive 25%. The Chairman thanked County Cllr Gower for his report.

**(b) Report by District Councillor Sir Peter Batho**

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

**(c) Report by District Councillor Marian Andrews**

District Cllr Andrews had sent her apologies. No written report had been submitted.

#### **(d) Police Report**

PCSO [REDACTED] gave the following report:-

Please find detailed below the 4 crimes recorded for Kelsale during September 2014. There have been no crimes for Carlton during this time:-.

#### **Kelsale**

Interference with Motor Vehicle x 2: These both occurred whilst at the Maui Wau Festival

Theft – Other x2: These both occurred whilst at the Maui Wau Festival.

PCSO [REDACTED] also gave details regarding the recorded crimes for October 2014, to date. She confirmed that Police Direct had been disbanded and Police Connect will take its place to which she provided details. PCSO [REDACTED] stated she would like to attend the future Parish Council meeting whereby the Community Speed Watch scheme is to be discussed.

The Chairman thanked PCSO [REDACTED] for her report and raised concerns regarding parking on the zigzag lines within Saxmundham High St. PCSO [REDACTED] confirmed parking is not allowed in this area and stated she had recently requested that both the High St Banks erect signs asking customers not to park on the zigzag lines. She also confirmed if the registration of the illegally parked cars is provided to Suffolk Constabulary then this could be followed up. The Chairman thanked PCSO [REDACTED] for her report.

PCSO 3070 [REDACTED], Saxmundham and Framlingham SNT, 01473 613500 or 101  
[Saxfram.snt@suffolk.pnn.police.uk](mailto:Saxfram.snt@suffolk.pnn.police.uk)

#### **The Chairman formally opened the meeting at 7:45pm**

##### **9921. Apologies**

Apologies were accepted from Cllrs Taylor, Major, Fordham, Hartley & Roberts.

##### **9922. Declarations of Interest**

There were none.

##### **a) To consider any dispensations**

None received.

##### **9923. To consider the Approval of the draft minutes of the Parish Council meeting held on Wednesday 24<sup>th</sup> September 2014**

The draft minutes of the Parish Council meeting held on Wednesday 24<sup>th</sup> September 2014 had been circulated to all Councillors prior to the meeting and subject to a minor amendment were Proposed for **Approval** by Cllr Denny, Seconded by Cllr Aird. **6 in Favour, 2 Abstentions.**

##### **9924. Parish Clerk's Report**

To confirm I have been contacted by the Environment Agency and they have advised prior to carrying out the clearing of the silt from the River Fromus an examination of the silt is required to be undertaken. A sample has been taken and I am expecting to hear back from the Environment Agency with the results of this examination within the next 2 weeks.

Due to the recent spells of fly tipping that have occurred within the Low Road Car Park I can confirm some notices have been placed on the recycling bins in an attempt to prevent future occurrences. [REDACTED] from SCS has informed me there are some hard backed acrylic signs that could be purchased from them and erected onto a post. The cost of these signs is £20.80 plus VAT.

### **Parish Clerks Report cont .....**

Further to the last meeting I have reported the damaged drain cover at the entrance to Beaumont Cottages to Suffolk County Highways but they have advised after visiting the site there appeared to be no damage to this drain.

Finally, I would like to ask permission to attend a training course regarding the new legislation on Filming and Reporting at meetings on Friday 21<sup>st</sup> November at the cost of £45.00 which can be split between four Councils.

#### **9925. Matters arising from the Parish Clerk's Report**

There were **No Objections** from the Parish Council for the Clerk to attend the above mentioned training course.

#### **9926. Matters Arising from the Parish Council meeting held on Wednesday 24<sup>th</sup> September 2014**

The Chairman asked if any further information was available regarding the ownership of the land outside the Village Hall. Cllr Ireland confirmed this land formed part of Manorial Waste. It was agreed this matter would be an agenda item at the January 2015 Parish Council meeting.

Cllr Revell confirmed the supplier who had provided broadband at Kelsale Primary School had now advised they would be unable to supply broadband for the Village Hall. He reported he had since spoken to BT in order to request some costings from them for these works but to date he had not received these and therefore he hoped to be able to provide a further update regarding this matter at the November Parish Council meeting.

#### **9927. Parish Council Matters**

##### **a) To carry out a review of the Standing Orders and Financial Regulations**

The Standing Orders had been circulated to all Councillors prior to the meeting. The Clerk provided further details and these were Proposed for **Approval** by Cllr Galloway, Seconded by Cllr Revell.

**All in Favour.**

The Financial Regulations had been circulated to all Councillors prior to the meeting. The Clerk provided further details and these were Proposed for **Approval** by Cllr Garratt, Seconded by Cllr Aird. **All in Favour.**

##### **b) Repairs to the Bus Shelter – To approve costings**

Cllr Revell provided further details regarding this matter and it was agreed as the proposed £400.00 for carrying out maintenance to the benches had not yet been spent that this money would now be allocated for the repairs to the bus shelter. **Approval** was Proposed by Cllr Revell, Seconded by Cllr Parry. **All in Favour.** It was also agreed the maintenance to the benches would be readdressed in Spring 2015.

##### **c) Proposal that going forward the Parish Council will agree the following:-**

1. The Parish Council will continue to pay Village Hall hire fees
2. The Parish Council will pay half the Village Hall insurance costs annually
3. The Parish Council will only make other donations to the Village Hall if these are requested for defined projects

The Chairman provided further details regarding this proposal. Following a brief discussion it was agreed the Parish Council would contribute up to a limit of £1000.00 towards the Village Hall Insurance Renewal, continue to pay hire fees and make other donations if these are requested for defined projects. **7 in Favour, 1 Abstention.**

#### **9928. Planning Matters**

(See Planning Appendix). Details of planning applications received since the last meeting and decisions made by SCDC were provided.

8.1. Planning Ref: DC/14/2744 (Outline Planning Permission)

Location: Part Land North of Kelvin, Rosemary Lane, Kelsale-cum-Carlton

Proposal: Outline planning permission for two dwellings

██████████ in attendance. This matter was considered under Public Forum.

### Planning Matters cont...

Cllr Parry confirmed that [REDACTED] had confirmed **Approval** for planning application DC/14/3124/TPO – Removal of Ash Tree on Kelsale Recreation Ground. He reported that Conservation Works were due to start working on this tree within the next few days.

### 9929. Financial Matters

#### **(a) Financial Statement since last meeting**

##### **Income/Receipts**

Bank Interest	£ 1.62
SCDC - 2 <sup>nd</sup> Half of Precept and Grant	£10,272.72

##### **Expenditure: (Direct Debits/Standing Orders)**

EON Energy (Street Lighting)	£ 49.91
------------------------------	---------

##### **Bank Balances:**

Current Account as at 30 <sup>th</sup> September 2014	<b>£19,720.64</b>
Business Saver Account as at 30 <sup>th</sup> September 2014	<b>£12,035.88</b>

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

Jo Jones Salary & Expenses	£ 558.72
[REDACTED] Wages (Litter Collector)	£ 60.00
HMRC (Jo Jones)	£ 57.20
Bonfire Float	£ 500.00
[REDACTED] (Website Renewal Fee)	£ 77.62
SLCC (Annual Subscription)	£ 116.00
Cllr Nick Denny (Bonfire Expenses)	£ 274.92
Cllr Nick Denny (Bonfire Expenses – Glow Sticks)	£ 84.58
Royal British Legion (Wreath for Remembrance Sunday)	£ 25.00
Cllr Doug Ireland (Mower Fuel Expenses – Grass Cutting)	£ 6.50
J. T. Pegg & Sons (Repairs to Gazebo)	£ 65.00
Kelsale Village Hall (Hire)	£ 30.00
Cllr Edwina Galloway (Sweets for Primary School–Guy Making)	£ 16.00
<b>TOTAL</b>	<b>£ 1871.54</b>

**Approval** for the above payments was Proposed by Cllr Aird, Seconded by Cllr Parry. **5 in Favour, 3 Abstentions.**

### 9930. To receive an update from the Village Centre Enhancement Working Group

The Chairman confirmed the group had held their 3<sup>rd</sup> meeting on Monday 20<sup>th</sup> October 2014 to which he provided details and confirmed it had been agreed if cycle racks were installed they would be sited at the South of the car park. The Chairman confirmed it had been agreed the bottle banks would not be moved. Cllr Revell gave details regarding the proposed resurfacing and confirmed costings had now been obtained to replace the fencing, remove the trees and plant a replacement tree scheme for the cost of around £2000.00. Cllr Aird asked for clarification regarding the terms of the lease for the Car Park and raised concerns that if it was taken away from the Parish Council after they had spent a significant amount of money then this money would have been wasted.

### 9931. To receive a report from Power4KcC

Nothing to report.

### 9932. To receive an update from the Bonfire Event Working Group

The Clerk reported in Cllr Fordham's absence on matters regarding advertising the event. Cllrs Denny and Garratt provided an update for the event and urged Councillors to help on the day.

9933. To Receive Reports from Portfolio Holders and Liaison Representatives

Street Lighting

Cllr Galloway advised she had been informed that the work to the street lighting would be carried out within the next few weeks.

Environment, Heritage & Access

Cllr Parry confirmed the works to the area on the Recreation Ground would need to be carried out in conjunction with the clearing of the silt from the River Fromus. It was agreed Jo Jones would confirm details of the results of the recent examination of silt to Cllr Parry, once received.

Recreation Ground

Cllr Ireland confirmed he had completed the grass cutting on the Recreation Ground including the play area. On behalf of the Council the Chairman thanked Cllr Ireland for all his hard work.

New Oasis

In Cllr Fordham's absence the Clerk confirmed the deadline for articles was 21<sup>st</sup> November 2014 and the theme was Christmas.

9934. Any Other Matters Arising

Cllr Aird provided details regarding the forthcoming Remembrance Service.

Cllr Ireland asked if the trees in the car park were going to be cut back. Cllr Parry confirmed SCDC had not yet looked into this matter.

It was suggested a defibrillator could be installed outside the Village Hall. The Clerk confirmed BT were asking Parish Councils in SCDC if they wanted to adopt their telephone box. She advised she had been informed that some Councils were having defibrillators installed within these. The Clerk confirmed she would contact SCDC regarding this matter.

9935. Correspondence

Correspondence received since the last meeting had been tabled by the Clerk.

Community Infrastructure Levy – Draft Charging Schedule – Public Consultation – No action required.

9936. Date of next Meeting

The next meeting of Kelsale-cum-Carlton Parish Council will be held on Wednesday 26<sup>th</sup> November 2014 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 9:18pm

Signed: ..... Chairman      Date: .....

## **Planning Appendix (since 24<sup>th</sup> September 2014)**

### **(a) Planning Applications received since the last meeting:-**

#### **Planning Ref: DC/14/2744 (Outline Planning Permission)**

Location: Part Land North of Kelvin, Rosemary Lane, Kelsale-cum-Carlton

Proposal: Outline planning permission for two dwellings

This application is currently being circulated amongst the Planning Group.

#### **Planning Ref: DC/14/3124/TPO**

Location: Playing Field, Church Lane, Kelsale-cum-Carlton

Proposal: To fell Mature Ash Tree which has recently shed a large limb and is suffering advanced decay fungus. The Planning Group had **No Objections** to this application. No decision has been made by SCDC, to date.

#### **Planning Ref: DC/14/2876/FUL**

Location: Land West Of Moat Farm, Rendham Road, Kelsale-cum-Carlton

Proposal: Proposed livestock building and widening of existing access

The Planning Group were in support of this application, subject to conditions regarding access, orientation of the barn and waste disposal. No decision has been made by SCDC, to date.

#### **Planning Ref: DC/14/2835/VOC**

Location: Nobell, Low Road, Kelsale Cum Carlton

Proposal: Application to vary Condition 2 of planning consent C13/0563 to allow the substitution of drawings to reflect some amendments to the approved dwellings

All 5 members of the Planning Group felt it unacceptable that the developer had the need to submit this further application and stated that when submitting their original application they should have assured these plans were clear, accurate and unconfused. One member did state she felt there should be a penalty against the application being made.

3 out of 5 members had **No Objections** and felt the dwellings should be left as they are, however, 2 members did **Not Support** this application. No decision has been made by SCDC, to date.

### **(b) Planning decisions confirmed since last meeting:-**

#### **Planning Ref: DC/14/2432/FUL**

Location: Part Land of Alderlee, Main Rd, Kelsale-cum-Carlton

Proposal: Erection of a detached two storey dwelling with associated single storey garages and formation of a new vehicular access.

Two members of the Planning Group **Objected** to this application. 3 members had **No Objections** but concerns were raised regarding the remainder of the land being earmarked for affordable housing. This application has been **Granted** by SCDC (awaiting decision letter).

#### **Planning Application: DC/14/1497/FUL**

Location: Land East of Warren Avenue, Church Hill, Saxmundham

Proposal: Demolition of redundant farm buildings and construction of 170 dwellings (including 56 affordable units) with associated car parking, open space, landscaping, new vehicular access and pedestrian links. The Planning Group **Objected** to this application. No decision has been made by SCDC, to date.

#### **Planning Application: DC/14/1728/CLE**

Location: Carlton Meres Country Park, Carlton Lane, Kelsale-cum-Carlton

Proposal: Application for lawful use for the (2 storey) mobile home on land at the existing mobile home park.

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

#### **Application No: DC/13/2961/OUT**

Address: Land adjacent Sports Ground, North Entrance, Saxmundham

Proposal: Outline application for up to 15 dwellings with all Matters Reserved other than Access. This Planning Group **Objected** to this application. Appeal in progress.



*Kelsale-cum-Carlton Parish Council*

Neutral Farm House, Mill Lane, Butley, Suffolk. IP12 3PA  
Tel: 01394 459400, E-mail: kelsaleparishclerk@gmail.com  
[www.kelsalecarltonpc.org.uk](http://www.kelsalecarltonpc.org.uk)

MINUTES OF THE PARISH COUNCIL MEETING HELD ON WEDNESDAY  
26TH NOVEMBER 2014 IN KELSALE VILLAGE HALL, COMMITTEE ROOM AT 7:00PM

Present:	Cllr Jeni Aird	Cllr Nick Denny
	Cllr Geoff Fordham	Cllr Edwina Galloway
	Cllr Pam Garratt	Cllr Paul Hartley
	Cllr Doug Ireland	Cllr Susan Major
	Cllr Carolyn Taylor	Cllr Tim Roberts

In attendance: Joanne Jones, Parish Clerk and District Cllrs Batho and Andrews. There were two members of the public present.

In the absent of the Chairman and Vice Chairman it was **Unanimously Agreed** that Cllr Fordham would chair this meeting.

**Welcome by Cllr Fordham**

9937. Public Forum

A member of the public raised concerns regarding the overgrown hedge on Main Road between the bus shelter and the Old Police House. Cllr Hartley stated the cutting of this hedge was the responsibility of Flagship Housing. It was agreed the Clerk would write to Flagship Housing in order to request they carry out this work out and failing that it was agreed the Parish Council would arrange for the hedge to be cut and then send Flagship the bill.

9938. Reports

**(a) Report by County Cllr Michael Gower**

County Cllr Gower had sent his apologies. No written report had been received.

**(b) Report by District Councillor Sir Peter Batho**

District Cllr Batho reported the works to the traffic lights at the Tesco's junction in Saxmundham had now been completed. Cllr Fordham thanked District Cllr Batho for his report.

**(c) Report by District Councillor Marian Andrews**

District Cllr Andrews had nothing to report.

**(d) Police Report**

The Clerk read the following report:-

Please find detailed below the 2 crimes recorded for Kelsale during October 2014. There have been no crimes for Carlton during this time:-.

**Kelsale**

Criminal Damage – Other: Roof of a rural hide in field damaged. **To be finalised.**

Message/letter/email - Indecent etc: Over a 3-week period female received indecent call.

**Enquiries ongoing.**

At the recent SNT Tasking and Priority Setting Meeting held at Saxmundham Market Hall on Wednesday 8<sup>th</sup> October 2014 the Priorities were revised as follows:

Priority 1: Combating criminal damage on Pageant Field, Framlingham.

Priority 2: Targeting speeding vehicles on the B1119 Main Road, Saxtead.

### **Police Report cont...**

As of October 2014 Police Connect is the new name for Police Direct, the Police messaging service. This will now incorporate Norfolk and Suffolk areas and operates in exactly the same way as before. Users of the old Police Direct service will shortly be contacted and be asked to re-register to the new system. If you know of anyone who might be interested in taking up this free information service they can register online at: [suffolk.police.uk/policeconnect](http://suffolk.police.uk/policeconnect) or [norfolk.police.uk/policeconnect](http://norfolk.police.uk/policeconnect) depending on your area. PCSO 3070 [REDACTED], Saxmundham and Framlingham SNT, 01473 613500 or 101 [Saxfram.snt@suffolk.pnn.police.uk](mailto:Saxfram.snt@suffolk.pnn.police.uk)

### **Cllr Fordham formally opened the meeting at 7:05pm**

#### 9939. Apologies

Apologies were accepted from Cllrs Dickerson (Chairman), Revell (Vice Chairman) and Parry.

#### 9940. Declarations of Interest

There were none.

#### **a) To consider any dispensations**

None received.

#### 9941. To consider the Approval of the draft minutes of the Parish Council meeting held on Wednesday 22<sup>nd</sup> October 2014

The draft minutes of the Parish Council meeting held on Wednesday 22<sup>nd</sup> October 2014 had been circulated to all Councillors prior to the meeting and subject to a minor amendment were Proposed for **Approval** by Cllr Aird, Seconded by Cllr Galloway. **6 in Favour, 4 Abstentions.**

#### 9942. Parish Clerk's Report

To report the Environment Agency have now confirmed there were no hazardous materials found in the recent examination of the silt from the River Fromus. I can confirm the materials will be neatly placed within the recently cleared area. As soon as I receive a date as to when this work will be carried out I will let you know.

Unfortunately due to a teacher training day held on Friday 21<sup>st</sup> November 2014 I was unable to attend the training course on filming at meetings but will aim to attend the course in the future.

I have received an e-mail from [REDACTED], Kelsale Village Hall Management Committee thanking the Parish Council for the decision made at the October 2014 Parish Council meeting to contribute paying half towards their annual insurance premium.

#### 9943. Matters arising from the Parish Clerk's Report

There were none.

#### 9944. Matters Arising from the Parish Council meeting held on Wednesday 22<sup>nd</sup> October 2014

There were none.

#### 9945. Parish Council Matters

#### **(a) Highways matters within the Parish – [REDACTED], Suffolk County Highways in attendance**

Cllr Fordham *closed the meeting* and welcomed [REDACTED], SCC to the meeting. The Clerk had forwarded a list of concerns that required clarification to which [REDACTED] provided the relevant answers/clarification. He also reported the way to report problems was as follows:- [www.suffolk.gov.uk](http://www.suffolk.gov.uk) or 0345 606 6171.

There was a discussion whereby the following matters were raised:-

**Road conditions in general and winter** – [REDACTED] referred the Parish Council to read the SCC Operational Management Plan. Concerns were raised regarding the condition of the road at Lowes Hill. It was agreed the Clerk would provide exact details regarding this stretch of road to [REDACTED]. Cllr Aird raised concerns regarding pot holes on narrow roads within the Parish and stated she felt these were proving to be very hazardous to cyclists as when cars are passing it is unsafe for cyclists to pull over if the edge of the road is in a distressed state. [REDACTED] advised whilst he sympathized where cyclists were concerned some locations have a solid white line about a metre from the kerb line and this area is a dedicated cycle lane. He stated some places also have a dashed line and this is an advisory cycle lane and in other places especially on rural roads there is no requirement for provision for cyclists and therefore cyclists must cycle at their own risk. [REDACTED] gave details regarding SCC's budget and reported that all roads were inspected twice yearly.

**Road Signs – Mould and mud unreadable** – [REDACTED] confirmed there were limitations on what SCC could do as there was no budget for this work to be carried out. He suggested a Working Group could be formed as the signs would then be cleaned much sooner. It was agreed the Clerk would provide [REDACTED] with a list of the signs which required attention along with a list of the pot holes that still needed filling in order for him to see if this work could be carried out. [REDACTED] confirmed he would send a list of all roads within the Parish and their categories to the Clerk. He reported that road signs and footpath signs were the responsibility of SCC – [REDACTED] Public Rights of Way 01728 652400.

**Drainage and Gully** – [REDACTED] confirmed every gully gets cleaned once every 9 months. It was agreed the Clerk would send [REDACTED] a list of any gulleys that required cleaning. [REDACTED] reported that footpaths were inspected on a regular basis and advised that skirting works had recently been carried out in Kelsale. It was agreed the Clerk would send a list of any overgrown footpaths to [REDACTED].

**Sweeping of Roads** – [REDACTED] confirmed SCC did not sweep the roads.

**Condition of Tiggins Lane** – [REDACTED] confirmed the silt and growth currently run along the centre line and therefore this was not seen as a hazard to road users and advised SCC would not be taking any action.

**Wettest Winter Ever and Roads** – [REDACTED] confirmed there were a huge amount of flooding problems being reported to them daily to which he provided details. The Clerk raised concerns regarding persistent flooding on Rendham Rd, Carlton. [REDACTED] stated he would be happy to attend a site visit to which it was agreed Cllr Paul Hartley would attend.

**Other Matters** – It was agreed Mr Clench would meet with Cllr Taylor in order to discuss the possibility of installing a pedestrian crossing outside Kelsale Primary School. There was a brief discussion regarding private signage and Mr Clench confirmed landowners were allowed to erect signs on their own property up to 5sqm but anything over that size then planning permission would be required.

Cllr Fordham thanked [REDACTED] for his time and comments and *reconvened the meeting*.

**(b) To consider adopting the BT Payphone sited opposite Kelsale Village Hall and the possible siting of a defibrillator**

The Clerk reported further to the last meeting whereby this matter had been discussed she had looked into whether the BT Payphone would be eligible for adoption. She confirmed BT would be willing for the Parish Council to adopt this kiosk but the decision needed to be made by SCDC to which she gave details. Cllr Galloway had also carried out some research regarding this matter and provided details and costings of possibly replacing the current telephone box with a red one in order to site a defibrillator inside.

**To consider adopting the BT Payphone sited opposite Kelsale Village Hall and the possible siting of a defibrillator cont.....**

There was a brief discussion regarding possibly siting a defibrillator within the village to which some concerns were raised. It was suggested also that a First Responder group could be formed within the village. Cllr Galloway confirmed the East of England Co-op had been supplying defibrillators for free but unfortunately there were no more available this year. She advised she had given the Parish Council details to the Co-op in order to be put on their waiting list for a free defibrillator. It was agreed in the meantime the Clerk would apply to BT in order to look into the Parish Council adopting the BT Payphone sited opposite Kelsale Village Hall.

**9946. Planning Matters**

(See Planning Appendix). Details of planning applications received since the last meeting and decisions made by SCDC were provided.

The Clerk and members of the Planning Group raised concerns to District Cllr Andrews regarding the recent Approval by SCDC for the application for the land at Kelvin. The Clerk stated it was felt this application should have been Refused as the site was outside the village envelope. Concerns were also raised regarding the time-scales for this application. District Cllr Andrews provided details regarding this application and confirmed both herself and County Cllr Michael Gower had Objected. Cllr Hartley felt a letter of complaint should be written to SCDC regarding this application.

Cllr Hartley raised concerns regarding the Carlton Meres Planning Application for the two storey mobile home and suggested the Clerk should write to SCDC regarding this matter.

**9947. Financial Matters**

**(a) Financial Statement since last meeting**

**Income/Receipts**

Bonfire Event	£ 4,799.66
Sale of Wood from Ash Tree on Recreation Ground	£ 170.00

**Expenditure: (Direct Debits/Standing Orders)**

EON Energy (Street Lighting)	£ 51.57
------------------------------	---------

**Bank Balances:**

Current Account as at 31 <sup>st</sup> October 2014	<b>£16,946.43</b>
Business Saver Account as at 31 <sup>st</sup> October 2014	<b>£12,035.88</b>

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

Jo Jones Salary & Expenses	£ 566.78
██████ wages (Litter Collector)	£ 75.00
HMRC (Jo Jones)	£ 57.20
White & Partners Ltd (Bonfire Event Expenses)	£ 400.00
██████ (Bonfire Event Expenses)	£ 185.38
Conservation Works (Removal of Ash Tree – Recreation Ground)	£ 1,152.00
Sizewell Parishes Liaison Group (Annual Subscription)	£ 30.00
Essex Pyrotechnics Ltd (Fireworks)	£ 1,050.00
Cllr Geoff Fordham (TENS Notice – Bonfire Event)	£ 21.00
Cllr Pam Garratt (Bonfire Expenditure)	£ 27.17
<b>TOTAL</b>	<b>£ 3,564.53</b>

**Approval** for the above payments was Proposed by Cllr Roberts, Seconded by Cllr Galloway. **8 in Favour, 2 Abstentions.**

**(c) To consider a funding request from Kelsale Village Hall Management Committee**

Cllr Fordham *closed the meeting* to allow [REDACTED], Chairman KVHMC to provide further details regarding this matter. [REDACTED] provided further information regarding the works needed to be carried out to the soffit and confirmed the cost of the works would be £1,177.00. He asked for a contribution of £1000 from the Parish Council and provided details regarding KVHMC's accounts and stated that going forward additional works to the Village Hall would be required. Cllr Aird asked if the area around the damaged soffit was safe to which [REDACTED] advised works to repair the soffit needed to be carried out as soon as possible. Cllr Fordham gave details of the funds available from the Bonfire Event and suggested this matter should be noted and considered when allocating these funds. Cllr Roberts suggested the Parish Council could contact County Cllr Gower in order to ask if he could contribute towards this work from his Locality/Quality of Life Budget. Cllr Fordham thanked [REDACTED] for his comments and *reconvened the meeting*.

**(d) To consider the draft 2015/16 Budget**

The 2015/16 draft budget had been circulated to all Councillors. There was a brief discussion regarding this matter and the Clerk provided details regarding the new service being offered by [REDACTED] (former SALC DCO). It was agreed the draft 2015/16 budget and precept would be considered and Approved at the December Parish Council meeting.

9948. To receive an update from the Bonfire Event Working Group

Cllr Denny provided an update and gave details of the income and expenditure as a result of the event. He suggested next year £1300.00 should be spent on fireworks. It was agreed an advertisement would be put in the next edition of the New Oasis asking for applications from village organisations to apply for funding from the funds raised at this event. Cllr Denny gave a vote of thanks to all those that helped on the day. Cllr Hartley raised concerns regarding a local contractor off loading plywood onto the bonfire. Concerns were raised that Heritage Housing were also dumping large quantities onto the bonfire.

9949. To Receive Reports from Portfolio Holders and Liaison Representatives

**Grit Bins**

Cllr Denny asked the Clerk to request these were all filled.

**Village Hall Management Committee**

Cllr Garratt confirmed an Art Show was being held on Saturday 29<sup>th</sup> and Sunday 30<sup>th</sup> November 2014.

**Environment, Heritage and Access**

Cllr Major reported the remaining wood sited on the Recreation Ground as a result of the fallen ash tree was currently cut into very large lumps. She suggested this needed to be cut up in order for this to be sold. It was agreed an advertisement should be put into the New Oasis regarding the sale of this wood.

**Street Lighting**

Cllr Galloway reported progress was being made regarding SCC taking on the street lighting and for the erection of the new light at the Low Rd Car Park.

**Emergency Officer**

Cllr Roberts suggested an advertisement asking for volunteers for the formation of a First Responders Group could be included within a future edition of the New Oasis.

**Kelsale Welfare Trust**

Cllr Aird provided details of recent donations given.

**Benhall to Kelsale Proposed Cycle Path**

Cllr Taylor confirmed a final plan for the scheme had now been completed.

9950. Any Other Matters Arising

Cllr Galloway advised that a local resident had kindly offered to fund a new bench to be sited within the village. The Clerk confirmed in Cllr Revells absence that he had informed her he had some ideas on its suitable siting and had asked if this matter could be considered at the December Parish Council meeting.

There was a brief discussion regarding the siting of the Xmas Tree. The Clerk confirmed she had liaised with [REDACTED] and it was agreed this would hopefully be sited by Saturday 6<sup>th</sup> December 2014. It was suggested that carols could be sung when the lights were switched on and this would commence at 6:00pm on Saturday 6<sup>th</sup> December 2014.

9951. Correspondence

Correspondence received since the last meeting had been tabled by the Clerk.

9952. Date of next Meeting

The next meeting of Kelsale-cum-Carlton Parish Council will be held on Wednesday 17<sup>th</sup> December 2014 at 7:00pm in Kelsale Village Hall, Committee Room.

There being no further discussion Cllr Fordham thanked the Parish Council for their attendance and formally closed the meeting at 8:50pm

Signed: ..... Chairman      Date: .....

## Planning Appendix since 22<sup>nd</sup> October 2014

### (a) Planning Applications received since the last meeting:-

None received

### (b) Planning decisions confirmed since last meeting:-

#### Planning Ref: DC/14/2744 (Outline Planning Permission)

Location: Part Land North of Kelvin, Rosemary Lane, Kelsale-cum-Carlton

Proposal: Outline planning permission for two dwellings

The Planning Group Objected to this application. This application has been **Granted** by SCDC with 8 Conditions.

#### Planning Ref: DC/14/3124/TPO

Location: Playing Field Church Lane Kelsale Cum Carlton Suffolk IP17 2NX

Proposal: To fell Mature Ash Tree which has recently shed a large limb and is suffering advanced decay fungus.

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

#### Planning Ref: DC/14/2876/FUL

Location: Land West Of Moat Farm, Rendham Road, Kelsale Cum Carlton

Proposal: Proposed livestock building and widening of existing access

The Planning Group were in support of this application, subject to conditions regarding access, orientation of the barn and waste disposal. This application has been **Refused** by SCDC.

#### Planning Ref: DC/14/2835/VOC

Location: Nobell, Low Road, Kelsale Cum Carlton

Proposal: Application to vary Condition 2 of planning consent C13/0563 to allow the substitution of drawings to reflect some amendments to the approved dwellings

All 5 members of the Planning Group felt it unacceptable that the developer had the need to submit this further application and stated that when submitting their original application they should have assured these plans were clear, accurate and unconfused. One member did state she felt there should be a penalty against the application being made.

3 out of 5 members had **No Objections** and felt the dwellings should be left as they are, however, 2 members did **Not Support** this application. This application has been **Granted** by SCDC with 2 Conditions.

#### Planning Application: DC/14/1497/FUL

Location: Land East of Warren Avenue, Church Hill, Saxmundham

Proposal: Demolition of redundant farm buildings and construction of 170 dwellings (including 56 affordable units) with associated car parking, open space, landscaping, new vehicular access and pedestrian links. The Planning Group **Objected** to this application. No decision has been made by SCDC, to date.

#### Planning Application: DC/14/1728/CLE

Location: Carlton Meres Country Park, Carlton Lane, Kelsale-cum-Carlton

Proposal: Application for lawful use for the (2 storey) mobile home on land at the existing mobile home park.

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

#### Application No: DC/13/2961/OUT

Address: Land adjacent Sports Ground, North Entrance, Saxmundham

Proposal: Outline application for up to 15 dwellings with all Matters Reserved other than Access. This Planning Group **Objected** to this application. Appeal in progress.

***Kelsale-cum-Carlton Parish Council***

Neutral Farm House, Mill Lane, Butley, Suffolk. IP12 3PA  
Tel: 01394 459400, E-mail: [kelsaleparishclerk@gmail.com](mailto:kelsaleparishclerk@gmail.com)  
[www.kelsalecarltonpc.org.uk](http://www.kelsalecarltonpc.org.uk)

MINUTES OF THE PARISH COUNCIL MEETING HELD ON WEDNESDAY  
17TH DECEMBER 2014 IN KELSALE VILLAGE HALL, COMMITTEE ROOM AT 7:00PM

Present:	Cllr Keith Dickerson (Chairman)	Cllr Alan Revell (Vice Chairman)
	Cllr Jeni Aird	Cllr Geoff Fordham
	Cllr Edwina Galloway	Cllr Pam Garratt
	Cllr Susan Major	Cllr Paul Parry
	Cllr Carolyn Taylor	Cllr Tim Roberts

In attendance: Joanne Jones, Parish Clerk. Suffolk County Cllr Michael Gower and District Cllrs Batho and Andrews. There were no members of the public present.

**Welcome by the Chairman**

9953. Public Forum

There were no members of the public present.

9954. Reports

**(a) Report by County Cllr Michael Gower**

County Cllr Gower reported on a recent meeting he had attended regarding Better Broadband within Suffolk. He provided details on energy being created from waste within the County and confirmed that Stage 2 of the Sizewell C Consultation had now been delayed until after the May 2015 Elections. Finally, County Cllr Gower reported 9 new gritters had been purchased by SCC. The Chairman thanked County Cllr Gower for his report.

**(b) Report by District Councillor Sir Peter Batho**

District Cllr Batho gave details regarding the changes to the refuse collections during the festive period. He reported the Carlton Rd, Saxmundham street cabinet had now been updated and therefore Parishioners can now receive super fast broadband. The Chairman thanked District Cllr Batho for his report and stated he was pleased to note that Tetra packs could now be included within the refuse collections.

**(c) Report by District Councillor Marian Andrews**

District Cllr Andrews reported on the recent government decision to replace s.106 funds with Community Infrastructure Levy (CIL) to which she gave details.

**(d) Police Report**

The Clerk read the following report:-

Please find detailed below the 1 crime recorded for Kelsale and the 1 crime recorded for Carlton during November 2014:-

**Kelsale**

Theft – Other: From a Low Rd address three large heathers stolen. **Finalised.**

**Carlton**

Burglary – Other Building: Property taken from insecure shed on local caravan park. **Enquiries ongoing.**

PCSO 3070 [REDACTED], Saxmundham and Framlingham SNT, 01473 613500 or 101  
[Saxfram.snt@suffolk.pnn.police.uk](mailto:Saxfram.snt@suffolk.pnn.police.uk)



**The Chairman formally opened the meeting at 7:16pm**

9955. Apologies

Apologies were accepted from Cllrs Denny, Hartley and Ireland.

9956. Declarations of Interest

Cllr Major declared a Non-Pecuniary interest in agenda item 7 (d) – Matters relating to Kelsale Recreation Ground

**a) To consider any dispensations**

None received.

9957. To consider the Approval of the draft minutes of the Parish Council meeting held on Wednesday 26<sup>th</sup> November 2014

The draft minutes of the Parish Council meeting held on Wednesday 26<sup>th</sup> November 2014 had been circulated to all Councillors prior to the meeting and were Proposed for **Approval** by Cllr Aird, Seconded by Cllr Garratt. **7 in Favour, 3 Abstentions.**

9958. Parish Clerk's Report

To advise I have received the revised National Salary Scales from SALC. The spinal column points will rise with effect from January 2015. Therefore spinal column point 22 has risen from £10.30 to £10.53 per hour. NALC decided instead of back dating this pay rise until April 2014 there would be a one off payment of £100 given, this is paid pro-rotta to part time clerks and I can confirm included in my December pay is an amount of £35.10 in respect of this one-off payment.

I can confirm I have e-mailed Flagship Housing regarding the overgrown hedge on Main Rd by the Old Police House but to date have not received a response.

I have also applied to BT in order to make enquires regarding the Parish Council adopting the payphone kiosk opposite the Village Hall. The final decision will be made by SCDC.

9959. Matters arising from the Parish Clerk's Report

Cllr Aird asked the Clerk if she had made enquires regarding how often the payphone was used. The Clerk reported these details would be confirmed once the response from SCDC had been received. Cllr Galloway confirmed she was also carrying out research regarding the phone box and possible siting of a defibrillator.

9960. Matters Arising from the Parish Council meeting held on Wednesday 26<sup>th</sup> November 2014

Cllr Revell raised concerns regarding the damaged road sign at the bottom of Carlton Rd. It was agreed the Clerk would chase this matter up with Suffolk County Highways. Cllr Roberts reported on the works that had recently been carried out at the bottom of Bridge St/Corner of Butchers Lane. Cllr Garratt stated she felt a defibrillator could be sited outside the Village Hall. Cllr Galloway advised as a phone line was needed the payphone kiosk seemed the most suitable place for this to be sited. It was agreed if SCDC did not agree for the Parish Council to adopt the kiosk then siting a defibrillator at the Village Hall could be looked into. In Cllr Hartley's absence the Clerk reported he had not yet met with [REDACTED] regarding flooding on Rendham Rd.

9961. Parish Council Matters

**(a) Siting of donated bench – To consider location**

Cllr Revell reported it had been suggested the donated bench should be sited somewhere near the Industrial Site between Kelsale and Saxmundham. He gave details of some suggested sites and confirmed he felt the best site for this would be on the grassed area in front of the Tenza building on Carlton Rd Industrial Estate to which he gave details. Cllr Revell confirmed once permission from the landowner had been granted he would liaise with Cllr Galloway regarding this matter. There was a brief discussion and it was felt as the proposed cycle path scheme could run alongside this footpath this should be taken into consideration when siting the donated bench.

**Siting of donated bench – To consider location cont....**

**Approval** subject to permission being granted for the donated bench to be sited in the location as suggested by Cllr Revell was Proposed by Cllr Revell, Seconded by Cllr Galloway. **All in Favour.** It was agreed the Clerk would send a letter of thanks to the local resident who had kindly donated this bench.

**(b) To consider and approve the dates of the 2015 Parish Council meetings**

These had been circulated to all Councillors. The Chairman asked if the suggested date for the Annual Parish Meeting could be changed to Wednesday 17<sup>th</sup> June 2015. There were **No Objections** to this request. Cllr Aird stated she felt there should not be a Parish Council meeting held in August. There were several objections to this request. It was also agreed the 2015 Bonfire Event would be held on Saturday 7<sup>th</sup> November 2015. **Approval** for the dates of the 2015 meetings, subject to the amended date for the APM was Proposed Cllr Roberts, Seconded by Cllr Galloway. **All in Favour.**

**(c) To consider matters relating to Kelsale Village Hall Management Committee**

The Clerk gave details regarding an e-mail received from Cllr Galloway regarding the deeds to the Village Hall. She reported she had been advised these deeds were held at Argent's Solicitors in their Strong Room but during recent investigations it had come to light that the deeds had been signed out of Argent Strong Room in July 2007 by the former Clerk [REDACTED] along with all other Parish Council deeds. The Clerk confirmed she did not have any original deeds in her possession and reported that Cllr Galloway had also carried out an investigation regarding if the land is registered with the Land Registry and it appears the land at the Village Hall including the land outside the Committee Room was currently unregistered. There was a brief discussion and it was agreed the Clerk would contact [REDACTED] in order to ask for clarification regarding the removal and location of these deeds. It was agreed this matter would be an agenda item at the January 2015 Parish Council meeting.

Cllr Major reported Kelsale Village Hall Management Committee (KVHMC) were experiencing severe problems and were currently under an enormous amount of strain. She confirmed [REDACTED] had kindly drafted some recommendations to which she reported she would look over in order to compile a report to be circulated and considered by the Parish Council at the January Parish Council meeting. Cllr Fordham stated he felt as the Village Hall and Recreation Ground were the most important resources within the village that the Parish Council must show support at this crucial time. He recommended the Parish Council should have two appointed representatives on the Committee and urged Councillors to consider standing and also to consider who may be a suitable candidate for the role of Chairman following the recent resignation of [REDACTED]. Cllr Garratt stated it had been suggested the Management Committee could be split into two categories being Management and Events and Fund-raising. She also suggested support was needed for KVHMC's AGM due to be held in March 2015. It was agreed Cllr Major would circulate a report prior to the January 2015 Parish Council meeting in order for this to be considered as an agenda item.

Finally, Cllr Major reported a meeting was due to be held with SCC regarding the possible installation of Super Fast Broadband in the Village Hall on 6<sup>th</sup> January 2015 to which she gave details and urged Parish Councillors to attend.

**(d) To consider matters relating to Kelsale Recreation Ground**

Cllr Galloway reported correspondence had been received from a local resident asking permission to hold an event on Kelsale Recreation Ground. She confirmed she had asked the Clerk as to what was permitted to be exercised/held on the Recreation Ground and also for clarification regarding the Kelsale Recreation Ground Charity. Further to a brief discussion it was suggested the Clerk should look into this matter further and contact the Charity Commission in order to obtain the appropriate advice regarding this Charity.

There was a brief discussion regarding the recent request received from a local resident to hold an event similar to the Woodbridge Xmas Fair (but not necessarily to be held at Xmas) on Kelsale Recreation Ground. There were **No Objections** to this request in principle, subject to a proposal for the event being received and **Approval** was Proposed by Cllr Roberts, Seconded by Cllr Fordham. **All in Favour.** It was agreed Cllr Galloway would liaise with the local resident regarding this request.

**(e) Carols around the Xmas Tree – To consider holding an Annual Event**

Following a brief discussion it was agreed this would be an Annual Event going forward and advertisement would take place prior to the event. It was also agreed the event would be held on the first Friday in December at 6:00pm and this matter would be an agenda item at the October 2015 Parish Council meeting. **Unanimously Agreed.** Cllr Aird offered a vote of thanks to Cllr Paul Hartley for organising and erecting the Xmas Tree in December 2014.

9962. Planning Matters

(See Planning Appendix). Details of planning applications received since the last meeting and decisions made by SCDC were provided.

In Cllr Hartley's absence the Clerk reported she had received an e-mail from him raising concerns regarding caravans being stored in a corner of a field at Mill Farm Caravan Park. She stated he felt that ball units were to be removed during the Winter months in accordance with their licence. It was agreed the Clerk would contact SCDC regarding this matter.

9963. Financial Matters

**(a) Financial Statement since last meeting**

**Income/Receipts**

Bonfire Event	£ 4,799.66
Sale of Wood from Ash Tree on Recreation Ground	£ 205.00

**Expenditure: (Direct Debits/Standing Orders)**

EON Energy (Street Lighting)	£ 51.57
------------------------------	---------

**Bank Balances:**

Current Account as at 31 <sup>st</sup> October 2014	<b>£16,946.43</b>
Business Saver Account as at 31 <sup>st</sup> October 2014	<b>£12,035.88</b>

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

Jo Jones Salary & Expenses	£ 604.33
██████████ Wages (Litter Collector)	£ 60.00
HMRC (Jo Jones)	£ 57.20
St Johns Ambulance (Bonfire Event)	£ 73.92
Kelsale Village Hall (Hall Hire)	£ 30.00
Cllr Edwina Galloway (Land Registry Search Fee)	£ 25.14
██████████ (Xmas Tree)	£ 75.00
Heelis & Lodge (Internal Audit Fee)	£ 90.00
Conservation Works Ltd (Works at Recreation Ground)	£ 2,124.00
<b>TOTAL</b>	<b>£ 3,139.59</b>

**Approval** for the above payments was Proposed by Cllr Roberts, Seconded by Cllr Fordham. **9 in Favour, 1 Abstention.**

**(c) To consider the draft 2015/16 Budget**

The 2015/16 draft budget had been circulated to all Councillors. There was a brief discussion regarding this matter whereby the Clerk provided further details. The Chairman Proposed that included within year end Earmarked Reserves funds should be included for the Village Hall and Village Centre Enhancement project. **Approval** for the 2015/16 budget and for the Precept to remain at £18,817.59 was Proposed by Cllr Dickerson, Seconded by Cllr Fordham. **All in Favour.**

9964. To Receive Reports from Portfolio Holders and Liaison Representatives

**Bonfire Event**

Cllr Garratt suggested the Parish Council should consider donating £50.00 to the Fire Brigade in appreciation for their services given at the recent bonfire event. The Chairman agreed this would be added to the list of organisations when considering the donations to be given.

**Village Hall Management Committee**

Cllr Major gave details regarding future events.

**Street lights**

Cllr Galloway reported she was still waiting for UKPN to carry out works and confirmed she was chasing them on a weekly basis. She advised the street light on Carlton Park Industrial Estate had now been removed.

**Benhall to Kelsale Proposed Cycle Path**

Cllr Taylor congratulated [REDACTED] on the fabulous work he is carrying out. She confirmed illustrated plans and drawings had now been drawn up and members of the public will be able to view these in the near future.

**Environment, Heritage and Access**

Cllr Parry gave details regarding the remaining logs from the felled Ash Tree and stated the remaining logs were too big to sell. In Cllr Hartley's absence the Clerk reported he had agreed a price for them to be sold to a local contractor. There was a brief discussion and it was felt it would be more beneficial if this wood could be sold to Parishioners. Cllr Parry volunteered to assist in spitting the remaining wood into manageable logs.

Cllr Major reported the bank on the bridge at Church Lane now been cut by the Environment Agency. She raised concerns regarding the overgrown area by the bridge backing onto her property and it was agreed as this land was owned by the Parish Council that she could ask [REDACTED] to cut this area and invoice the work to the Parish Council.

**New Oasis**

Cllr Fordham reported he had now finalised the reorganisation of the delivery rounds.

**Power 4 KCC**

Cllr Fordham confirmed he would report on the first quarters return at the January Parish Council.

**Recreation Ground**

Cllr Aird stated that herself and the Clerk still needed to look into the matters arising from the Annual Inspection Report.

9965. Any Other Matters Arising

Cllr Revell provided an update regarding information and costings for broadband to be supplied in the Village Hall. It was agreed this matter would be an agenda item at the January Parish Council meeting.

Any Other Matters Arising cont...

Cllr Revell reported he had received a complaint from a member of the public regarding the condition of the footpaths from Kelsale to Saxmundham. It was agreed the Clerk would contact [REDACTED] in order for a site visit to be carried out.

9966. Correspondence

Correspondence received since the last meeting had been tabled by the Clerk.

9967. Date of next Meeting

The next meeting of Kelsale-cum-Carlton Parish Council will be held on Wednesday 28<sup>h</sup> January 2015 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 9:08pm

Signed: ..... Chairman      Date: .....

## Planning Appendix (17<sup>th</sup> December 2014)

### (a) Planning Applications received since the last meeting:-

#### Planning Ref: SCC C14

Location: Kelsale Primary School, Carlton Rd, Kelsale-cum-Carlton

Proposal: Construction of new single storey classroom and main entrance area and associated landscape works. The Planning Group had **No Objections** to this Planning Application but some points were raised regarding the shed, gate and also the extractor unit above the kitchen. No decision has been made by SCC, to date.

### (b) Planning decisions confirmed since last meeting:-

#### Planning Application: DC/14/1497/FUL

Location: Land East of Warren Avenue, Church Hill, Saxmundham

Proposal: Demolition of redundant farm buildings and construction of 170 dwellings (including 56 affordable units) with associated car parking, open space, landscaping, new vehicular access and pedestrian links. The Planning Group **Objected** to this application. No decision has been made by SCDC, to date.

#### Planning Application: DC/14/1728/CLE

Location: Carlton Meres Country Park, Carlton Lane, Kelsale-cum-Carlton

Proposal: Application for lawful use for the (2 storey) mobile home on land at the existing mobile home park.

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

#### Application No: DC/13/2961/OUT

Address: Land adjacent Sports Ground, North Entrance, Saxmundham

Proposal: Outline application for up to 15 dwellings with all Matters Reserved other *than Access*. *This Planning Group **Objected** to this application. Appeal in progress.*