

Kelsale-cum-Carlton Parish Council

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MINUTES OF THE PARISH COUNCIL MEETING HELD ON WEDNESDAY
27TH JANUARY 2016 AT 7:00PM IN KELSALE VILLAGE HALL, COMMITTEE ROOM

Present: Cllr Alan Revell (Acting Chairman)

Cllr Jeni Aird

Cllr Ray Ellis

Cllr Susan Major

Cllr Tim Roberts

Cllr David Baker

Cllr Edwina Galloway

Cllr John Pulham

Cllr Carolyn Taylor

In attendance: District Cllrs John Fisher & Phillip Dunnett & County Cllr Michael Gower. There were 6 members of the public present.

Welcome by the Acting Chairman

10164. Public Forum

There were no comments from the members of the public present.

10165. Reports

(a) Report by County Cllr Michael Gower

County Cllr Gower reported on the outcome of the recent discussions held regarding some proposed additional parking at Kelsale Primary School. He confirmed there is a possibility that some of the land at Spinney Pocket Park may be suitable for additional parking. County Cllr Gower advised that SCC have agreed to fund a Feasibility Study and a site meeting would be held within two weeks. He reported they were in favour of idea and have requested that a representative from the Parish Council should be nominated to assist with this proposed scheme. It was agreed that Cllrs Pulham and Galloway would be the nominated Parish Council representatives.

County Cllr Gower reported SCC had agreed their budget and that savings of £34 million had to be made. He confirmed there would be a 2% rise in the SCC proportion of the 2016/17 Council Tax.

County Cllr Gower reported on the forthcoming Stage 2 of the Sizewell C consultation and confirmed he felt the accommodation campus and roads and transport would be the main topics. He provided details regarding the proposed four village bypass to which he confirmed had now been renamed the Suffolk Energy Gateway and raised concerns regarding the potential traffic issues on this road.

The Acting Chairman thanked County Cllr Gower for his report.

Cllr Aird raised concerns regarding Hinckley Point not going ahead.

(b) Report by District Cllr John Fisher

District Cllr Fisher stated he felt a new road from Benhall to Sizewell was not going to help the traffic through Benhall to which he gave details. He also advised that Saxmundham Town Council may ask Kelsale-cum-Carlton Parish Council to contribute towards their proposed skate park from their SCDC s.106 funds. The Acting Chairman thanked District Cllr Fisher for his report.

(c) Report by District Cllr Philip Dunnett

District Cllr Dunnett had circulated a written report prior to the meeting. He confirmed that SCDC's budget had not yet been finalised to which he gave details and confirmed the Brown Bin would still remain part of the free collection scheme. The Acting Chairman thanked District Cllr Dunnett for his report.

The Acting Chairman formally opened the meeting at 7:24pm

10166. Apologies

Apologies were accepted from Cllrs Dickerson and Garratt.

The Acting Chairman advised that Cllr Nick Denny had tendered his resignation with immediate effect. He stated it was with great regret that Nick will no longer be part of the Parish Council and asked the Clerk to formally write to him in order to thank him for all his hard work and support during the past 6 years.

10167. Declarations of Interest

There were none.

a) To consider any dispensations

None received.

10168. To consider the Approval of the draft minutes of the Parish Council meeting held on Wednesday 16th December 2016

The draft minutes of the Council meeting held on Wednesday 16th December 2015 had been circulated to all Councillors prior to the meeting and were Proposed for **Approval** by Cllr Aird, Seconded by Cllr Pulham. **All in Favour.**

10169. Parish Clerk's Report

Further to the December meeting whereby there was a discussion regarding entering myself into a pension scheme. I can now advise that I have received a further letter from the Pensions Regulator whereby I had to carry out a duties checker exercise this confirmed that the Parish Council do not have to enter me into a pension scheme as my annual salary is less than £10,000.

As reported at the December meeting if the Parish Council were obliged to enter me into a pension scheme and the only option available was to enter the LGPS the contributions needing to be made were very high at 12%. It has now been brought to my attention that if I was to enter into a pension scheme there are other options available such as the NEST pension scheme whereby the contributions are much lower.

Vehicle Activated Speed Sign – Myself and Cllr Baker have recently had a meeting with [REDACTED], SCC and he has agreed the posts for the proposed VAS can be sited opposite West View on the Main Rd and in two locations on Carlton Rd one being opposite Fairbrook and one just along from the noticeboard. I am now awaiting the draft paperwork from [REDACTED] and will also now look into applying for the relevant funding towards this project.

New Oasis Delivery – I have been asked to raise the matter of the New Oasis delivery in the absence of Cllr Dickerson. He feels the rounds need re-balancing and that it would be beneficial to have someone who actually lives in North Green to deliver the 20 or so copies then the other rounds could be adjusted to fit in the others. I have also been informed that [REDACTED] who lives in Sandy Lane and [REDACTED] who lives in Rendham Rd do not appear to be receiving a copy.

Cllr Baker has brought it to my attention that he has recently had to call for an ambulance for his son. He has asked if I could bring to the Parish Council's attentions the 999 availability of an ambulance when required.

Finally, I would like to confirm that I have contacted [REDACTED] who built the Parish Council website and have asked him for some instructions as to how to change the pictures within the site. [REDACTED] has confirmed that I can do this via a phone tutorial and I am going to look into carrying this out in the near future.

10170. Matters arising from the Parish Clerk's Report

It was agreed the Clerks Pension Scheme should be an agenda item at a future meeting. Cllr Galloway suggested this matter could be an agenda item near to the 2017/18 budget review. The Acting Chairing asked the Clerk to include this matter to be discussed, in principle, as an agenda item at the April 2016 Parish Council meeting.

The Acting Chairman asked the Clerk to chase [REDACTED] in respect of the draft paperwork for the proposed VAS Sign. The Acting Chairman ***closed the meeting*** to allow a member of the public to comment. The member of the public stated she felt the post on the Main Rd should be sited closer to the brow of the hill at Curlew Green. The Clerk provided further details regarding this matter and confirmed this was not possible as this was within a 40mph speed zone. The Acting Chairman ***reconvened the meeting***.

New Oasis - Cllr Pulham provided further details regarding the current delivery rounds. Cllr Major volunteered to share the Beaumont Cottages round with [REDACTED]. It was suggested that an article asking for volunteers to deliver the New Oasis could be put within the next newsletter. Cllr Baker gave details regarding his recent experience of having to call an ambulance and confirmed if an ambulance in which had been cancelled had not been within Martlesham at the time of calling there would not have been an ambulance available. He also confirmed that First Responders do not hold the correct equipment for Asthma sufferers. Concerns were raised regarding this matter and Cllr Roberts volunteered to follow this up with Suffolk Resilience.

10171. Matters arising from the Parish Council meeting held on Wednesday 16th December 2015
The Acting Chairman confirmed he had looked into costings for a generator and suggested this matter could be an agenda item at a future meeting. Cllr Roberts reported if as part of the Emergency Plan adoption process the Village Hall is deemed as a registered rest centre then the Parish Council would automatically qualify for a generator. It was agreed Cllr Roberts would look into this matter further.

10172. Parish Council Matters

(a) Parish Council Co-option – To consider applicants

The Acting Chairman ***closed the meeting*** and welcomed [REDACTED] to the meeting. [REDACTED] introduced herself and stated the reasons as to why she wished to join the Parish Council. The Acting Chairman thanked [REDACTED] for her report and asked her to leave the room. The Acting Chairman ***reconvened the meeting***. There was a brief discussion and it was **Unanimously Agreed** that [REDACTED] should be Co-opted. The Acting Chairman welcomed Helen Armstrong-Bland to the Parish Council. The declaration of acceptance of office form was signed and witnessed by the Clerk.

(b) Registering the land at the Village Hall – Representatives from the VHMC in attendance

The Acting Chairman ***closed the meeting*** and welcomed representatives from the Village Hall Management Committee to the meeting. On behalf of the VHMC [REDACTED] thanked the Parish Council for including this matter within the agenda and read the following statement:-

The Trustees of Kelsale Village Hall and Centre were disappointed that the Parish Council as Custodian Trustees (with no executive powers) did not inform them that the deeds had been lost, and that they intended to re-register the Hall with the Land Registry.

As executive authority rests with the trustees we do not understand why the Parish Council were able to register the Hall and why the Land Registry accepted this without consulting the trustees.

The new registration states ownership is with the “official custodian for charities on behalf of the trustees of the Parish Council of Kelsale-cum-Carlton”. This is wrong on 3 counts:

The Parish Council is not a charitable trust.

The official custodian will only act on behalf of registered charitable trusts.

the form of wording used introduces complications as three parties are now involved.

(KVH trustees, the Parish Council trustees!., the Official Custodian for Charities)

Has the Parish Council contacted the Charity Commission regarding this transfer to the Official Custodian?

As ownership of the Hall has to be registered with the Land Registry, the trustees wish the following wording to be used under Title Possessory in the official copy of register of title:

“ 1 Proprietor: Kelsale-cum-Carlton Parish Council as Custodian Trustee on behalf of the trustees of the Charity known as Kelsale Village Hall and Centre (Charity Number 267376)”

This would restore the relationship between the trustees and the Parish Council to the situation before the deeds were lost.

The Clerk informed the VHMC representative that as far as she was aware their Treasurer [REDACTED] had signed a Statutory Document along with the former Chairman [REDACTED] during the process of registering the land at the Village Hall and therefore she would have thought they would have been made aware of this. Cllr Pulham gave details regarding the registration process for this land and stated the reasons why the wording was chosen as registering the Parish Council as the Custodian Trustees. Some concerns were raised by Parish Councillors and it was strongly felt that the Parish Council and VHMC should be working together. There was a brief discussion regarding the parking arrangements for the residents of the Guildhall and Cllr Aird stated the matter of who owned the land outside the Committee Room had been an ongoing issue for some time and therefore the Parish Council wished to rectify this matter. Cllr Major gave details regarding lack of members on the VHMC Committee and stated she was going to write an article for the next addition of the New Oasis asking for volunteers.

It was **Resolved** that Cllr Pulham would look into amending the wording on the Land Registry Document, as follows:- Proprietor: Kelsale-cum-Carlton Parish Council as Custodian Trustee on behalf of the trustees of the Charity known as Kelsale Village Hall and Centre (Charity Number 267376). The members of the VHMC thanked the Parish Council for agreeing to amend this document.

(c) Queens 90th Birthday Celebration Event – Saturday 11th June 2016

Cllr Galloway had circulated notes of the proposals for this event to all Councillors prior to the meeting. There were **No Objections** in principle to these proposals. Cllr Revell volunteered to erect the gazebos Friday 10th June and jet wash them ready for the event. There was a brief discussion and it was agreed the event would go ahead and be held as a joint event with the VHMC. The Acting Chairman thanked Cllr Galloway and members of the VHMC for the proposals given. The Acting Chairman thanked the VHMC representatives for their comments and *re-convened the meeting*.

(d) To consider the donations to be given from the 2015 Bonfire Event as a result of the advertisement in the recent New Oasis

The Acting Chairman confirmed there had not been any applications received from any village organisations for a share of these funds. There was a brief discussion and it was agreed that a s.137 donation for £100.00 should be given to the East Anglian Air Ambulance. **Approval** was Proposed by Cllr Ellis, Seconded by Cllr Roberts. **All in Favour**. Cllr Galloway suggested some of these funds could be used to purchase a pop-up gazebo. The Acting Chairman stated he felt the remaining funds raised from the 2015 bonfire event should be ring-fenced within the Parish Council's accounts at the financial year end so that further consideration could be given on how to allocate these funds.

(e) To consider a speaker for the 2016 Annual Parish Meeting

Cllr Galloway recommended that [REDACTED] could be asked to be the speaker at the APM to speak about The Suffolk Flora Preservation Trust – A guide to the Earthwork Features of the Reserve. It was **Unanimously Agreed** that [REDACTED] should be asked to be the speaker at the 2016 Annual Parish Meeting. **Action: Jo Jones to contact** [REDACTED]

10173. Planning Matters

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

The Clerk gave details regarding a recent planning enquiry relating to Carlton Meres Country Park and reported a new licence for this site should be submitted in respect of the changes made.

8.1 – Saxmundham Neighbourhood Plan – To consider correspondence received

A copy of the correspondence received asking Kelsale-cum-Carlton Parish Council to join the Saxmundham Neighbourhood Plan had been circulated to all Councillors prior to the meeting. There was a discussion whereby the Clerk and District Cllr Dunnett provided further details and it was

Resolved that the Parish Council would express an interest, in principle to Saxmundham Town Council to be part of their Neighbourhood Plan. **Approval** was Proposed by Cllr Aird, Seconded by Cllr Roberts. **8 in Favour, 1 Abstention. Action: Jo Jones to respond to [REDACTED].**

10174. Financial Matters

Income/Receipts

Bank Interest	£	1.50
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Expenditure: (Direct Debits/Standing Orders)

BT (Broadband)	£	23.99
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Bank Balances:

Current Account as at 31 st December 2015	£19,396.55
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Business Saver Account as at 31 st December 2015	£12,043.39
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To Consider/Approve the following cheque payments:-

Jo Jones Salary & Expenses	£	526.95
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[REDACTED] Wages (Litter Collector)	£	60.00
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HMRC (Jo Jones)	£	84.00
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TOTAL	£	670.95
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Approval for the above payments was Proposed by Cllr Aird, Seconded by Cllr Major. **All in Favour.**

10175. To Receive Reports from Portfolio Holders and Liaison Representatives

Village Hall Management Committee

Cllr Major gave details regarding future Village Hall events to be held. Cllr Roberts reported the survey carried out by Beacon Lights to the lighting at the Village Hall had now been received to which he gave details and advised this would now be sent to the VPMC for their review and consultation. It was agreed that funding towards this project could be applied for from District Cllr Dunnett's Enabling Budget Community Fund.

New Oasis

Cllr Pulham provided details of the winners of the SNIPS competition and asked the Clerk to arrange the payment for the prizes to be sent to the winners. He raised concerns regarding the stapling and folding of the New Oasis once printed and asked for some assistance, if possible. Cllrs Baker, Major and the Clerk volunteered their services to assist Cllr Pulham.

Kelsale Primary School

Cllr Taylor reported the football team were in the Suffolk Finals to which she congratulated them.

Village Enhancement Working Group

Cllr Roberts gave details regarding the grant he had applied for towards the resurfacing of the Low Rd Car Park from the Tesco Carrier Bag Scheme and confirmed he would shortly be receiving further details regarding the outcome of this application.

To Receive Reports from Portfolio Holders and Liaison Representatives cont...

Emergency Plan

Cllr Roberts confirmed that [REDACTED] was due to attend a first aid course.

10176. Correspondence

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

10177. Any Other Matters Arising

Cllr Ellis confirmed he had now collected the thermal imaging camera.

10163. Date of next Meeting

The next meeting of Kelsale-cum-Carlton Parish Council will be held on Wednesday 24th February 2016 at 7:00pm in Kelsale Village Hall, Committee Room.

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

Signed: Chairman Dated:

Planning Appendix (27th January 2016)

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

Planning Ref: DC/15/5177/FUL

Address: Kelsale Hall, Main Rd, Kelsale-cum-Carlton

Proposal: Replacement of existing main front gate entrance pillars

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 Ref: DC/15/4858/TPO

Address: 1 Church Close, Kelsale-cum-Carlton

Proposal: T1 Beech – Crown reduce by up to 2-3m, to previous pruning point

T2 and 3 Yews – Reduce crowns by up to 30%

Reason: To enhance sunlight to new dwelling to be built in existing garden space.

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

Planning Ref: DC/15/4578/FUL

Address: Wee Cottage, Rosemary Lane, Kelsale-cum-Carlton

Proposal: Alterations and extension to existing dwelling.

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

Planning Ref: DC/15/4262/FUL

Address: Os 7313 Land off Peasehall Rd, Dorleys Corner, Kelsale-cum-Carlton

Proposal: Conversion of former helicopter hangar and workshop to form faith primary school, erection of Gospel Hall; provision of associated car parking and playing field.

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

Planning Ref: DC/15/3338/FUL

Address: Units 4, 5 & 15 Carlton Park Industrial Estate, Main Road, Kelsale

Proposal: Change of use, and alterations, of units 4, 5 and 15 Carlton Park Industrial Estate from current Class B8 (storage) to proposed Class D2 (Childrens soft play and leisure centre); stationing of portakabin toilet block and associated car parking.

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

Planning Ref: DC/15/3338/FUL

Address: Units 4, 5, and 15 Carlton Park Industrial Estate, Main Rd, Kelsale-cum-Carlton

Proposal: Erection of non-illuminated signage in connection with proposal for change of use of units 4, 5 and 15 Carlton Park Industrial Estate from current class B8 (storage) to proposed Class D2 (Children's soft play and leisure centre).

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

Planning Ref: DC/15/3257/FUL

Address: Southview, Main Rd, Kelsale

Proposal: Demolition of some outbuildings to the rear of the existing dwelling and erection of 2 no. new dwellings within the rear garden including alterations to the existing access.

Four members of the Planning Group were against this application although one member was in favour. No decision has been made by SCDC, to date.

Town and Country Planning Act 1990 – Appeal under Section 78

Appeal by: [REDACTED]

Site at: OS 7566, Carlton Rd, Kelsale-cum-Carlton

Planning Application Ref: DC/15/0106/FUL

Proposal: Erection of a New Brethren Meeting Hall

No decision has been made 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.

MINUTES OF THE PARISH COUNCIL MEETING HELD ON WEDNESDAY
24TH FEBRUARY 2016 AT 7:00PM IN KELSE VILLAGE HALL, COMMITTEE ROOM

Present: Cllr Alan Revell (Acting Chairman)

Cllr Helen Armstrong-Bland

Cllr Keith Dickerson

Cllr Edwina Galloway

Cllr Susan Major

Cllr Tim Roberts

Cllr David Baker

Cllr Ray Ellis

Cllr Pam Garratt

Cllr John Pulham

In attendance: District Cllrs John Fisher & Phillip Dunnett & County Cllr Michael Gower. There were 2 members of the public present.

Welcome by the Acting Chairman

10179. Public Forum

██████████ and ██████████ had attended the meeting on behalf of the VHMC. ██████████ stated the Clerk had informed her that some funding could possibly be available from District Cllr Dunnett's Enabling Community Budget towards replacing the chairs in the Main Hall. ██████████ and ██████████ reported they had found some replacement chairs and circulated information regarding these to all Councillors. This information included costs and they confirmed 100 chairs would be required. The Clerk confirmed she had been informed by District Cllr Dunnett his Enabling Community Budget for 2015/16 had now been allocated so therefore the Parish Council could apply for funding from April 2016. It was also suggested that funds from the 2015 bonfire event could be used to cover the difference once funding had been received. The Acting Chairman thanked both ██████████ and ██████████ for their comments.

10180. Reports

(a) Report by County Cllr Michael Gower

County Cllr Gower reported SCC's 2016/17 budget had now been agreed and there would be a 2% rise in the Council Tax and £34.4-million-pound worth of savings would be made to which he gave details. He stated that information was now beginning to come in regarding Devolution to which he provided further details and reported some figures had now been received and advised he hoped to be able to provide further details at the March Parish Council meeting. The Acting Chairman thanked County Cllr Gower for his report. The Acting Chairman asked if some of SCC's reserves could have been used to fund Social Care instead of the increase of 2% in the Council Tax. County Cllr Gower provided clarification regarding this matter.

(b) Report by District Cllr John Fisher

District Cllr Fisher reported he had allocated £250.00 from his Enabling Community Budget towards the proposed Vehicle Activated Speed sign which is to be sited within Kelsale-cum-Carlton. The Acting Chairman thanked District Cllr Fisher for his report.

(c) Report by District Cllr Philip Dunnett

District Cllr Dunnett had circulated a written report prior to the meeting. He confirmed SCDC's 2016/17 budget had now been agreed and there would be a 1.99% increase in Council Tax. Cllr Dunnett gave details regarding the Enabling Community Budget and urged Councils to apply for any funding required within 2016/17. The Acting Chairman thanked District Cllr Dunnett for his report.

The Acting Chairman formally opened the meeting at 7:22pm

10181. Apologies

Apologies were accepted from Cllrs Aird and Taylor.

10182. Declarations of Interest

There were none.

b) To consider any dispensations

None received.

10183. To consider the Approval of the draft minutes of the Parish Council meeting held on Wednesday 27th January 2016

The draft minutes of the Council meeting held on Wednesday 27th January 2016 had been circulated to all Councillors prior to the meeting and were Proposed for **Approval** by Cllr Roberts, Seconded by Cllr Armstrong-Bland. **7 in Favour, 2 Abstentions.**

Cllr Garratt asked if her husband's name in which had been mentioned at the January Council meeting in respect of the conversation held about registering the land outside the Committee Room could be removed from the draft minutes as the document referred to had not been signed by him. The Acting Chairman stated these minutes did reflect a true record of meeting and therefore, he felt these minutes should not be amended to reflect this change. The Clerk stated she could include this matter under matters arising.

10184. Parish Clerk's Report

Vehicle Activated Speed Sign – To confirm I have chased [REDACTED], SC Highways for the relevant paperwork in respect of the siting of the posts. I have also applied for funding towards this project from County Cllr Gower's Highways budget and District Cllr Fisher's Enabling Community Budget.

I can confirm [REDACTED] has confirmed he would be very happy to be the guest speaker at the 2016 Annual Parish Meeting.

Finally, to report I have written to Saxmundham Town Council in order to inform them the Parish Council agreed for Kelsale-cum-Carlton to be included within their Neighbourhood Plan but can confirm to date I have not received any further correspondence regarding this matter.

10185. Matters arising from the Parish Clerk's Report

County Cllr Gower reported he would be willing to fund 50% of the total project towards the proposed Vehicle Activated Speed Sign. On behalf of the Parish council the Acting Chairman thanked County Cllr Gower for his kind offer.

10186. Matters arising from the Parish Council meeting held on Wednesday 27th January 2016

The Clerk confirmed that [REDACTED] did not sign the statutory declaration sent to the Land Registry for registering the land at the Village Hall and outside the Committee Room as referred to at the January Parish Council meeting.

The Clerk confirmed at the January Council meeting she had stated if the Parish Council had entered her into the LGPS the contributions needing to be made would be very high at 12%. This information was in fact incorrect and she advised the correct figure would have actually been more in the region of 23.2%.

Cllr Roberts gave details regarding the Parish Plan and reported he had circulated a copy of the Action Plan to which he gave details. He also confirmed in 2013 Cllrs Galloway and Fordham had also looked into implementing this Action Plan.

10187. Parish Council Matters

(a) Registering of the land outside the Village Hall Committee Room

The Acting Chairman reported this matter had been placed on the agenda as Cllr Aird had raised some concerns regarding the land registered outside the Committee Room to which he provided details. He advised he felt the registering of this land had been carried out correctly to which he provided further clarification and thanked Cllr Pulham for the work in which he had carried out. The Acting Chairman reported it had been thought initially that some of the land in which had been registered did not belong to the Village Hall. He stated that after carrying out some investigations into this matter The Teachers Centre and Corner Cottage had already registered the land belonging to them up to their boundary. The Acting Chairman stated that access for parking within the area outside the Committee Room should not be denied due to this land being registered.

Registering of the land outside the Village Hall Committee Room cont....

He advised that Cllr Pulham had suggested a formal letter could be sent to the residents at The Teachers Centre to authorise and clarify they are able to continue to park where they have for several years. The Acting Chairman ***closed the meeting*** to allow VHMC representatives to comment. [REDACTED] asked if the proposed letter to be sent to the residents at The Teachers Centre would be on behalf of the VHMC and suggested that this matter should be discussed at the next meeting of the VHMC in order to decide if the letter should come from the VHMC or the Parish Council. [REDACTED] also raised concerns regarding the parking of cars when visitors came to Corner Cottage and therefore it was agreed a letter could also be sent to Corner Cottage. **Action: Members of the VHMC to liaise with the Parish Council regarding the draft letters to be sent.**

[REDACTED] asked if the wording had been changed on the Land Registry document as a result of the discussions held at the January Council meeting. Cllr Pulham confirmed this wording had now been changed to which he provided further details. Concerns were raised regarding the amended wording and [REDACTED] requested a copy of this document. The Acting Chairman thanked the VHMC representatives for their comments and ***reconvened the meeting***.

(b) Queens 90th Birthday Celebration Event

In Cllr Major's absence the Clerk reported a suggestion had been made at a recent meeting of the VHMC for an up to date picture of the Queen could be purchased and signed on the back by all Councillors to commemorate this event. She reported it had also been suggested to her that a picture of the village could be used to commemorate this event. There was a brief discussion and it was agreed that a picture of the Queen would be purchased after her 90th Birthday. Cllrs Garratt and Galloway provided information regarding the village event to be held. Cllr Roberts stated he had applied for a Pimms bus to attend the event.

(c) Graffiti within the village

Cllr Ellis raised concerns regarding the graffiti that had been carried out on the green BT boxes and advised he was aware of who the culprits were. Cllr Garratt reported there is also some graffiti on the Carlton Rd noticeboard with the same initials so it could be the same individual. There was a brief discussion and it was **Resolved** that Cllr Ellis should contact PCSO [REDACTED] regarding this matter and request her to look into this. **Action: Cllr Ellis to raise this matter with PCSO [REDACTED] and copy to the Clerk.** It was also agreed that an article should be placed within the next edition of the New Oasis to assist with the prevention of further occurrences.

10188. Planning Matters

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

(a) Carlton Meres Country Park – To consider works being carried out and the outcome of Planning Application DC/14/1728/CLE

Cllr Ellis raised concerns regarding the works being carried out at Carlton Meres Country Park to site 20 additional lodges. There was a brief discussion and District Cllr Dunnett provided clarification and urged the Parish Council to write to raise these issues with the Enforcement Officer at SCDC. It was agreed the Clerk should write to Lewis Marshall, SCDC and ask for an update on the double decker application and query enforcement and also request that Carlton Meres Country Park are made aware that a new site licence would be required due to the current works being carried out. It was agreed that photographs of the site could also be sent with this correspondence and that the Clerk would also copy this correspondence to District Cllr Dunnett. Cllr Galloway offered her assistance to send the Clerk an ariel view photograph of the site.

10189. Financial Matters

(a) Financial Statement since last meeting

Income/Receipts

EDF (Towards Defibrillator costs) £ 250.00

Expenditure: (Direct Debits/Standing Orders)

BT (Line Rental) £ 23.99

BT Broadband Quarterly Charge) £ 84.00

Bank Balances:

Current Account as at 31st January 2016 **£18,838.61**

Business Saver Account as at 31st January 2016 **£12,043.39**

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

Jo Jones Salary & Expenses £ 561.75

██████████ Wages (Litter Collector) £ 60.00

HMRC (Jo Jones) £ 84.20

Pulham & Co (Title Entries and Land Charges – Land Registry) £ 47.00

Pulham & Co (Data Protection Fee) £ 35.00

Pulham & Co (Land Registration Fee) £ 210.00

Prize for winner of New Oasis Snips Competition £ 5.00

Prize for winner of New Oasis Snips Competition £ 5.00

TOTAL £ 1007.95

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

10190. To receive a report from the Village Enhancement Working Group

Cllr Dickerson reported a further meeting had not yet been held. It was agreed as the funds for the fencing had already been received that the Acting Chairman would request that ██████████ and ██████████ commenced with this work. There was a brief discussion regarding the proposed resurfacing of the Low Rd car park and District Cllr Dunnett suggested the Parish Council could apply for some funding from SCDC's Capital Fund to which he provided further details.

10191. To Receive Reports from Portfolio Holders and Liaison Representatives

Village Hall Management Committee

Cllr Garratt reported a Music Evening would be held on 5th March 2016 and urged Councillors to attend.

Emergency Officer

Cllr Roberts reported that ██████████ from Suffolk Resilience had now looked around the Village Hall and he felt it may be suitable to be used as a designated rest centre once a survey had been carried out to which he gave details.

Sizewell C

Cllr Galloway reported on an e-mail in which the Clerk had circulated from Planning Aid England and confirmed she would be attending a drop in session on Friday 26th February 2016 and reported she would also be attending another meeting regarding Sizewell C on Saturday, 27th February 2016.

New Oasis

Cllr Pulham reported the deadline for articles was 18th March 2016. Cllr Dickerson made enquiries as to if anybody had come forward to assist with the delivery to North Green to which Cllr Pulham confirmed an article was due to be included within the next issue of the New Oasis asking for volunteers.

Recreation Ground

Cllr Revell asked for assistance to erect the basketball net. Cllr Baker volunteered his services to assist Cllr Revell. Cllr Revell confirmed he would obtain a quote for the required base needed to erect this net.

10192. Correspondence

Correspondence received since the last meeting had been tabled by the Clerk. This included a copy of the East Suffolk Business Plan.

10193. Any Other Matters Arising (For information only)

The Acting Chairman raised concerns regarding an e-mail that Cllr Garratt had sent to the Clerk regarding the pile of dirt that had been dumped at Curlew Green. The Acting Chairman asked the Clerk to contact [REDACTED] again and request that he writes to the relevant homeowner in order to ask them to remove this pile of dirt.

The Acting Chairman raised concerns regarding the overgrown hedge on the land opposite his property on Carlton Rd. It was agreed the Acting Chairman would ask [REDACTED] if he would be willing to cut back this hedge.

It was suggested when the roles of Portfolio Holders were reviewed at the forthcoming AGM that a Police Liaison Officer role could be implemented.

10194. Date of next Meeting

The next meeting of Kelsale-cum-Carlton Parish Council will be held on Wednesday 30th March 2016 at 7:00pm in Kelsale Village Hall, Committee Room.

There being no further discussion the Acting Chairman thanked the Parish Council for their attendance and formally closed the meeting at 8:50pm

Signed: Chairman

Dated:

Planning Appendix (24th February 2016)

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

Planning Ref: DC/16/0424/FUL

Address: Boundary Farm, East Green Road, Kelsale-cum-Carlton

Proposal: A change of use from agricultural land to camping site. The proposed application is for 6 tents as holiday accommodation as part of farm diversification and viability.

This application is currently being circulated amongst the Planning Group.

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

Planning Ref: DC/15/5177/FUL

Address: Kelsale Hall, Main Rd, Kelsale-cum-Carlton

Proposal: Replacement of existing main front gate entrance pillars

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

Planning Ref: DC/15/4858/TPO

Address: 1 Church Close, Kelsale-cum-Carlton

Proposal: T1 Beech – Crown reduce by up to 2-3m, to previous pruning point

T2 and 3 Yews – Reduce crowns by up to 30%

Reason: To enhance sunlight to new dwelling to be built in existing garden space.

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

Planning Ref: DC/15/4262/FUL

Address: Os 7313 Land off Peasenhall Rd, Dorleys Corner, Kelsale-cum-Carlton

Proposal: Conversion of former helicopter hangar and workshop to form faith primary school, erection of Gospel Hall; provision of associated car parking and playing field.

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

Planning Ref: DC/15/3257/FUL

Address: Southview, Main Rd, Kelsale

Proposal: Demolition of some outbuildings to the rear of the existing dwelling and erection of 2 no. new dwellings within the rear garden including alterations to the existing access.

Four members of the Planning Group were against this application although one member was in favour. This application has been **Refused** by SCDC.

Town and Country Planning Act 1990 – Appeal under Section 78

Appeal by: [REDACTED]

Site at: OS 7566, Carlton Rd, Kelsale-cum-Carlton

Planning Application Ref: DC/15/0106/FUL

Proposal: Erection of a New Brethren Meeting Hall

No decision has been made 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.

MINUTES OF THE PARISH COUNCIL MEETING HELD ON WEDNESDAY
30TH MARCH 2016 AT 7:00PM IN KELSE VILLAGE HALL, COMMITTEE ROOM

Present: Cllr Alan Revell (Acting Chairman)
Cllr Jeni Aird
Cllr Keith Dickerson
Cllr Edwina Galloway
Cllr Susan Major
Cllr David Baker
Cllr Ray Ellis
Cllr Pam Garratt
Cllr Tim Roberts

In attendance: District Cllr Phillip Dunnett & County Cllr Michael Gower. There was 1 member of the public present.

Welcome by the Acting Chairman

10195. Public Forum

The Acting Chairman welcomed the local resident who had attended the meeting and stated he had been informed that she was interested in standing for the forthcoming Parish Council Co-option.

10196. Reports

(a) Report by County Cllr Michael Gower

County Cllr Gower reported on the Devolution debate and gave details including the pros and cons of the proposed new tier of government and how this would affect Suffolk. County Cllr Gower asked for an update regarding the proposed additional parking at Kelsale Primary School. Cllr Galloway reported on the recent site meeting held with SCC at Kelsale Primary School and confirmed a survey is now going to be undertaken. County Cllr Gower stated he was in full support of this proposed project and if his assistance was required he would be happy to help. The Acting Chairman thanked County Cllr Gower for his report. Cllr Dickerson reported he had received a letter of concern from a local resident regarding the proposed additional car parking scheme to which he gave details. The Acting Chairman stated he felt once there was a firm proposal for this project that residents of Spinney Close should be consulted. It was also suggested this matter could be mentioned at the APM.

(b) Report by District Cllr John Fisher

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

(c) Report by District Cllr Philip Dunnett

District Cllr Dunnett had circulated a written report prior to the meeting. He provided details regarding the Enabling Community Budget and urged the Parish Council to apply for funding. District Cllr Dunnett advised that Saxmundham Town Council were keen to progress with their proposed Neighbourhood Plan and confirmed he would keep Kelsale-cum-Carlton Parish Council updated. The Acting Chairman raised concerns regarding an application that had recently been Approved within the Babergh District despite the Council involved having a Neighbourhood Plan in place. Cllr Dunnett stated he hoped that Neighbourhood Plans would carry weight to which he provided details. Cllr Roberts stated he was aware that Saxmundham Town Council were pushing hard to keep the town alive and therefore he felt the Parish Council should look to support the proposed Neighbourhood Plan. The Acting Chairman thanked District Cllr Dunnett for his report.

The Acting Chairman formally opened the meeting at 7:20pm

10197. To receive apologies for absence

Apologies were accepted from Cllrs Taylor, Armstrong-Bland and Pulham.

10198. Declarations of Interest

There were none.

c) To consider any dispensations

None received.

10199. To consider the Approval of the draft minutes of the Parish Council meeting held on Wednesday 24th February 2016

The draft minutes of the Council meeting held on Wednesday 24th February 2016 had been circulated to all Councillors prior to the meeting and were Proposed for **Approval** by Cllr Roberts, Seconded by Cllr Dickerson. **8 in Favour, 1 Abstention.**

10200. Parish Clerk's Report

Further to the February Parish Council meeting whereby representatives from the VHMC were in attendance I can confirm they have now looked into costings for replacement chairs and report their preferred option is the Squire Metal Stacking Chair in red. The cost for 100 of these chairs is £1297.00 and they have also suggested it would be extremely beneficial if a chair trolley could be purchased with the order at a cost of £65.00. The total cost for this project would therefore be £1362.00 plus VAT. It was suggested at the recent Parish Council meeting that I should apply for some funding towards these items from the Enabling Community Budget and the shortfall could be funded from the 2015 bonfire event funds.

I would like to ask permission for my salary to be paid monthly on 28th of each month by standing order instead of cheque then I will just claim for my expenses by cheque each month at the Parish Council meeting. To confirm this payment will still be recorded monthly on the agenda under financial items.

Finally, I would like to ask if a flyer should be distributed for this years' APM to be held on Wednesday 20th April 2016

10201. Matters arising from the Parish Clerk's Report

There were **No Objections** from the Parish Council to the choice of replacement chair. Cllr Garratt asked what would be happening to the old chairs and it was suggested at least 20 of these should be kept for outdoor events. It was agreed the Clerk would apply for £500.00 from SCDC's ECB towards this project, £500.00 would be contributed by the Parish Council and the remaining amount would be funded by Kelsale VHMC.

There were **No Objections** for the Clerk's salary to be paid by Standing Order going forward.

It was agreed a flyer advertising the forthcoming APM would be distributed. It was also agreed that Cllr Garratt would be responsible for co-ordinating the refreshments at this meeting.

10202. Matters arising from the Parish Council meeting held on Wednesday 24th February 2016

The clerk confirmed she had received a letter from the VHMC regarding the wording on the Land Registry document. A copy of this letter had been circulated to all Councillors. There was a brief discussion and it was agreed the wording should be amended as to what was agreed at the January meeting and this amendment should also include a change to the address on the document to c/o The Parish Clerk, Kelsale Village Hall, Bridge St, Kelsale-cum-Carlton, Suffolk. IP17 2BB. The Acting Chairman asked the Clerk to ask Cllr Pulham if it would be easier for him if she applied to the Land Registry in order to request these changes were carried out. **Approval** for these changes was Proposed by Cllr Roberts, Seconded by Cllr Dickerson. **All in Favour.**

10203. Parish Council Matters

(a) Parish Council Website

Cllr Garratt raised concerns regarding the content of the website and stated it appears that an old Parish Council site may still be active. It was agreed the Clerk would look into this matter. The Clerk confirmed she had now updated the picture on the home page.

(b) Queens 90th Birthday Celebration Event

Cllr Garratt had tabled a paper regarding the forthcoming event to all Councillors to which she provided details. She asked for Approval for an expenditure amount of £250.00 to be spent on this event. **Approval** for the Working Group to spend up to £250.00 was Proposed by Cllr Garratt, Seconded by Cllr Roberts. **All in Favour.** Cllr Garratt stated she felt a village clean up should be carried out prior to the event.

(c) Spinney Pocket Park – To consider the quotation received

The Clerk gave details of the quotation received from Conservation Works for the proposed work to be carried out. The Acting Chairman stated as there were quotations for two items of work there could be either one proposal to agree expenditure for both items of work or separate proposals one for the works to the damaged lime tree and one for the separate works raised by Conservation Works. There was a brief discussion and it was agreed that in the first instance just the work to the damaged lime tree should be carried out. **Approval** for this work to be carried out by Conservation Works as per the quotation received was Proposed by Cllr Galloway, Seconded by Cllr Roberts. **All in Favour**. It was **Unanimously Agreed** that the work for the overhanging trees should be delayed.

The Acting Chairman confirmed that [REDACTED] had announced he would be retiring from his role of Tree Warden with effect from the AGM in May. It was suggested this matter should be mentioned at APM.

Finally, Cllr Galloway confirmed that Conservation Works had advised they may be willing to carry out an annual tree inspection for the Parish Council.

(d) To consider a proposal to designate Kelsale Village Centre as a Conservation Area

Cllr Galloway provided further details regarding the proposed scheme and a paper in which she had circulated prior to the meeting. There was a brief discussion and it was agreed that Cllr Galloway should go ahead and investigate this matter further. A formal vote was taken and there were **7 in Favour, 2 Abstentions**. It was also suggested that an Open Public Meeting could be held to consider this matter further and engage with Parishioners. The Clerk volunteered to assist Cllr Galloway when she met with [REDACTED], Conservation Officer.

(e) Bench Maintenance

Cllr Garratt gave details of a contractor who would be willing to carry out the maintenance to the benches. It was agreed this work should be carried out and the Acting Chairman asked Cllr Garrett to contact the contractor.

(f) To consider the purchasing of a generator

The Acting Chairman provided further details regarding this matter and stated he felt that going forward this would be a necessary piece of equipment. He suggested that a diesel generator would be more effective to which Cllr Baker and the Acting Chairman provided details of the proposed costings and suggested that 2 generators could be purchased to which they provided further details. There was a brief discussion and it was **Unanimously Agreed** that one large generator at the cost of £610.00 should be purchased in the first instance. The Acting Chairman stated a quote for power to be installed within the recreation ground could still be obtained and looked into. Cllr Roberts reported a generator could still be supplied as part of the Emergency Plan process.

10204. Planning Matters

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

The Clerk confirmed she had spoken to [REDACTED] at SCDC and he had advised the application regarding the double-storey mobile home sited at Carlton Meres Country Park was still with SCDC's solicitor. He suggested that any formal letter of complaint should be addressed to [REDACTED], SCDC.

The Clerk confirmed in respect of the 20 additional lodges that have been sited at Carlton Meres Country Park [REDACTED] had informed her that an enforcement case had been opened for this and confirmation is being sought by SCDC that planning consent was not required. He also advised he had e-mailed the Licencing Officer at SCDC in order to make enquires as to if the site had applied for a new licence.

The Clerk advised she would require the comments from the Planning Group to be submitted to the Planning Inspectorate in respect of the appeal for Southview by 5th April 2016. It was agreed Cllrs Aird and Garratt would meet in order to agree the comments to be sent. The Clerk confirmed she would circulate a copy of the proposed response to all members of the Planning Group.

The Acting Chairman stated he had spoken to [REDACTED] regarding their preferred site for the proposed meeting hall and confirmed they would prefer for this to be sited at the Skeeters Hall site to which he gave details and reported that Suffolk County Highways had stated this should not be sited here due to the road needing to be widened. There was a brief discussion and County Cllr Gower asked for the correspondence from [REDACTED] to be forwarded to himself so he could look into this matter in further detail. It was suggested the Clerk should write to [REDACTED] at SCDC in order to state the Parish Council would prefer the proposed meeting hall to be sited at the Skeeters Hall site.

10205. Financial Matters

(a) Financial Statement since last meeting

Income/Receipts

None

Expenditure: (Direct Debits/Standing Orders)

BT (Monthly Charges) £23.99

Bank Balances:

Current Account as at 29th February 2016 **£17,992.87**

Business Saver Account as at 29th February 2016 **£12,043.39**

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

Jo Jones Salary & Expenses	£ 570.66
[REDACTED] Wages (Litter Collector)	£ 75.00
HMRC (Jo Jones)	£ 84.20
East Anglian Air Ambulance	£ 100.00
[REDACTED] (Replacement fencing - Low Rd Car Park)	£ 1,286.04
TOTAL	£ 2,115.90

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

(c) To carry out the Annual Review of the Asset Register

A copy of this document had been tabled for all Councillors. The annual review was carried out and **Approval** was Proposed by Cllr Dickerson, Seconded by Cllr Roberts. **All in Favour.**

(d) To carry out the Annual Review of the Internal Financial Control System

The annual review was carried out and **Unanimously Approved** by the Council.

(e) To carry out the Annual Review of the Effectiveness of the Internal Audit

The annual review was carried out and **Unanimously Approved** by the Council.

10206. To receive a report from the Village Enhancement Working Group

Cllr Dickerson reported on the recent meeting held. He gave details regarding the fencing work carried out and it was agreed the Acting Chairman would obtain a quote for the replacement fencing to the rear of the car park. Cllr Dickerson provided details regarding the proposed signage for the car park and advised quotations would also be sought for these. He gave details regarding the quote for the resurfacing work and reported he had discussed possible funding options for this project with the Clerk to which he gave details and confirmed that hopefully the whole project could receive a considerable amount from grant funding sources. There was a discussion and in principle there were No Objections for this funding to be applied for but it was agreed Parish Council reserves should not be used towards this project until clarification had been obtained for the approval of the work from SCDC. Cllr Galloway raised concerns regarding if this work was carried out that the Parish Council only had a lease for the car park and SCDC could cancel this with the required notice being given at any time. There was a brief discussion and it was agreed that a letter should be sent to [REDACTED] at SCDC asking if the Parish Council were to resurface the car park if they could provide clarification that the lease would be ongoing going forward.

10207. To Receive Reports from Portfolio Holders and Liaison Representatives

Village Hall Management Committee

Cllr Roberts confirmed that [REDACTED] had now assessed the electrics within the Village Hall to which he provided details and confirmed they had agreed to supply an indicative quote for the works to install the lighting and another other minor works needed. Cllr Roberts stated this work may cost in the region of £10,000.

Cllr Roberts confirmed that himself and Cllr Garratt were due to meet with [REDACTED] from Suffolk Resilience on Friday 22nd April 2016.

Cllr Major gave details regarding future events to be held.

Sizewell C

Cllr Galloway reported on a recent meeting in which she had attended and advised she would update the Parish Council once further information had been received.

New Oasis

Cllr Major raised concerns regarding the work that had been recently carried out by Leiston Press to staple the latest edition. The Acting Chairman asked if any volunteers had come forward to assist with the New Oasis distribution. Cllr Garratt offered to assist Cllr Pulham with co-ordinating the delivery.

10208. Correspondence

Correspondence received since the last meeting had been tabled by the Clerk. This included a copy of a donation request letter from Magpas Air Ambulance.

10209. Any Other Matters Arising (For information only)

The Acting Chairman confirmed the pile of dirt that had been dumped at Curlew Green had now been removed.

The Acting Chairman advised that [REDACTED] had agreed to cut the hedge on Carlton Rd.

10210. Date of next Meeting

The Annual Parish Meeting will be held on Wednesday 20th April 2016 at 7:00pm in Kelsale Village Hall and the next meeting of Kelsale-cum-Carlton Parish Council will be held on Wednesday 27th April 2016 at 7:00pm in Kelsale Village Hall, Committee Room.

There being no further discussion the Acting Chairman thanked the Parish Council for their attendance and formally closed the meeting at 9:20pm

Signed: Chairman

Dated:

Planning Appendix (30th March 2016)

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

None received

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

Planning Ref: DC/16/0424/FUL

Address: Boundary Farm, East Green Road, Kelsale-cum-Carlton

Proposal: A change of use from agricultural land to camping site. The proposed application is for 6 tents as holiday accommodation as part of farm diversification and viability.

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

Planning Ref: DC/15/5177/FUL

Address: Kelsale Hall, Main Rd, Kelsale-cum-Carlton

Proposal: Replacement of existing main front gate entrance pillars

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

Planning Ref: DC/15/4262/FUL

Address: Os 7313 Land off Peasenhall Rd, Dorleys Corner, Kelsale-cum-Carlton

Proposal: Conversion of former helicopter hangar and workshop to form faith primary school, erection of Gospel Hall; provision of associated car parking and playing field.

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

Appeal by:

Site at: OS 7566, Carlton Rd, Kelsale-cum-Carlton

Planning Application Ref: DC/15/0106/FUL

Proposal: Erection of a New Brethren Meeting Hall

This Appeal has been Granted.

TOWN AND COUNTRY PLANNING ACT 1990 - APPEAL UNDER SECTION 78

Appeal by: Francis Investments (East Anglia)

Site at: Plot 4, Southview, Carlton Road, Kelsale Cum Carlton

Planning application reference: DC/15/3231/FUL

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.

MINUTES OF THE PARISH COUNCIL MEETING HELD ON WEDNESDAY
27TH APRIL 2016 AT 7:00PM IN KELSE VILLAGE HALL, COMMITTEE ROOM

Present: Cllr Alan Revell (Acting Chairman)
Cllr Jeni Aird
Cllr Keith Dickerson
Cllr Edwina Galloway
Cllr Susan Major
Cllr Tim Roberts
Cllr David Baker
Cllr Armstrong-Bland
Cllr Pam Garratt
Cllr Taylor

In attendance: District Cllr Fisher. There was 1 member of the public present.

Welcome by the Acting Chairman

10211. Public Forum

There were no comments from the member of the public present. Item 10219 was moved to be covered under this agenda item.

10212. 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 Cllr John Fisher

District Cllr Fisher reported there had been a 2% rise in SCDC's Council Tax. He confirmed the District Council was looking into the possibility of merging with Waveney District Council to which he advised all Parishes would be formally consulted. District Cllr Fisher provided details regarding the sale of the Melton Hill offices and confirmed a Customer Service Desk was now available within Woodbridge Library. The Acting Chairman thanked District Cllr Fisher for his report. Concerns were raised that a Customer Service Desk was not available within the Saxmundham Area and it was suggested the Clerk could inform SCDC of these concerns.

(c) Report by District Cllr Philip Dunnett

District Cllr Dunnett was not present. A written report had been previously submitted for the Annual Parish Meeting.

The Acting Chairman formally opened the meeting at 7:20pm

10213. To receive apologies for absence

Apologies were accepted from Cllr Pulham. Cllr Ellis was absent.

10214. Declarations of Interest

There were none.

d) To consider any dispensations

None received.

10215. To consider the Approval of the draft minutes of the Parish Council meeting held on Wednesday 30th March 2016

The draft minutes of the Council meeting held on Wednesday 30th March 2016 had been circulated to all Councillors prior to the meeting and subject to a minor amendment were Proposed for **Approval** by Cllr Roberts, Seconded by Cllr Garratt. **9 in Favour, 1 Abstention.**

10216. Parish Clerk's Report

I am in the process of applying for funding from District Cllr Dunnett's ECB towards the replacement chairs for the Village Hall.

To confirm further to the outcome of the February Parish Council meeting I have written to Cllr John Pulham asking him to kindly amend the wording on the Land Registry document for the land at the Village Hall and stated this should also include the change of address, as requested.

Parish Clerk's Report cont....

I have now ordered the large generator and this will be delivered in due course to Cllr Revell.

I have spoken to [REDACTED] from Conservation Works and he has confirmed he will carry the work out to the damaged lime tree at Kelsale Primary School on Monday 2nd May 2016 as this is a Bank Holiday and school will be closed.

I have e-mailed [REDACTED] in estates at SCSC regarding the proposed resurfacing project for the Low Rd Car Park and will update you once I hear back from her regarding permission to carry out the work and clarification that the lease would be on-going if this work was carried out.

10217. Matters arising from the Parish Clerk's Report

There were none.

10218. Matters arising from the Parish Council meeting held on Wednesday 30th March 2016

Cllr Garratt suggested a date should be fixed for the proposed village clean up. There was a brief discussion and it was agreed this event would be held Saturday 4th June 2016. Cllr Aird volunteered to provide tea, coffee and biscuits for this event.

The Acting Chairman advised as [REDACTED] would be standing down as Tree Warden a replacement would need to be found. It was suggested the Clerk could liaise with Conservation Works and [REDACTED] regarding them possibly taking on this role. There was a brief discussion and newly appointed Cllr Claire Buttle volunteered to take on the role of Tree Liaison Officer to work alongside the Tree Warden.

10219. Parish Council Matters

(a) Parish Council Co-option

The Acting Chairman welcomed [REDACTED] to the meeting. [REDACTED] gave a brief statement as to why she wished to join the Parish Council. The Acting Chairman thanked [REDACTED] for her comments and asked her to leave the room. There was a formal vote and it was **Unanimously Agreed** that [REDACTED] would be Co-opted onto the Parish Council. The Acting Chairman welcomed Claire Buttle to the Council. Claire signed the declaration of acceptance of office and this was witnessed by the Clerk.

(b) Queens 90th Birthday Celebration Event

Cllr Garratt provided an update regarding this event. She asked for volunteers for help on the day and confirmed the refreshments had now been organised. Cllr Garratt requested that the Clerk arranged for the Playing Field to be cut prior to the event. She suggested a working group meeting should be convened in the near future to which Cllr Major agreed to liaise with Kelsale VHM. **Actions: Cllr Garratt to schedule a working group meeting and Clerk to arrange for the grass to be cut.**

(c) Proposal to designate Kelsale Village Centre as a Conservation Area – To receive an update from Cllr Galloway on the outcome of her meeting with [REDACTED], Conservation Officer, SCDC

Cllr Galloway confirmed she had now walked around the village with [REDACTED] to which she provided details and circulated information regarding the outline process of applying to be a Conservation Area. She also confirmed that maybe this designated area could include the Low Rd car park which could prove to be beneficial. It was agreed this matter would be an agenda item at future meetings going forward.

(d) Bench Maintenance – To receive an update and consider quotation received

Cllr Garratt confirmed herself and her husband had walked around the village with [REDACTED] to which she gave details. She confirmed a quotation had been received from [REDACTED] to carry out maintenance to the benches. Cllr Garratt raised concerns regarding the condition of the inside of the bus shelters and suggested that the Clerk could ask [REDACTED] to include the sweeping of inside the bus shelters within his weekly duties. It was also agreed if this work required an extra cost there would be **No Objections**. There was a brief discussion regarding the quotation received whereby Cllr Revell raised concerns regarding the cost to prepare and paint the cast iron side supports. **Approval** for Mr Driver to carry out the work to the benches as stated within his quotation at a cost of £550.00 was proposed by Cllr Garratt, Seconded by Cllr Roberts. **All in Favour**. Cllr Revell confirmed he was aware there were two broken benches with a local parishioner which could be used for parts when this work is carried out. It was also suggested that [REDACTED] could be asked to quote for the work to improve the condition of the inside of the bus shelters. **Actions: Cllr Garratt to liaise with [REDACTED] Clerk to write to [REDACTED] in order to ask him to include the sweeping out of the bus shelters as part of his duties carried at and negotiate extra cost, if necessary.** The Acting Chairman thanked Cllr Garratt for all her hard work in respect of this matter.

10220. Planning Matters

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

Concerns were raised regarding the application for Southview (Carlton Rd) as it was felt that the proposed dwelling was very close to the neighbouring property. There was a brief discussion and it was suggested that the Clerk could liaise with [REDACTED], Enforcement Officer at SCDC. **Action: Clerk to liaise with [REDACTED].** There was a brief discussion regarding the site at Skeeters Hall and the Clerk confirmed she had not heard anything further regarding this site from SCDC.

Cllr Baker raised concerns regarding comments not being e-mailed to the Clerk. It was therefore agreed that all comments regarding future planning applications would be e-mailed to the Clerk.

(a) SCDC Proposed Submission Documents – Publication for representations in relation to Soundness (18 April – 31 May 2016) – Site Allocations and Area Specifics Policies Consultation – To consider correspondence received

The Clerk gave details regarding the recent correspondence received and highlighted the changes proposed for Kelsale-cum-Carlton within this document. She suggested a meeting of the Planning Group should be convened in order for a response to be compiled so that this could be approved at the May 2016 Parish Council meeting. **Action: Meeting of the Planning Group to be convened.**

(b) Proposed Neighbourhood Plan – To receive an update on the meeting held on Monday 25th April 2016

Cllrs Galloway, Garratt, Taylor and Baker confirmed they had attended this meeting. Cllr Galloway provided an update on the outcome of this meeting and confirmed Steering Groups would need to be formed. Cllr Garratt raised concerns that Benhall may wish to not be classed as a Key Service Centre and in fact designated as an Other Village. It was agreed the Parish Council would confirm they would like to be included within the proposed Steering Group and form part of the joint Neighbourhood Plan. The Acting Chairman thanked those Councillors who attended this meeting. **Action: Clerk to liaise with Saxmundham Town Council.**

10221. Financial Matters

(a) Financial Statement since last meeting

Income/Receipts

SCDC Enabling Community Budget (VAS Sign)	£250.00
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Expenditure: (Direct Debits/Standing Orders)

BT (Broadband)	£23.99
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Bank Balances:

Current Account as at 31 st March 2016	£17,646.22
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Business Saver Account as at 31 st March 2016	£12,044.89
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(b) To Consider and Approve the following cheque payments:-

Jo Jones Salary & Expenses	£ 560.03
[REDACTED] Wages (Litter Collector)	£ 60.00
HMRC (PAYE - Jo Jones)	£ 96.20
Kelsale Village Hall (Hall Hire)	£ 30.00
LCPAS (Annual Subscription)	£ 80.00
[REDACTED] (Grass Cutting – Low Rd Car Park & Rec Ground)	£ 105.00
Cllr Pam Garratt (APM refreshments)	£ 31.78
Westbank Restorations Ltd (Generator)	£ 670.00

TOTAL £ 1,633.01

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

10222. To receive a report from the Village Enhancement Working Group

Cllr Dickerson reported that actions were being looked into as a result of the last meeting to which he gave details.

10223. To Receive Reports from Portfolio Holders and Liaison Representatives

Village Hall Management Committee

Cllr Major reported a Bric-a-Brac sale was due to be held on Saturday 14th May 2016 from 10:00-11:30am.

New Oasis

Cllr Major confirmed she had volunteered to staple the printed copies of the New Oasis. Cllr Garratt reported she had now looked into the distribution rounds to which she gave details and suggested the deadline dates may need to be changed going forward.

Emergency Officer

Cllr Roberts confirmed the Village Hall was due to be assessed on Friday 29th April 2016. He confirmed an Electrician had now looked at the circuits in order for this area to be used as a Rescue Centre to which he gave details and confirmed the circuits appeared to be in good order. Finally, Cllr Roberts advised a Safety Assessment needed to be carried out before any decision can be made regarding replacing the lighting.

Power 4 KCC

Cllr Roberts urged for volunteers to come forward and assist with this project.

10224. Correspondence

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

(a) To consider correspondence received from a local resident regarding matters relating to the Recreation Ground and Grass Cutting at Low Rd Car Park

Car Park Grass Cutting – It was agreed the Acting Chairman would liaise with [REDACTED] regarding this matter. **Action: Clerk to respond to local resident to inform him that the Acting Chairman would liaise with the Contractor regarding his complaint.**

Recreation Ground – There was a brief discussion regarding as to if dogs should be allowed on the Recreation Ground. It was agreed that certainly No Golf or Motorised Vehicles should be allowed and it was also suggested that the Clerk should ask if a future occurrences of a quad bikes being used is witnessed by local residents that it would be helpful if photo evidence could be provided. It was agreed that Dogs on the Recreation Ground and the updating of the rules and regulations for the Recreation Ground would be an agenda item at the May 2016 meeting.

10225. Any Other Matters Arising (For information only)

The Clerk confirmed she had reported the abandoned vehicle within the Low Rd Car Park to SC Norse.

10226. Date of next Meeting

The Annual Meeting followed by a Parish Council meeting will be held on Wednesday 25th May 2016 at 7:00pm in Kelsale Village Hall, Committee Room.

There being no further discussion the Acting Chairman thanked the Parish Council for their attendance and formally closed the meeting at 9:00pm

Signed: Chairman

Dated:

Planning Appendix (27th April 2016)

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

Planning Ref: DC/16/1391/FUL

Address: 5 Carlton Rd, Kelsale-cum-Carlton

Proposal: 2 storey rear extension & single storey double garage

This application is currently being circulated amongst the Planning Group.

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

Planning Ref: DC/16/0424/FUL

Address: Boundary Farm, East Green Road, Kelsale-cum-Carlton

Proposal: A change of use from agricultural land to camping site. The proposed application is for 6 tents as holiday accommodation as part of farm diversification and viability.

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

Planning Ref: DC/15/4262/FUL

Address: Os 7313 Land off Peasehall Rd, Dorleys Corner, Kelsale-cum-Carlton

Proposal: Conversion of former helicopter hangar and workshop to form faith primary school, erection of Gospel Hall; provision of associated car parking and playing field.

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

TOWN AND COUNTRY PLANNING ACT 1990 - APPEAL UNDER SECTION 78

Appeal by: Francis Investments (East Anglia)

Site at: Plot 4, Southview, Carlton Road, Kelsale Cum Carlton

Planning application

reference: DC/15/3231/FUL

No decision has been made by the Planning Inspectorate, 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.

MINUTES OF THE PARISH COUNCIL MEETING HELD ON WEDNESDAY
25th MAY 2016 AT 7:00PM IN KELSALE VILLAGE HALL, COMMITTEE ROOM

Present:	Cllr Alan Revell (Chairman)	Cllr Carolyn Taylor
	Cllr David Baker	Cllr Clare Buttle
	Cllr Keith Dickerson	Cllr Ray Ellis
	Cllr Edwina Galloway	Cllr Pam Garratt
	Cllr Susan Major	Cllr John Pulham

In attendance: Joanne Jones – Parish Clerk. District Cllrs John Fisher and Philip Dunnett and County Cllr Michael Gower. There were no members of the public present.

Welcome by the Chairman

10233. Public Forum

There were no members of the public present.

10234. Reports

(a) Report by County Cllr Michael Gower

County Cllr Gower reported a full council meeting was due to take place at SCC whereby the Fire Service would be considered to which he gave details. He provided details regarding the on-going Devolution process and raised concerns regarding this matter as he felt not enough information had been disclosed. County Cllr Gower confirmed he was aware of a petition going around to restrict the cutting of verges to which he gave details. Cllr Galloway advised a local landowner had asked for a more synthetic approach previously in respect of the cutting of verges. The Chairman confirmed this matter had been discussed previously and it was agreed the Clerk would look into what was discussed previously and forward this to County Cllr Gower. The Chairman thanked County Cllr Gower for his report.

(b) Report by District Cllr John Fisher

District Cllr Fisher reported further to the April Parish Council meeting whereby it had been suggested it would be beneficial if a SCDC Customer Service Desk could be implemented within Saxmundham that he had brought this request to SCDC's attention but unfortunately they had informed him that there was no budget available to implement one in Saxmundham but they may be happy to work together with Saxmundham Town Council in respect of this request. The Chairman thanked District Cllr Fisher for his report.

(c) Report by District Cllr Philip Dunnett

District Cllr Dunnett reported SCDC's Annual Meeting was due to take place on Thursday 26th May 2016. He confirmed Suffolk Constabulary's Chief Constable had attended a recent meeting whereby rural policing was discussed and he stated he felt the new police structure would work and had agreed to return to a future meeting to report on this matter. The Chairman thanked District Cllr Dunnett for his report.

The Chairman formally opened the meeting at 7:55pm

10235. To receive apologies for absence

Apologies were accepted from Cllr Roberts.

10236. Declarations of Interest

There were none.

e) To consider any dispensations

None received.

10237. To consider the Approval of the draft minutes of the Parish Council meeting held on Wednesday 30th April 2016

The draft minutes of the Council meeting held on Wednesday 30th April 2016 had been circulated to all Councillors prior to the meeting and subject to a minor amendment were Proposed for **Approval** by Cllr Garratt, Seconded by Cllr Galloway. **8 in Favour, 2 Abstentions.**

10238. Parish Clerk's Report

To report I have written to Saxmundham Town Council in order to confirm the Parish Council would like to be part of the Neighbourhood Plan Steering Group, when formed and also requested information regarding the proposed boundary.

I have written to Patrick Norman asking him to include within his round the clearing out of the bus shelters and will keep you updated when I receive a response from him regarding this request.

I have received the updated salary scales for Parish Clerks from NALC and can confirm that SPC23 will increase from £10.84 per hour to £10.94.

10239. Matters arising from the Parish Clerk's Report

Cllr Galloway asked if the Clerk had yet arranged for her salary to be paid by Standing Order monthly. The Clerk confirmed she was in the process of arranging this to be carried out and with effect from June 2016 this would be set up.

10240. Matters arising from the Parish Council meeting held on Wednesday 30th April 2016

Cllr Garratt asked if the Clerk had contacted SCDC regarding the lease for the Low Rd Car Park. There was a brief discussion and it was agreed the Parish Council were in favour of having a longer lease. It was also agreed the break clause should be dispensed of. **Action: Clerk to respond to SCDC.**

The Clerk confirmed she had received from Cllr Pulham a copy of the Land Registry's Title for the Village Hall to which she confirmed had now been amended to which she gave details. The Chairman advised as a result of the VHMIC informing the owner of the Guildhall of the registration of the land outside the Committee Room [REDACTED] has claimed ownership of this said land. Therefore, the Clerk has written to [REDACTED] him in order to request he provides formal copies of any documentation relating to this ownership. The Chairman also confirmed a member of the VHMIC had also responded to the landowner to which he gave details. There was a brief discussion regarding this matter whereby Cllr Pulham provided clarification regarding the registration of this land and the formal process involved.

10241. Parish Council Matters

(a) Proposal to designate Kelsale Village Centre as a Conservation Area – To receive an update from Cllr Galloway

Cllr Galloway had circulated an e-mail regarding this matter to all Councillors prior to the meeting. She displayed a map detailing the proposed conservation area boundary and confirmed if Councillors were happy, in principle she would now submit this to [REDACTED] at SCDC. There were **No Objections** to this request. The Chairman thanked Cllr Galloway for all her hard work.

(b) Queens 90th Birthday Celebration Event – To receive an update

Cllr Garratt provided an update regarding the event and confirmed it would commence at 3pm on Saturday 11th June 2016 and urged for volunteers to assist on Friday 10th June and on the day.

(c) Dogs on the Recreation Ground

The Chairman confirmed former Cllr Aird had suggested that dogs should be allowed on the Recreation Ground but should be kept on a lead and owners should ensure they clean up after their dogs. He stated that dogs would not be allowed within the play area. There was a brief discussion and there was a formal vote and 6 Councillors were in Favour of dogs being allowed on the Recreation Ground and there were 4 Abstentions. The Chairman confirmed he felt this vote should be **Carried** but this would be for a trial period of six months.

(d) To consider updating the rules and regulations for the Recreation Ground

The Chairman confirmed the rules and regulations to be implemented and put on a sign should be as follows:-

- a) Dogs are allowed within the Recreation Ground but **MUST** be kept on a lead and dog owners **MUST** be responsible and clean up after their dog in the dog bin provided
- b) No Golf allowed
- c) No Archery allowed
- d) No Motorised Vehicles allowed (without prior consent)

Cllr Dickerson reported he had received correspondence from a local personal trainer who wished to use the Recreation Ground for outdoor Boot Camps. There were **No Objections** to this request.

10242. Planning Matters

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

(a) SCDC Proposed Submission Documents – Publication for representations in relation to Soundness (18 April – 31 May 2016) – Site Allocations and Area Specifics Policies Consultation – To consider correspondence received and response

The Clerk confirmed an informal meeting of the Planning Group had been held in order to discuss this matter to which she gave details. A copy of the proposed response to be sent to SCDC had been tabled for all Councillors. There was a discussion and Cllr Ellis raised concerns regarding the proposed response to be sent. It was agreed the Clerk would amend the proposed letter to state the Parish Council feel due to unsustainability the allocation for new homes should be reduced from 30 to 10 as this was the amount that was considered acceptable for Kelsale-cum-Carlton as a result of the Open Public meeting held on Tuesday 17th February 2015. **Approved Unanimously.**

10243. Financial Matters

(a) Financial Statement since last meeting

Income/Receipts

SCDC – 1 st Half Precept & Grant	£ 9,708.82
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Direct Debits

BT (Broadband)	£ 23.99
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BT (Quarterly Line Rental)	£ 84.00
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Bank Balances:

Current Account as at 30 th April 2016	£24,747.58
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Business Saver Account as at 30 th April 2016	£12,044.89
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(b) To Consider/Approve the following cheque payments:-

Jo Jones Salary & Expenses	£ 569.14
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██████████ Wages (Litter Collector)	£ 60.00
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HMRC (PAYE - Jo Jones)	£ 96.40
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Kelsale Village Hall (Hall Hire)	£ 42.00
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██████████ (Maintenance - Recreation Ground & Low Rd Car Park)	£ 154.00
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Cllr Pam Garratt (Emergency Plan Training Session Mileage)	£ 26.55
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TOTAL	£ 948.09
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Approval for the above payments was Proposed by Cllr Dickerson, Seconded by Cllr Major. **All in Favour.**

(c) Parish Council Insurance Renewal – To consider the quotations received

The Clerk had tabled information regarding the renewal quotations received to all Councillors. It was **Unanimously Approved** that the Parish Council would renew their policy with AON UK Ltd at a premium of £464.58.

(d) To review and consider cheque signatories for the Barclays Bank Current Account

Due to the resignations of former Councillors ██████████ and ██████████ it was agreed that Cllrs Garratt and Taylor would replace these as cheque signatories. **Approved Unanimously.**

10244. To Receive Reports from Portfolio Holders and Liaison Representatives

New Oasis

Cllr Pulham asked for articles for the next edition and confirmed the deadline was 17th June 2016. Cllr Dickerson congratulated Cllr Garratt on reallocating the New Oasis delivery rounds.

Emergency Officer

Cllr Garratt confirmed she had recently attended a training session at Felixstowe regarding rescue centres to which she gave details. She had also circulated a document to all Councillors in which she was intending to distribute throughout the village in order to look into what resources local residents were able to offer in the case of an emergency.

Tree Liaison Representative

Cllr Buttle asked for a list of tree contractors in which she could contact to which the Clerk and Chairman provided clarification. Cllr Taylor advised the tree at Kelsale Primary School still needed the proposed work carried out. The Clerk confirmed [REDACTED] at Conservation Works had been awarded the contract to carry out the works to this tree and had assured her that he would do so once the bird nesting season was over.

Sizewell C

Cllr Galloway reported that concerns had been raised regarding the Sizewell Parishes Liaison Group and Sizewell-cum-Leiston Town Council had now ended their membership with this group.

10245. Correspondence

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

The Clerk confirmed she had received correspondence from [REDACTED] regarding a fallen tree by Carlton Church. There was a brief discussion and it was felt this tree had been fallen for some time. It was agreed the Chairman would look into this matter.

10246. Any Other Matters Arising (For information only)

Cllr Pulham reported he had been approached by a local resident regarding a solution to the on-going parking problems at Kelsale Primary School. He advised the local resident had stated he would be willing to sell his land and property that abutted the school in order to resolve this problem. There was a brief discussion and Cllr Taylor provided clarification. It was agreed this matter should be looked into further and if purchased the bungalow could be used for a pre-school. The Clerk confirmed she would raise this matter with County Cllr Gower.

Village Clean Up – Due to Cllr Roberts unfortunately breaking his ankle it was agreed this event would be postponed.

Cllr Major raised concerns regarding the flower tubs outside the Village Hall Committee Room.

10247. Date of next Meeting

The next meeting of Kelsale-cum-Carlton Parish Council will be held on Wednesday 29th June 2016 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 8:50pm.

Signed: Chairman

Dated:

Planning Appendix (25th May 2016)

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

Planning Ref: DC/16/1848/FUL

Address: Carlton Park Industrial Estate, Ronald Lane, Kelsale-cum-Carlton

Proposal: Provision of 34 additional car parking spaces.

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

Planning Ref: DC/16/1813/FUL

Address: Kelsale Place, Main Road (Kelsale), Kelsale Cum Carlton

Proposal: Formation of vehicular access to Main Road, provision of new access drive with associated bridge over watercourse.

Two members of the Planning Group **Objected** to this application on the following grounds:-

The existing entrance is a shared entrance over the Fromus. It is on the slip road at the end of Main Road where it joins the A12. Access to the property from the A12 is relatively straight forward when travelling North on Main Road & South on A12 but might be slightly more difficult when travelling North on A12. However, leaving the property via the slip road might be slightly more difficult. The other two houses will continue to use this access, which is sited roughly in the centre of the slip road.

It was felt a new entrance off Main Road would not be viable as the entrance would be just South of the footpath entrance off Main Road by the sign post. (The map supplied was not clear but you can tell what it is by considering the farmers field which has an entrance further South along Main Road). The proposed new access would be very near the A12 and cars coming South turning into Main Road at that junction are travelling quite fast.

A new entrance near the junction of Main Road and the A12 would be an increased hazard for all as well as resulting in the felling of precious trees. The existing drive is completely safe and easy to use for all concerned.

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

Planning Ref: DC/16/1391/FUL

Address: 5 Carlton Rd, Kelsale-cum-Carlton

Proposal: 2 storey rear extension & single storey double garage

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

Planning Ref: DC/15/4262/FUL

Address: Os 7313 Land off Peasenhall Rd, Dorleys Corner, Kelsale-cum-Carlton

Proposal: Conversion of former helicopter hangar and workshop to form faith primary school, erection of Gospel Hall; provision of associated car parking and playing field.

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

TOWN AND COUNTRY PLANNING ACT 1990 - APPEAL UNDER SECTION 78

Appeal by: Francis Investments (East Anglia)

Site at: Plot 4, Southview, Carlton Road, Kelsale Cum Carlton

Planning application

reference: DC/15/3231/FUL

No decision has been made by the Planning Inspectorate, 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.

Kelsale-cum-Carlton Parish Council
Neutral Farm House, Mill Lane, Butley, Woodbridge, Suffolk. IP12 3PA
Tel: 01394 459400, E-mail: kelsaleparishclerk@gmail.com
www.kelsalecarltonpc.org.uk

MINUTES OF THE PARISH COUNCIL MEETING HELD ON WEDNESDAY
29th JUNE 2016 AT 7:00PM IN KELSALE VILLAGE HALL, COMMITTEE ROOM

Present:	Cllr Alan Revell (Chairman)	Cllr Carolyn Taylor
	Cllr David Baker	Cllr Clare Buttle
	Cllr Edwina Galloway	Cllr Pam Garratt
	Cllr Susan Major	Cllr Tim Roberts

In attendance: Joanne Jones – Parish Clerk. District Cllrs John Fisher and Philip Dunnett and County Cllr Michael Gower. There were no members of the public present.

Welcome by the Chairman

10248. Public Forum

There were no members of the public present.

10249. Reports

(a) Report by County Cllr Michael Gower

County Cllr Gower advised SCC were going to be holding a debate on the proposed Devolution Scheme to which he and District Cllr Dunnett gave details. The Chairman thanked County Cllr Gower for his report.

(b) Report by District Cllr John Fisher

District Cllr Fisher had nothing to report.

(c) Report by District Cllr Philip Dunnett

District Cllr Dunnett reported that SDCC were due to discuss the proposed Devolution Scheme on Thursday 30th June 2016. He provided details regarding the part night lighting scheme that is to be implemented and finally gave details regarding the forthcoming Enabling Community Budget Roadshows. The Chairman thanked District Cllr Dunnett for his report.

The Chairman formally opened the meeting at 7:19pm

10250. To receive apologies for absence

Apologies were accepted from Cllrs Pulham, Dickerson, Ellis and Armstrong-Bland.

10251. Declarations of Interest

There were none.

f) To consider any dispensations

None received.

10252. To consider the Approval of the draft minutes of the Annual Meeting and the Parish Council meeting that followed held on Wednesday 25th May 2016

The draft minutes of the Annual Meeting and the Parish Council meeting that followed on Wednesday 25th May 2016 had been circulated to all Councillors prior to the meeting and **Approval** for both was Proposed by Cllr Galloway, Seconded by Cllr Buttle. **7 in Favour, 1 Abstention.**

10253. Parish Clerk's Report

To confirm I have submitted the funding application for the replacement chairs for the Village Hall to District Cllr Dunnett.

I have still not heard from [REDACTED] at SC Highways regarding the paperwork for the posts for the Vehicle Activated Speed Sign. I will continue to chase him and propose that there is an agenda item at the July meeting in order for the Parish Council to consider which sign they would like to purchase so I can then apply for the necessary funding.

A World of Planning event is to be held at SCDC on 13th July 2016. I have also received an e-mail from [REDACTED] asking for suitable dates in order to hold a meeting regarding the proposed Neighbourhood Plan. It was agreed the Clerk would circulate available dates.

10254. Matters arising from the Parish Clerk's Report

There were none.

10255. Matters arising from the Parish Council meeting held on Wednesday 29th June 2016

Cllr Baker advised when testing the recently purchased generator at the Queens 90th Birthday event it became very apparent that this was going to be too noisy and therefore as it had only been used for around 10 minutes he suggested this could be swapped for another generator in a sound proof box. He confirmed he had contacted the supplier who had agreed to swap the originally purchased generator for this model for an additional cost to include collection of the original generator and delivery of the replacement one for £225.00. **Approval** for this cost was Proposed by Cllr Baker, Seconded by Cllr Roberts. **All in Favour.** It was agreed this item would be added to the list of items to pay.

Cllr Garratt advised she had received a quotation from [REDACTED] for him to treat the bus shelters in order to hide the graffiti for a cost of £85.00. **Approval** for this work to be carried out was **Unanimously Agreed** by the Council.

It was agreed the replacement sign to be sited at the entrances to the Recreation Ground should also state No Dogs Permitted within the children's play area and the existing no dog sign could be sited on the play area gate. It was agreed the sign for the main gate should be A3 on strong plastic with Black on White print with Kelsale-cum-Carlton Parish Council at bottom. The Clerk confirmed she would circulate the draft proof, when received. It was also agreed that [REDACTED] should be asked to fix the latch on the play area gate and move the dog signs when the replacement ones are received.

Cllr Galloway asked County Cllr Gower if he had any further information regarding the cutting of the verges. County Cllr Gower advised he had received no further details to date. Several concerns were raised regarding overgrown hedges and verges throughout the village.

Cllr Galloway reported SCDC have agreed the map for the proposed Conservation Area and the next step would be for officers to walk around the village.

10256. Parish Council Matters

To consider costings for the Litter Collector to add the cleaning the bus shelters to his weekly round

An e-mail discussion had taken place prior to the meeting following the correspondence in which the Clerk had circulated from [REDACTED] stating he would look to charge an extra £10 per week for this to be added to his weekly duties. The Chairman provided details regarding the e-mails sent and stated he felt the bus shelters did not require cleaning on a weekly basis but monthly instead. Cllr Garratt suggested the Clerk should also ask [REDACTED] if he could take down any expired notices left up around the village. This was **Unanimously Approved** at an extra cost of £10 per month. **Action: Clerk to inform [REDACTED].**

10257. Planning Matters

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

Cllr Garratt raised concerns as the Planning Group were still not circulating applications swiftly and therefore the comments were not getting back to the Clerk in adequate time. She also stated that some members were not e-mailing their comments so that other members could view them. The Chairman suggested members of the Planning Group needed to communicate better and if they were going to be away on holiday they should take them self out of the loop for certain applications. It was agreed the Chairman would send an e-mail to the Planning Group. **Action: Chairman to e-mail Planning Group.**

Concerns were raised regarding how long it was taking SCDC to make a decision regarding the application for Carlton Meres Country Park. The Clerk confirmed that [REDACTED], SCDC was no longer the Case Officer for Kelsale and therefore a new member of staff would need to pick up this application.

10258. Financial Matters

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

Income/Receipts

Nil

Direct Debits/Standing Orders

BT (Monthly Line Rental)	£ 23.99
Jo Jones Salary	£ 514.55

Bank Balances:

Current Account as at 31 st May 2016	£22,994.02
Business Saver Account as at 31 st May 2016	£12,044.89

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

██████████ (Bench Maintenance)	£ 550.00
Jo Jones Expenses	£ 64.34
██████████ Wages (Litter Collector)	£ 75.00
HMRC (PAYE - Jo Jones)	£ 97.40
██████████ (Maintenance Rec Ground and Low Rd Car Park)	£ 105.00
SCDC (Parish Plan Leaflets printing)	£ 15.60
Westbank Ltd (Replacement Generator)	£ 225.00

TOTAL £ 1,132.34**Approval** for the above payments Proposed by Cllr Roberts, Seconded by Cllr Taylor. **All in Favour.****(c) To review and approve the 2015/16 End of Year Accounts**

A copy of the draft 2015/16 End of Year Accounts had been circulated to all Councillors prior to the meeting. The Clerk gave details regarding the outcome of the Internal Auditor Report and provided information regarding un-cleared cheques and confirmed that one of these was for Essex Pyrotechnics for the fireworks from a previous event. It was agreed the Clerk would look into this matter and replace the cheque. **Approval** for the 2015/16 End of Year Accounts was Proposed by Cllr Taylor, Seconded by Cllr Roberts. **All in Favour.**

(d) To approve Sections 1 and 2 of the Local Councils Annual Return

A copy of Sections 1 & 2 of the Local Councils Annual Return had been tabled for all Councillors. **Approval** was Proposed by Cllr Baker, Seconded by Cllr Galloway. **All in Favour.**

10259. To receive a report from the Village Centre Enhancement Group

It was agreed the Chairman needed to relook into the costings for the resurfacing of the Car Park and also look to seek alternative quotes. The Clerk confirmed she had e-mailed ██████████, SCDC regarding the request to obtain a longer lease but had not yet received a response to date.

10260. To Receive Reports from Portfolio Holders and Liaison Representatives**Village Hall Management Committee**

Cllr Garratt reported the Queens 90th Birthday Picnic had proved to be a very successful event. The Chairman advised he had received e-mail from the VHMC suggesting that maybe an aerial photo could be sited next to the picture of the Queen within the Village Hall. There was a brief discussion and it was agreed as it had already been approved that an up to date picture of the Queen would be sited that this would be more in keeping. It was agreed the Clerk would respond to the VHMC representative and also state if they still wished to site an aerial photo within the hall there would be no objections to this. Cllr Roberts volunteered to look into the purchasing of an up to date picture of the Queen.

New Oasis

Cllr Garratt confirmed she now had seven people assisting her with the delivery rounds and the last delivery had gone very smoothly. The Chairman thanked Cllrs Garratt and Major for all their hard work. It was also suggested the December 2016 issue should be compiled and delivered earlier than normal. It was agreed the Clerk would write to all those whom advertise within the New Oasis regarding payment for this service. Cllr Galloway suggested that maybe some village organisations may be willing to donate towards items for the bonfire event.

Kelsale Primary School

Cllr Taylor provided an update regarding parking at the school and advised she had now discouraged parents from parking in the layby to which she gave details. She confirmed that it had been agreed a Feasibility Study would be carried out on the land behind the primary school. Cllr Taylor advised the Summer Fair would be held on Friday 8th July 2016.

Recreation Ground

Cllr Garratt stated the gate posts had rotted and therefore required attention and the bottom gate also needed repairing. The Chairman suggested a list should be compiled of all the outstanding jobs that need carrying out within the Recreation Ground.

Cllr Major advised the area at the back of the jungle' needed clearing. It was agreed Cllrs Baker and Buttle would look into this.

Cllr Garratt asked if the basketball net could be sited soon. There was a brief discussion regarding funding available for extra equipment and Cllr Baker suggested a questionnaire could be circulated around the village in order to gain Parishioners views as to what pieces of equipment they would like to see within this area. The Chairman gave details of money spent within the last five years on the play area.

Tree Liaison Officer

Cllr Buttle confirmed she had contacted both [REDACTED] and [REDACTED] from Conservation Works in order so to introduce herself. The Chairman thanked Cllr Buttle.

Emergency Officer

Cllr Garratt confirmed she had attended a Training Course to which unfortunately had not proved to be very beneficial.

10261. Correspondence

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

(a) To consider correspondence received from Sizewell Parishes Liaison Group

The Clerk had circulated a copy of this correspondence to all Councillors prior to the meeting. Cllr Galloway provided details regarding the concerns that had been raised and stated she felt the Parish Council should remain members and still continue to attend meetings although she did have some misgivings regarding the group. Cllr Roberts volunteered to draft a response to the letter received.

(b) To consider correspondence received from SCDC regarding proposed Engagement Forums

The Clerk provided details regarding the proposed SCDC Engagement Forums and it was suggested that Planning should also be discussed. It was agreed the Clerk would respond to SCDC stating the Parish Council would be interested in attending this event and that daytime would be preferred.

10262. Any Other Matters Arising (For information only)

Cllr Roberts volunteered to obtain data from Suffolk Constabulary's website regarding reported crimes in order so that he could report on these at Parish Council meetings. The Chairman thanked Cllr Roberts for offering to carry out this task.

The Clerk gave details regarding New Councillor training courses and advised that Jayne Cole had also offered to provide some bespoke training at the cost of £100.00 to which she gave details.

The Chairman raised concerns regarding the area at Carlton Green and advised that cars were now parking on footpath. It was agreed this matter should be monitored and if necessary the Clerk could write to Flagship Housing.

Cllr Roberts raised concerns regarding the overgrown hedge on the Recreation Ground and also the condition of Tiggin's Lane footpath.

10263. Date of next Meeting

The next meeting of the Parish Council will be held on Wednesday 27th July 2016 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 9:16pm

Signed: Chairman

Dated:

Kelsale-cum-Carlton Parish Council
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MINUTES OF THE PARISH COUNCIL MEETING HELD ON WEDNESDAY
27TH JULY 2016 AT 7:00PM IN KELSALE VILLAGE HALL, COMMITTEE ROOM

Present: Cllr Alan Revell (Chairman)
Cllr David Baker
Cllr Keith Dickerson
Cllr Edwina Galloway
Cllr Susan Major
Cllr Tim Roberts
Cllr Clare Buttle
Cllr Ray Ellis
Cllr Pam Garratt
Cllr John Pulham
Cllr Carolyn Taylor

In attendance: Joanne Jones – Parish Clerk and District Cllrs John Fisher and Philip Dunnett. There were no members of the public present.

Welcome by the Chairman

10264. Public Forum

There were no members of the public present.

10265. 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 Cllr John Fisher

District Cllr Fisher provided details regarding the proposed merger of Suffolk Coastal District Council and Waveney District Council. He confirmed there was also now a new joint website for both Councils. The Chairman thanked District Cllr Fisher for his report.

(c) Report by District Cllr Philip Dunnett

District Cllr Dunnett reported on the proposed Devolution Scheme. He provided further details regarding the possible merger of SCDC & Waveney District Councils. District Cllr Dunnett confirmed the Enabling Communities Budget was going to increase by £500.00 per year per Councillor to which he also provided details. He reported the Scrutiny Committee were trying to assist in helping those Parishes who could not access the faster broadband scheme and gave details regarding a voucher scheme that would be available to these individuals. The Chairman thanked District Cllr Dunnett for his report.

The Chairman formally opened the meeting at 7:16pm

10266. To receive apologies for absence

There were none. Cllr Armstrong-Bland was absent.

10267. Declarations of Interest

There were none.

g) To consider any dispensations

None received.

10268. To consider the Approval of the draft minutes of the Parish Council meeting held on Wednesday 29th June 2016

The draft minutes of the Parish Council meeting held on Wednesday 29th June 2016 had been circulated to all Councillors prior to the meeting and **Approval** was Proposed by Cllr Roberts, Seconded by Cllr Galloway.
8 in Favour, 3 Abstentions.

10269. Parish Clerk's Report

To confirm I have reported the pot holes at Bridge St and East Green to Suffolk County Highways and they have advised this work has been scheduled to be carried out.

I have received confirmation from SCDC that the current vacancy can be filled by means of a co-option.

I have spoken to Essex Pyrotechnics and the unpaid cheque owing is also included within the items to pay.

10270. Matters arising from the Parish Clerk's Report

The Chairman confirmed a co-option would be held at the August Parish Council meeting.

10271. Matters arising from the Parish Council meeting held on Wednesday 29th June 2016

Cllr Major raised concerns regarding the overgrown area at the back of the jungle on the recreation ground. Cllrs Buttle and Baker confirmed they had been to have a look at this area and could not see where clearing was required. There was a brief discussion and it was agreed that Mr Mann would be asked to carry out a one-off clearing of this area. The Chairman volunteered to attend the area in order to show Mr Mann what necessary work was required. Cllr Major also reported there were two dead elm trees that needed looking at.

Cllrs Taylor and Pulham confirmed an Ecological Report had been received from SCDC regarding the area at the back of Spinney Pocket Park in which could be possibly used for additional car parking at Kelsale Primary School. Cllr Pulham advised this had stated the area could not be used due to there being bats within the site. He confirmed he had since raised concerns regarding this matter and had also contacted County Cllr Gower whom had also raised concerns too and as a result of this the Ecologist had agreed this area now could be used as a drop off area. Cllr Taylor provided further details regarding this proposal and confirmed in the meantime she had stopped parents from parking in the layby which has proved beneficial and is easing the traffic flow. She also provided details regarding a new classroom which was due to be built.

The Clerk gave details regarding an e-mail in which she had received from former Cllr Paul Parry whereby a resident at Spinney Close has raised concerns regarding the condition of Spinney Pocket Park and the effect this is having on her property. There was a brief discussion and it was agreed this matter would be an agenda item at August Parish Council meeting.

6.1 – Replacement Notices for Recreation Ground – To receive an update

The Clerk had tabled a copy of the proof for the proposed sign and confirmed she had received a quotation from Leiston Press and the cost would be £55.00 per sign. There was a brief discussion and the Chairman stated he thought this quotation appeared to be quite excessive and therefore asked the Clerk to obtain a further quotation from EPS Transfers at Halesworth. There was also a discussion regarding the proposed wording and some amendments were carried out and **Approved** by the Council.

6.2 – Councillor Training Sessions – To consider possible dates and venue

The Clerk gave details regarding an e-mail in which she had received from Jayne Cole at LCPAS. There was a brief discussion and it was agreed that bespoke training to be held at Kelsale would be more cost effective and convenient and the Clerk should ask if this could be carried out in the evening within the first two weeks of September 2016 and also invite members from Saxmundham and Benhall Parish Councils.

6.3 – New Oasis Delivery Timing

Cllr Garratt stated she felt the December issue needed to be distributed very early in December 2016. Cllr Pulham confirmed he had No Objections to this request.

6.4 – Picture of Her Majesty the Queen to celebrate her 90th Birthday – To receive an update

Cllr Roberts gave details regarding the picture in which he had looked into purchasing on behalf of the Parish Council and confirmed this would cost £218.00 plus VAT. He confirmed he had also brought a picture in which he would also be willing for the Parish Council to use and he was also looking into obtaining two additional prints from Buckingham Palace's photographer to which he gave details. Cllr Roberts advised therefore there would be a set of 4 pictures and he had asked Emma K Framing for a quotation for the framing costs also with a brass plaque and she had confirmed this would be £396.00. There was a brief discussion and it was agreed the Parish Council needed to consult with the Village Hall Management Committee in respect of this matter. Some concerns were raised that the VHMC would not be in favour of having four pictures of the Queen to be sited within the Village Hall. The Chairman stated he also felt just one picture should be purchased and sited next to the original picture of the Queen. It was agreed that Cllr Roberts would liaise with the VHMC.

10272. Parish Council Matters

2016 Bonfire Event – Saturday 5th November 2016

Cllr Garratt confirmed she has now scheduled a meeting of the Bonfire Working Group. Permission was **Granted** for Cllr Garratt to order £1300.00 worth of fireworks for the event. It was suggested that better signage and policing of items placed on the bonfire needed to be carried out. Cllr Pulham asked if the lantern procession could be reinstated. There was a brief discussion and concerns were raised regarding health and safety in respect of this matter to which the Chairman provided further details.

7.2 – Vehicle Activated Speed Sign – To consider available signs

The Clerk confirmed since the last meeting she had been informed there was now another type of VAS Sign available to which she had requested details but to date had not received any details. She reported that [REDACTED], SCC had contacted her regarding the siting of one of the posts on Carlton Rd and confirmed since that Cllr Baker has met with him to agree the siting for this post. The Clerk confirmed she was now waiting for the paperwork to be sent in order for this to be signed and once this has been received she would also be able to apply for the relevant funding. It was agreed the Clerk would continue to chase [REDACTED] for details of the third sign and the paperwork/costings in order so this matter could be an agenda item at the August Parish Council meeting.

7.3 – Fete Account

Cllr Garratt had tabled a paper for all Councillors to which she provided details. Cllr Galloway reported she had raised this matter with the Clerk as she felt Parishioners may not be aware this account existed and therefore a proper audit control was not being carried out. Cllr Garratt provided details regarding the reasons for this account originally being set up and gave details of the current cheque signatories and amount held within the account. The Chairman stated he felt there did need to be some sort of accountability for this account and therefore the funds could be transferred either to the VPMC or Parish Council so the money could be earmarked for future village events, if necessary. There was a brief discussion and it was agreed the way forward would be for an article to be placed within the next edition of the New Oasis in order to provide formal details regarding this account and its use. **Unanimously Approved.**

7.4 – Parish Council Drop Box

Cllr Dickerson stated 6 or 7 years ago he set up a Parish Council Drop Box to which he gave details and encouraged all Councillors to use this facility. He gave details of a recent problem that had occurred and confirmed all the folders had now been replaced.

7.5 – Condition of Footpaths within the Parish

Cllr Garratt raised concerns regarding the condition of the footpaths within the Parish. She stated the hedge at the Recreation Ground needed cutting back so the clearing of the skirting could be carried out. There was a brief discussion and it was agreed that [REDACTED] would be asked to cut this hedge and once the work was complete the Clerk would write to [REDACTED] (and send a copy to County Cllr Gower) regarding having the skirting and the footpath on the Main Rd between Bridge St and Curlew Green cleared.

10273. Planning Matters

(See Planning Appendix). Details of planning applications received since the last meeting and decisions made had been circulated to all Councillors.

8.1 - Site Allocations and Area Specific Policies Plan & Felixstowe Area Action Plan – To consider correspondence received from SCDC regarding information to be considered at the examination hearing for this document.

The Clerk gave details regarding the correspondence received and confirmed the hearings would commence at 1pm on Tuesday 30th August 2016. She advised that within the correspondence received it had stated that the comments submitted by Kelsale-cum-Carlton Parish Council requesting for the allocation for new housing for Kelsale-cum-Carlton to be reduced from 30 to 10 would be taken into consideration. There was a discussion and Cllrs Pulham and Garratt volunteered to attend the hearing to comment on behalf of the Parish Council.

10274. Financial Matters

(a) Financial Statement since last meeting

Income/Receipts

Wayleave	£ 1.15
Bank Interest	£ 1.50

Direct Debits/Standing Orders

BT (Monthly Line Rental)	£ 25.44
Jo Jones Salary	£ 514.55

Bank Balances:

Current Account as at 30 th June 2016	£21,058.50
Business Saver Account as at 30 th June 2016	£12,046.39

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

Jo Jones Expenses	£ 38.86
██████████ Wages (Litter Collector)	£ 60.00
HMRC (PAYE - Jo Jones)	£ 97.60
Kelsale Village Hall (Hall Hire)	£ 30.00
Essex Pyrotechnics to replace unpaid cheque no. 102256	£ 1050.00
TOTAL	£ 1276.46

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

10274. To receive a report from the Village Centre Enhancement Group

Cllr Dickerson asked the Clerk to chase ██████████ regarding the possibility of a longer lease for the Low Rd Car Park. The Chairman agreed to relook into the costings for the resurfacing of the car park and also seek alternative quotes.

10275. To Receive Reports from Portfolio Holders and Liaison Representatives

Emergency Officer

Cllr Roberts reported he was still waiting to hear from Suffolk Resilience regarding their findings in respect of using Kelsale Village Hall as a Rescue Centre.

Cllr Roberts gave details regarding the new emergency number 105 that was due to come into effect and confirmed this would automatically connect you to your electricity provider.

10276. Correspondence

None received.

10277. Any Other Matters Arising (For information only)

Cllr Roberts offered to donate some roof tiles to the Parish Council in order so that the missing tiles on the bus shelter could be replaced. Cllr Garratt confirmed she could ask ██████████ to carry this work out.

Cllr Buttle gave details of an incident that occurred during the Open Gardens event whereby rucksacks were stolen from visitor's pushbikes whilst they were parked at the Village Hall. It was suggested an awareness article could be placed within the next edition of the New Oasis in order to make Parishioners aware and to remind them to remain vigilant. On behalf of the Parish Council the Chairman congratulated Cllr Buttle for organising the recent successful Open Gardens event.

10278. Date of next Meeting

The next meeting of the Parish Council will be held on Wednesday 31st August 2016 at 7:00pm in Kelsale Village Hall, Committee Room.

There being no further discussion the Chairman thanked the Parish Council for their attendance and formally closed the meeting at 9:00pm

Signed: Chairman

Dated:

Planning Appendix (27th July 2016)

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

Planning Ref: DC/16/2261/FUL

Address: Boundary Cottage, East Green Road, Kelsale-cum-Carlton

Proposal: To erect a timber lodge for the purpose of holiday lets to generate additional income to support the continuation of original house renovations.

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

- There is a well sited within the garden but this was not outlined within the application
- The siting of the proposed lodge so close to the road could change the character of the green
- It would be preferred if the unit could be sited beyond the fish pond

Application No: DC/16/2622/FUL

Address: 27 Beaumont Cottages, Kelsale-cum-Carlton

Proposal: Proposed extension to the front and side of property

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

Planning Ref: DC/16/2256/FUL

Address: North Green Farm, North Green, Kelsale-cum-Carlton

Proposal: Siting of a static caravan as a residence to allow completion of renovation works at the property.

The Planning Group had **No Objections** to this application but stated they felt this should remain as a temporary residence and should not subsequently become a 'holiday let' without any knowledge or prior permission being granted.

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

Planning Ref: DC/16/1928/OUT

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

Proposal: Use of Land for the Erection of Employment Development with Construction of Vehicular Access and Associated Works for a Total Site Area of 3,000 Sq. m.

The Planning Group had **No Objections** to this application. Outline Permission has been **Granted** by SCDC with 17 Conditions.

Planning Ref: DC/16/1848/FUL

Address: Carlton Park Industrial Estate, Ronald Lane, Kelsale-cum-Carlton

Proposal: Provision of 34 additional car parking spaces.

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

Planning Ref: DC/16/1813/FUL

Address: Kelsale Place, Main Road (Kelsale), Kelsale Cum Carlton

Proposal: Formation of vehicular access to Main Road, provision of new access drive with associated bridge over watercourse.

Two members of the Planning Group **Objected** to this application on the following grounds:-

The existing entrance is a shared entrance over the Fromus. It is on the slip road at the end of Main Road where it joins the A12. Access to the property from the A12 is relatively straight forward when travelling North on Main Road & South on A12 but might be slightly more difficult when travelling North on A12. However, leaving the property via the slip road might be slightly more difficult. The other two houses will continue to use this access, which is sited roughly in the centre of the slip road.

It was felt a new entrance off Main Road would not be viable as the entrance would be just South of

the footpath entrance off Main Road by the sign post. (The map supplied was not clear but you can tell what it is by considering the farmers field which has an entrance further South along Main Road). The proposed new access would be very near the A12 and cars coming South turning into Main Road at that junction are travelling quite fast.

A new entrance near the junction of Main Road and the A12 would be an increased hazard for all as well as resulting in the felling of precious trees. The existing drive is completely safe and easy to use for all concerned.

This application has been **Granted** by SCDC with 4 Conditions.

TOWN AND COUNTRY PLANNING ACT 1990 - APPEAL UNDER SECTION 78

Appeal by: Francis Investments (East Anglia)

Site at: Plot 4, Southview, Carlton Road, Kelsale Cum Carlton

Planning Ref: DC/15/3231/FUL

No decision has been made by the Planning Inspectorate, 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.

Kelsale-cum-Carlton Parish Council
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MINUTES OF THE PARISH COUNCIL MEETING HELD ON WEDNESDAY
31st AUGUST 2016 AT 7:00PM IN KELSEA VILLAGE HALL, COMMITTEE ROOM

Present:	Cllr Alan Revell (Chairman)	Cllr John Pulham
	Cllr Clare Buttle	Cllr Ray Ellis
	Cllr Edwina Galloway	Cllr Pam Garratt
	Cllr Susan Major	Cllr Tim Roberts
	Cllr Keith Dickerson	

In attendance: District Cllr John Fisher. There were no members of the public present.

Welcome by the Chairman

10279. Public Forum

There were no members of the public present.

10280. Reports

(a) Report by County Cllr Michael Gower

Apologies had been received from County Cllr Gower. No written report had been submitted.

(b) Report by District Cllr John Fisher

District Cllr Fisher reported the merger between Waveney District Council and SCDC appeared to be going ahead with an actual proposed merger date of 2019. He confirmed as a result of this boundaries were likely to be redrawn and the number of Councillors reduced. Finally, District Cllr Fisher gave details regarding SCDC's new website and confirmed this still provided easy access to SCDC & Waveney matters.

(c) Report by District Cllr Philip Dunnnett

District Cllr Dunnnett was not present. No written report had been submitted.

The Chairman formally opened the meeting at 7:11pm

10281. To receive apologies for absence

Apologies were accepted from Cllrs David Baker & Carolyn Taylor.

10282. Declarations of Interest

There were none.

h) To consider any dispensations

None received.

10283. To consider the Approval of the draft minutes of the Parish Council meeting held on Wednesday 27th July 2016

The draft minutes of the Parish Council meeting held on Wednesday 27th July 2016 had been circulated to all Councillors prior to the meeting. Cllr Major raised the point that within item 10272 there was no conclusion regarding the discussion of a lantern procession. "It was therefore decided that the lantern procession could not go ahead this year" would be added. **Approval** for minutes to include this amendment were Proposed for **Approval** by Cllr Galloway, Seconded by Cllr Pulham. **All in Favour.**

10284. Parish Clerk's Report

To confirm I have asked [REDACTED] to provide details of available dates for LCPAS to carry out the Bespoke Councillor Training and will inform you of these once available in order so this event can be scheduled.

I have asked [REDACTED] at Suffolk County Highways to arrange for the skirting alongside the hedge at the Recreation Ground to be cleared. I have also chased [REDACTED] for the relevant paper work for the VAS sign and as soon as I receive this the Parish Council can then choose which sign they wish to order and I can apply for the relevant funding.

The replacement signs for the Recreation Ground have now been ordered.

10285. Matters arising from the Parish Clerk's Report

There were none.

10286. Matters arising from the Parish Council meeting held on Wednesday 26th July 2016

Cllr Major raised concerns regarding the condition of part of the bank of the Fromus at the edge of the "Jungle". She also raised concerns regarding the fact that the Environment Agency do not regularly dredge the Fromus and stated if the 4 houses are built behind Cloutings Close then the extra water into the Fromus from these homes could exacerbate the chance of flooding. **Action: Cllrs Buttle & Revell agreed to look at the situation.**

a) Councillor Training Sessions

It was agreed the Clerk would e-mail Councillors with suitable dates for this training session to be held in order so that she could book LCPAS to carry this out. **Action: Clerk to liaise with LCPAS and inform Councillors of available dates.**

b) Picture of Her Majesty the Queen to commemorate her 90th Birthday – To receive an update

Cllr Roberts produced the old picture of the Queen cleaned and reframed plus another picture of the Coronation. Cllr Revell gave details of an e-mail received from Kelsale Village Hall Management Committee concerning the picture in which Cllr Roberts had received too late. Cllr Roberts advised he was still trying to obtain a picture of the Queen at 90. Cllr Galloway queried the expenditure spent to date to which Cllr Roberts replied £145.00 had been spent to date and stated he would be happy to pay this amount.

10287. Parish Council Matters

(a) Parish Council Co-option

Cllr Revell reported that Cllr Armstrong-Bland had resigned. **Action: Clerk to write and thank her for joining the Parish Council and to state they hope she will find herself in a position to join in the future.** The Chairman confirmed there were no candidates to fill the current vacancy to date.

(b) 2016 Bonfire Event

Cllr Garratt provided an update regarding the event and circulated a paper to all Councillors.

(c) Parish Council Representative for Village Hall Management Committee

Cllr Garratt stated that due to Cllr Armstrong-Bland resigning there was no longer a representative for Kelsale Village Hall Management Committee. Cllr Galloway suggested Cllr Baker could possibly take on this role but it was felt unfair to put him forward in his absence. Therefore, Cllr Major agreed to attend the next VHMC meeting in the interim. **Action: Clerk to inform KVHMC and include this matter as an agenda item at the September meeting.**

(d) Proposed Conservation Area – To receive an update

Cllr Galloway had tabled a paper for all Councillors. She explained where the boundary had been drawn and gave details regarding areas within the Parish that were already protected. She advised the next step would be for the Parish Council to have an independent Initial Appraisal carried out to which she gave details and confirmed that Dr Bradley who is an experienced historian had volunteered to carry this work out. She advised the cost of this work would be £600.00 to which SCDC had offered to contribute £100.00. Cllr Galloway Proposed the Parish Council commissioned Dr Bradley to carry this work out at the cost of £500.00. **Approval** was Proposed by Cllr Galloway, Seconded by Cllr Dickerson. **All in Favour.**

(e) Recent vandalism within the village

Cllr Garratt gave details regarding the recent vandalism in which had been witnessed by Cllr Baker. There was a brief discussion and it was hoped the incident was isolated. **Action: The Chairman requested all Councillors remained vigilant and urged them not to approach any individuals but make a note of any number plates etc. It was also agreed Cllr Pulham would include an article regarding this matter within the next edition of the New Oasis.**

Concerns were raised that the bus shelters appeared rather unsavoury at present. **Action: Cllr Roberts advised he has ordered 5L of Jeyes fluid to disinfect the bus shelters.** Cllr Pulham confirmed he would deliver the necessary tiles to Cllr Garratt for the repair of bus shelter roofs.

(f) To consider if the Village Hall Trustees could consider the possible sale of part of area outside the Committee Room to [REDACTED] dependable on valuation

Cllr Pulham gave details of an informal conversation he had recently had with [REDACTED] regarding the parking area by his property. He advised that [REDACTED] had paid for the work for the gravel surface to be undertaken and therefore he may be able to claim "Possessory Title" over the land. There was a brief discussion and Councillors were urged to view this area. **Action: Clerk to write to the Village Hall Trustees asking them to consider opening negotiations with [REDACTED] regarding the possible sale/purchase of the tiny area concerned for a peppercorn amount. Approval** was Proposed by Cllr Pulham, Seconded by Cllr Roberts. **7 in Favour, 2 Abstentions.**

(g) To consider the future maintenance of Spinney Pocket Park

This item was deferred in order so that it could be considered under the Tree Warden's portfolio.

Cllr Roberts raised concerns regarding the changed level of street lighting within this area and reported he had received complaints from local residents. Cllr Galloway confirmed these lights had never been the Parish Council's responsibility. **ACTION:** Clerk to look into this matter further.

10288. Planning Matters

Cllr Pulham reported on his attempt to speak at Local Plan Hearings Examination. He advised that due to being told he could not speak on Wednesday 31st August he had passed his notes onto Cllr Dickerson who had agreed to attend on Thursday 1st September 2016 in order to put the Parish Council's views across.

Cllr Garratt reported on the informal meeting held regarding the proposed development for 4 x 4 bed houses behind Kelvin in Rosemary Lane. She confirmed that herself and the Clerk had compiled a letter of Objection to be sent to SCDC and hoped that although these houses would be built that SCDC would take note of the concerns raised regarding drainage, lack of privacy etc.

10289. Financial Matters

(a) Financial Statement since last meeting

Income/Receipts

Nil

Direct Debits/Standing Orders

BT (Monthly Line Rental)	£ 25.44
Jo Jones Salary	£ 514.55
BT (Quarterly Broadband Charges)	£ 84.00

Bank Balances:

Current Account as at 31 st July 2016	£19,935.02
Business Saver Account as at 31 st July 2016	£12,046.39

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

Jo Jones Expenses	£ 42.06
██████████ Wages (Litter Collector)	£ 85.00
HMRC (PAYE - Jo Jones)	£ 97.40
██████████ – (Maintenance – Low Rd Car Park and Rec)	£ 105.00
TOTAL	£ 329.46

Cllr Roberts suggested that BT should be contacted to see if they might offer a more favourable deal for the broadband. **Approval** for the above payments was Proposed by Cllr Pulham, Seconded by Cllr Roberts. **All in Favour.**

10290. To receive a report from the Village Centre Enhancement Group

Cllr Dickerson gave details of the recent meeting held and asked for **Approval** to spend up to £250 for:-

£36.00 - Balance of fencing

£105.00 - Finger post

Approx. £25.00 for Village car park sign

Approval was Proposed by Cllr Dickerson, Seconded by Cllr Garratt. **All in Favour.**

There was a discussion regarding the proposed re-surfacing of the car park and Cllr Galloway asked if any progress had been made with regards to the length of lease. Cllr Pulham also asked if the building of a stockade for the bottle bank could be considered to which it was agreed this could be considered once the car park had been resurfaced. Cllr Dickerson Proposed that the applications for grants towards the resurfacing project should be made at the earliest opportunity as this had been in the pipeline now for approximately 3 years, Seconded by Cllr Garratt. **All in Favour**

10291. To Receive Reports from Portfolio Holders and Liaison Representatives

Tree Liaison Officer

Cllr Buttle confirmed she had contacted [REDACTED] from Conservation Works. She reported the work to the tree by the school had been completed but as a result [REDACTED] had found a Scots Pine which was quite dangerous. She confirmed he had advised the cost to remove this tree and clear the site would be £250.00. **Approval** for this work to be carried out by Conservation Works was Proposed by Cllr Revell, Seconded by Cllr Galloway. **All in Favour. Action: Cllr Buttle to liaise with [REDACTED] from Conservation Works.**

Cllr Buttle reported she had also met with [REDACTED] regarding the five Elms on the Recreation Ground which had Dutch Elm disease. She advised he had confirmed the cost to take down these trees would be £150.00 to include leaving the wood for villagers & chippings for the jungle. Cllr Major Proposed the Parish Council should accept this quotation, Seconded Cllr Buttle. **All in Favour. Action: Cllr Buttle to liaise with [REDACTED].**

Cllr Ellis raised concerns regarding the idea of wood being made available to the village and suggested that [REDACTED] should be asked for an alternative quote to also include the removal of the wood.

Emergency Officer

Cllr Roberts advised that Suffolk Resilience proposed to hold a Winter Gritting course in Kelsale Village Hall on 9th November 2016 from 2.00-4.30pm.

Recreation ground

Cllr Revell reported the basketball net was still, as new, in his warehouse. He advised that it had been suggested this item should be passed to Kelsale Primary School. In respect of this Cllr Galloway raised the following questions:

- a) How much did it cost?
- b) Were grants used to purchase it?

ACTION: Clerk to e-mail the Chairman costs of the net & information regarding any grants received.

10292. Correspondence

(a) To consider e-mail from Rick Sutton

Cllr Garratt reported she had been to meet with [REDACTED] regarding the problem of the collapsing ditch near the Gull on Sandy Lane. She advised after having liaised with [REDACTED] and the Clerk it had been agreed that the Environment Agency should be contacted.

Cllr Garratt confirmed that meanwhile [REDACTED] had since informed her that she was employing [REDACTED] and [REDACTED] Mann to strengthen the bank with sleepers etc. Cllr Revell reported this work had now been completed. **ACTION: Clerk to write to [REDACTED] in order to thank her for her action and get her to pass thanks onto both [REDACTED] & [REDACTED].**

10293. Any Other Matters Arising (For information only)

Cllr Roberts reported there was a sewerage problem in Bridge Street that he was investigating.

10294. Date of next Meeting

The next meeting of Kelsale-cum-Carlton Parish Council will be held on Wednesday 28th September 2016 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 9:21pm.

Signed: Chairman

Dated:

Kelsale-cum-Carlton Parish Council
Neutral Farm House, Mill Lane, Butley, Woodbridge, Suffolk. IP12 3PA
Tel: 01394 459400, E-mail: kelsaleparishclerk@gmail.com
www.kelsalecarltonpc.org.uk

MINUTES OF THE PARISH COUNCIL MEETING HELD ON WEDNESDAY
28TH SEPTEMBER 2016 AT 7:00PM IN KELSE VILLAGE HALL, COMMITTEE ROOM

Present:	Cllr Alan Revell (Chairman)	Cllr John Pulham
	Cllr Clare Buttle	Cllr Ray Ellis
	Cllr Edwina Galloway	Cllr Pam Garratt
	Cllr Susan Major	Cllr Tim Roberts

In attendance: District Cllr John Fisher & County Cllr Gower. There was 1 member of the public present.

Welcome by the Chairman

10295. Public Forum

The member of public present confirmed the Clerk had e-mailed her information regarding SCDC's Quality of Place Awards and advised she had nominated the Lych Gate to receive an award. She informed the Parish Council she had just been notified the Lych Gate had been awarded First Prize and a prize giving ceremony was due to be held to which she also gave details. The Chairman congratulated the member of the public and thanked her for taking the time to nominate the Lych Gate for this award.

10296. Reports

(a) Report by County Cllr Michael Gower

Cllr Gower reported on the proposed Devolution Scheme and confirmed there was now a delay due to the draft order not being prepared. He also stated in his opinion the public consultation had been a bit rushed and not enough information had been provided. County Cllr Gower advised there was to be a re-organisation within the Highways Dept as reports had been received this was not functioning as it should and not enough performance management was being carried out. The Chairman thanked County Cllr Gower for his report.

(b) Report by District Cllr John Fisher

District Cllr Fisher reported on the proposed Devolution Scheme. The Chairman thanked District Cllr Fisher for his comments.

(c) Report by District Cllr Philip Dunnnett

District Cllr Dunnnett was not present. No written report had been submitted.

The Chairman formally opened the meeting at 7:22pm

10297. To receive apologies for absence

Apologies were accepted from Cllr Dickerson.

Cllr Garratt (Vice Chairman) informed the Parish Council that she would be moving home around November 2016.

10298. Declarations of Interest

There were none.

i) To consider any dispensations

None received.

10299. To consider the Approval of the draft minutes of the Parish Council meeting held on Wednesday 31st August 2016

The draft minutes of the Parish Council meeting held on Wednesday 31st August 2016 had been circulated to all Councillors prior to the meeting. **Approval** was Proposed by Cllr Roberts, Seconded by Cllr Galloway.

All in Favour. The minutes were duly signed by the Chairman as a true record.

10300. Parish Clerk's Report

I have received an e-mail from the Village Hall Management Committee Trustees as follows:-

Some discussion about the articles in the New Oasis which raised eyebrows! The comments about the flower tubs were unnecessarily negative and if anyone in the village knows of anyone willing to offer to take care of the flower tubs, then a tub gardener will be welcomed with open arms. The same applies to anyone willing and able to apply weed killer to the paving slabs which are fast disintegrating as the plants in the spaces between the slabs get bigger. Pulling the plants out by the roots encourages more growth in the larger rooting spaces created. The Chairman stated he felt this statement had been put across strongly and members of the VHMC had taken charge over the tubs. Cllr Garratt advised she had pointed out some inaccuracies to Cllr Pulham in respect of this matter but he had not included her proposed amendments within the recent edition. Cllr Major stated the VHMC were going to be writing letters of concern to the Editor of the NO. It was also suggested that local businesses could be asked to assist with the tubs and possibly take on responsibility for the future upkeep of them.

I suggest the Councillor Training session is now postponed until after the current vacancies are filled to which Council members agreed.

The replacement signs for the Recreation Ground are now ready for collection to which the Chairman advised he had now collected these.

The second half of the Parish Precept and Grant has now been received from SCDC.

I have been informed by [REDACTED] at SCC that the posts for the Vehicle Activated Sign should be erected by 24th October 2016 and therefore the Parish Council need to decide which sign should be purchased. After carrying out some research I would recommend the Westcotec Sign at a cost of £2925.00 to include the sign, data collection and a spare bracket. **Approved Unanimously.**

10301. Matters arising from the Parish Clerk's Report

It was suggested that Cllr Pulham should be reminded the next edition of the New Oasis needed to be distributed by the end of November 2016 otherwise a flyer would need to also be distributed regarding Xmas Events to be held within the Parish.

Cllr Taylor stated it could be beneficial if going forward the editor's name was placed under each article within the New Oasis. It was agreed this would be suggested to Cllr Pulham.

10302. Matters arising from the Parish Council meeting held on Wednesday 31st August 2016

(a) Village Hall Liaison Representative

The Chairman confirmed further to the resignation of [REDACTED] that Cllr Major would attend one further meeting of the VHMC then a replacement representative would need to be appointed.

(b) Queens Picture to be sited at the Village Hall

The Clerk gave details regarding an e-mail received from Kelsale VHMC. The Chairman stated this matter should now come off future agendas. It was **Unanimously Approved** that the picture of the Queen's Coronation should be given to Kelsale Primary School.

(c) Land outside Kelsale Village Hall Committee Room

The Chairman stated Cllr Pulham was trying to resolve this matter. He advised that he was also keen to put an end to this and therefore stated he felt the matter regarding parking should be left alone. Cllr Galloway stated as the land had been registered to the VHMC she felt this matter should now be dealt with by the Trustees. The Chairman asked the Clerk to respond to the VHMC in order to notify them this matter would no longer be dealt with by the Parish Council and to point out to them that if [REDACTED] wishes to apply for Possessory Title to this land then he could do so of his own accord. **Approved Unanimously.** Cllr Roberts stated if [REDACTED] had been parking his car on this land for over 12 years he would be in his right to put in a claim for this land.

Cllr Galloway confirmed she had received an update from [REDACTED] regarding the report he was writing for the proposed Conservation Area to which she gave details and confirmed the final report should be available in the near future. The Chairman thanked Cllr Galloway.

10303. Parish Council Matters

(a) Parish Council Co-option

The Clerk confirmed no candidates had come forward to date. It was agreed the vacancies would continue to be advertised.

(b) 2016 Bonfire Event

Cllr Garratt provided an update regarding the event. It was agreed the float required this year was £800.00. It was **Unanimously Approved** this payment would be approved under items to pay at this meeting. Cllr Garratt urged Councillors to assist on preparations for the event. She confirmed the gates would open on 15th October for members off the public to add items to the bonfire. Cllr Baker confirmed as a result of last year's event it was agreed that additional lighting was required. He gave details regarding suitable lighting available at the cost of £520.00. Cllr Pulham suggested Beacon Lights could be asked to provide a quotation.

Approval for the lighting to be purchased was Proposed by Cllr Baker, Seconded by Cllr Roberts. It was also **Unanimously Approved** this amount would be paid from the remaining funds available as a result of the proceeds from the 2015 event.

(c) Councillor Training

It was agreed this would be deferred until after the forthcoming Co-options.

(d) Basketball Net

The Chairman stated the basketball net had been being stored within his premises for the past 18 months. He gave details regarding the funding obtained towards the cost of the net and suggested this item should be donated to the school as it appears there is not a suitable place on the Recreation Ground for this to be sited. There was a brief discussion and it was agreed this item would be on permanent loan to Kelsale Primary School. **8 in Favour, 1 Against, 1 Abstention.** Cllr Galloway raised concerns regarding this item now not being sited within the Recreation Ground.

10304. Planning Matters

Cllr Garratt provided an update regarding applications received. The Clerk gave details regarding correspondence received from SCDC requesting a Callout for Sites for future development.

10305. Financial Matters

(a) Financial Statement since last meeting

Income/Receipts

None

Direct Debits/Standing Orders

BT (Monthly Line Rental Fee)	£ 25.44
Jo Jones Salary (September 2016)	£ 514.55

Bank Balances:

Current Account as at 31 st August 2016	£18,937.57
Business Saver Account as at 31 st August 2016	£12,046.39

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

Jo Jones Expenses	£ 54.04
██████████ Wages (Litter Collector)	£ 70.00
HMRC (Jo Jones)	£ 97.40
CPRE (Annual Membership)	£ 36.00
Kelsale Village Hall (Hall Hire)	£ 30.00
BDO (External Audit Fee)	£ 240.00
Bonfire Float	£ 800.00

TOTAL £ 1,327.44

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

(c) To Approve the completion of the 2015/16 Annual Return

The Clerk confirmed there were no matters arising as a result of the External Audit carried out by BDO. **Approval** for the completion of the 2015/16 Annual Return was Proposed by Cllr Taylor, Seconded by Cllr Garratt. **All in Favour.**

10306. To receive a report from the Village Centre Enhancement Group

The Chairman reported a quotation had been received for the resurfacing of the Low Rd Car Park from [REDACTED] for £8,874.00. He reported that Cllr Dickerson had come up with a plan for applying for funding towards this project from various organisations to which the Clerk provided details. The Chairman suggested in order so that this work could be carried out sooner that maybe the Parish Council could pay for the work initially out of their reserve funds. There was an in depth discussion and it was agreed the Clerk would check how much funding was available within the CIL pot and also look into other grants. It was also agreed the Parish Council would fund 50% of the project subject to grant funding being received. Cllr Taylor Proposed the Parish Council should contribute £5,000.00 towards this project, subject to grant funding being received, Seconded by Cllr Revell.
All in Favour.

It was agreed however in the first instance he Clerk would look into obtaining the relevant permission in writing from SCDC for the resurfacing work to be carried out.

10307. To Receive Reports from Portfolio Holders and Liaison Representatives

New Oasis

Cllr Garratt advised that a replacement volunteer would be required to manage the distribution of the New Oasis when she moved home.

Cllr Pulham confirmed he had not received any funds for advertisements included within the New Oasis. It was agreed the Clerk would invoice these organisations and request payment. Cllr Pulham advised the deadline for the next edition was 20th December 2016. It was suggested that a Xmas Flyer could be put within the next edition of Contact in order to notify residents of the Xmas Events to be held. **Action: Clerk to contact Margery Gibbs.**

Village Hall Management Committee

Cllr Garratt advised a replacement 100 Club volunteer/promoter would be required once she had moved home.

Cllr Major confirmed a Quiz Night would be held on Friday 14th October 2016 and a walk being A Walk on the Wild Side was due to take place on Saturday 15th October 2016.

10308. Correspondence

There was none.

10309. Any Other Matters Arising (For information only)

Cllr Roberts reported there was a large pot hole outside the Social Club on Bridge Street.

10310. Date of next Meeting

The next meeting of Kelsale-cum-Carlton Parish Council will be held on Wednesday 26th October 2016 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

Dated:

Planning Appendix (28th September 2016)

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

Planning Ref: DC/16/3585/PN3

Address: Skeeters Barn, Farm Lane, Kelsale-cum-Carlton

Proposal: Notification for prior approval for a change of use from storage or distribution buildings.

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

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

Planning Ref: DC/16/3258/VOC

Address: Plot 4, Southview, Carlton Road, Kelsale-cum-Carlton

Proposal: To amend the proposals for the garage. Reference to Site Plan Rev A and Drawing Nos. 2915-21B and 2915-20B should be removed. It should now read "... in complete accordance with Drawing Nos. 2915-30A; Site Plan Rev B; and Tree Survey and Tree Protection Plan received..."

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

Planning Ref: DC/16/3259/FUL

Address: Part Land North of Kelvin, Rosemary Lane, Kelsale-cum-Carlton

Proposal: The proposal is to seek detailed planning permission for 4 dwellings situated in the land adjacent to Kelvin Cottage. Outlined planning for 4 dwellings has already been granted to the site under the references: DC/15/2683/OUT and DC/14/2744/OUT. The dwellings consist of 4no. 4 bedroom houses with a mix of integral and separate double garages. They are split into two house types with two of each situated on the site. The access road meanders throughout the site to allow a more interesting placement of the dwellings along the site to be more in keeping with the rural setting.

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

Planning Ref: DC/16/3024/FUL

Address: Bridge Farm, Lowes Hill, Kelsale-cum-Carlton

Proposal: Two-storey side extension, together with retention of existing first floor rear extension.

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

Planning Ref: DC/16/2934/FUL

Address: Carlton Park Industrial Estate, Ronald Lane, Kelsale-cum-Carlton

Proposal: Use of land for siting of 20 no containers for use as self-storage.

The Planning Group had **No Objections** to this application. This application has been **Granted** by SCDC with 4 Conditions.

Planning Ref: DC/16/2261/FUL

Address: Boundary Cottage, East Green Road, Kelsale-cum-Carlton

Proposal: To erect a timber lodge for the purpose of holiday lets to generate additional income to support the continuation of original house renovations.

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

- There is a well sited within the garden but this was not outlined within the application
- The siting of the proposed lodge so close to the road could change the character of the green
- It would be preferred if the unit could be sited beyond the fish pond

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.

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MINUTES OF THE PARISH COUNCIL MEETING HELD ON WEDNESDAY
26TH OCTOBER 2016 AT 7:00PM IN KELSALE VILLAGE HALL, COMMITTEE ROOM

Present: Cllr Alan Revell (Chairman) Cllr Ray Ellis
 Cllr Pam Garratt Cllr Keith Dickerson
 Cllr Susan Major Cllr Tim Roberts
 Cllr David Baker

In attendance: District Cllr John Fisher & County Cllr Gower. There were no members of the public present.

Welcome by the Chairman

10311. Public Forum

There were no members of the public present.

10312. Reports

(a) Report by County Cllr Michael Gower

County Cllr Gower reported on the recent Sizewell Parishes Liaison Group meeting in which he had attended and stated that in his view SPLG needed to get Leiston-cum-Sizewell Town Council back on board to which he gave details. He offered his congratulations on the recent award in which had been presented to the Lych Gate. County Cllr Gower advised he was due to have meeting with Concertus regarding the proposed parking scheme at Kelsale Primary School on 10th November 2016 to which he gave details. He provided details on issues relating to roads and highways and it was agreed the Clerk would e-mail all Councillors asking for any outstanding highways matters within Kelsale-cum-Carlton to be reported to her in order so that a list could be compiled. The Clerk made enquiries regarding the posts for the Vehicle Activated Speed Sign and also Cllr Dickerson raised concerns regarding the large pot hole outside the Social Club in Bridge St. The Chairman thanked County Cllr Gower for his report.

(b) Report by District Cllr John Fisher

District Cllr Fisher reported on the proposed merger between SCDC and Waveney District Council and confirmed the proposals for Devolution had been delayed. There was a brief discussion regarding SCDC's five-year land supply and the relevance of compiling a Neighbourhood Plan to which it was agreed the Clerk should liaise with Saxmundham TC. The Chairman thanked District Cllr Fisher for his report.

(c) Report by District Cllr Philip Dunnett

District Cllr Dunnett was not present. No written report had been submitted.

The Chairman formally opened the meeting at 7:30pm

10313. To receive apologies for absence

Apologies were accepted from Cllrs Pulham, Galloway, Taylor and Buttle.

10314. Declarations of Interest

There were none.

j) To consider any dispensations

None received.

10315. To consider the Approval of the draft minutes of the Parish Council meeting held on Wednesday 28th September 2016

The draft minutes of the Parish Council meeting held on Wednesday 28th September 2016 had been circulated to all Councillors prior to the meeting. **Approval** was Proposed by Cllr Roberts, Seconded by Cllr Baker.

6 in Favour, 1 Abstention. The minutes were duly signed by the Chairman as a true record.

10316. Parish Clerk's Report

To confirm the second half of the Parish Precept has now been received from SCDC.

I have contacted the Editor of the Contact Magazine and she is happy to include an article regarding the Kelsale Annual Xmas Carol Service and Xmas Tree Lights Switch On within the next issue and has requested that this article is received by the first week of November 2016.

I have received an e-mail from a local resident regarding a hedgehog who was found around the base of the bonfire. He has requested that the Bonfire Event Working Group thoroughly check the base of the bonfire prior to the fire being lit.

10317. Matters arising from the Parish Clerk's Report

Cllr Garratt stated the bonfire is being checked daily and that she would ensure a thorough check was carried out prior to it being lit.

10318. Matters arising from the Parish Council meeting held on Wednesday 28th September 2016

Village Hall Management Committee Representative – Cllr Major confirmed she was willing to attend the next meeting of the Village Hall Management Committee but asked if this matter could be an agenda item at the next Parish Council meeting. The Chairman thanked Cllr Major for agreeing to attend a further meeting.

10319. Parish Council Matters

(a) Parish Council Co-option

The Chairman reported there were now two vacancies and these would be continued to be advertised. Cllr Roberts suggested a Parish Council Facebook page could be implemented in order for these to be advertised.

(b) Xmas Tree Light Switch On and Carol Service

The event is being held on Friday 9th December 2016 at 7:00pm. It was agreed Jeni Aird would be asked to assist with the running of this event. It was also agreed the Clerk would contact [REDACTED] and arrange to choose the tree in order for this to be erected on 7th December 2016. Cllr Baker agreed to erect the lights and it was agreed an article would be placed within Contact Magazine.

(c) 2016 Bonfire Event – To consider final arrangements for this event

Cllr Garratt reported on the final arrangements for the event. She confirmed the bonfire was being very well co-ordinated by [REDACTED] & [REDACTED] to whom she formally offered thanks. It was agreed the remaining funds from the Fete account would be used for the purchase of two lots of string lights. Cllr Garrett reported that [REDACTED] and his team had now attended the training session and more volunteers were needed for the sale of the refreshments at the event. She advised the guys were being made by the children at Kelsale Primary School and judging was due to take place by Cllr Galloway week beginning 31.10.16 but additional clothes were required. Cllr Garratt reported the Bar Tens Licence had now been received but St Johns Ambulance may not be able to attend the event but fortunately she had been informed that 2 GP's and 2 first aid trained individuals would be in attendance. Finally, she confirmed volunteers should meet at 9:00am on the day of the event and the Health & Safety briefing would take place in the refreshments tent at 5:00pm. **Action: Clerk to write a letter of thanks to [REDACTED] for the donation given towards the lighting for this event.**

(d) Proposed Vehicle Activated Speeding Sign – To consider Councillors to be responsible for this sign

The Clerk reported the posts had not yet been erected and the sign had been ordered but not yet received. It was agreed Cllr Baker would be responsible for moving the sign around the relevant posts within the Parish.

(e) Spinney Pocket Park – To consider future maintenance of this site

In Cllr Buttle's absence the Clerk provided details regarding a site meeting in which Cllr Buttle had recently attended with [REDACTED] from Conservation Works and the quotation in which he had provided to carry out the necessary works to improve this area. **Approval** to engage in the services of Conservation Works to carry out works at a cost of £1375.00 + VAT was Proposed by the Chairman, Seconded by Cllr Roberts. **All in Favour.** It was agreed the Clerk would inform Cllr Buttle and also request that a Management Plan should be put in place going forward.

(f) New Oasis Distribution

Cllr Major stated she currently carries out the stapling and was also willing to take over the distribution. The Chairman thanked Cllr Major for all her hard work carried out to date and for volunteering to take on this responsibility. Cllr Roberts suggested the New Oasis could be e-mailed to Parishioners and could also go on the Parish Council's website.

10320. Planning Matters

(See separate Planning Appendix). Cllr Garratt provided an update.

8.1 – Site Allocations & Area Specific Policies Development Plan – Proposed Modifications & Sustainability Appraisal & Habitats Regulation Assessment Consultation – To consider correspondence received from SCDC

The Clerk gave details regarding the correspondence received and it was agreed no response needed to be sent.

10321. Financial Matters

(a) Financial Statement since last meeting

Income/Receipts

SCDC – 2nd half of precept and grant £ 9,708.81

Direct Debits

BT (Monthly Line Rental Fee) £ 25.44

Bank Balances:

Current Account as at 30th September 2016 **£27,977.33**

Business Saver Account as at 30th September 2016 **£12,047.89**

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

Cllr Garratt (Expenses to repair gate on Recreation Ground) £ 7.20

Conservation Works Ltd (Lime Tree Spinney Pocket Park) £ 648.00

Jo Jones Expenses (Inc. Charity Bucket tags ordered) £ 43.31

██████████ Wages (Litter Collector) £ 70.00

HMRC – PAYE (Jo Jones) £ 84.00

██████████ (Interim Assessment – Conservation Area) £ 600.00

██████████ - (Erection of replacement fencing - Low Rd Car Park) £ 240.00

██████████ - (Erection of replacement fencing - Low Rd Car Park) £ 486.00

Donation to Kelsale PCC (towards grass cutting costs) £ 500.00

TOTAL £ 2,678.51

Approval for the above payments was Proposed by Cllr Roberts, Seconded by Cllr Dickerson. **6 in Favour, 1 Abstention.**

(c) Clerks Salary Review

The Chairman provided details regarding the NALC Salary Scales and it was **Unanimously Approved** the Clerk should receive a raise of 1 Spinal Column Point.

10323. To receive a report from the Village Centre Enhancement Group

Cllr Dickerson thanked the Parish Council for Approving that they would be willing contribute up to £5000.00 towards this project. The Clerk confirmed she had written to SCDC for consent for the work to resurface the Low Rd Car Park to go ahead but to date she had not received a response. It was suggested the Clerk should write to ██████████ requesting that permission needed to be granted by the end of November 2016 and the discussions regarding the lease needed to be taken forward or the Parish Council would proceed on the agreement that a further 7 year-term lease would be provided as per the last e-mail received from ██████████. It was also agreed if a response was not received that any future correspondence should also be copied to Dr Therese Coffey, MP.

Cllr Roberts suggested that whilst the Parish Council were waiting to receive formal permission from SCDC for the resurfacing works to be carried out that in the first instance the pot holes could be filled in. The Chairman gave details regarding works carried out recently at Sandy Lane. It was **Unanimously Approved** that up to

£250.00 could be spent on having the work to fill in the pot holes carried out.

10324. To Receive Reports from Portfolio Holders and Liaison Representatives

Village Hall Management Committee

Cllr Garratt asked the Clerk if the replacement chairs for the Village Hall had yet been ordered. The Clerk reported she would look into this matter.

Cllr Major reported the Committee would be left without a Treasurer after March 2017. She reported the recent Quiz Night had proved to be very successful, [REDACTED] had agreed to run the 100 club and the Art Exhibition was due to be held on 19/20th November 2016.

Planning Group

Cllr Garratt stated she felt it would still be more beneficial if the Planning Group met and discussed planning applications received.

Environment, Heritage and Access

It was agreed Bio-Diversity would now be included within this portfolio.

Recreation Ground

Cllr Garratt stated the gate post needed attention. It was agreed that [REDACTED] should look into costing up the work required.

10325. Correspondence

(a) To consider correspondence received from Kelsale Parochial Church Council regarding maintenance of the Churchyard

The Chairman gave details regarding the correspondence received. It was suggested that it would be good practice if 3 quotes had been received. There was a brief discussion and it was agreed that £500.00 should be donated but on the provision this must be used towards grass cutting costs. It was also noted that no long term plan was in place for this work and it was suggested the Clerk should point this out to the PCC and insist that one is implemented. **Approval** for a one off donation towards grass cutting in the churchyard of £500.00 was Proposed by Cllr Dickerson, Seconded by Cllr Roberts, **6 in Favour, 1 Abstention**. Cllr Roberts reported he was willing to carry out some research for volunteers who carry out this kind of work.

10326. Any Other Matters Arising (For information only)

The Chairman suggested that [REDACTED] could be asked to include the taking down any old notices within the bus shelters and sited on lamp posts within his weekly round.

Cllr Roberts raised concerns regarding the long term vision for Parish and stated the village desperately needed more volunteers for the PC, KCCCE and VHMC.

Cllr Roberts reported on an article on Street life regarding a possible speaker for next year's APM.

10327. Date of next Meeting

The next meeting of Kelsale-cum-Carlton Parish Council will be held on Wednesday 30th November 2016 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 9:05pm.

Signed: Chairman

Dated:

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MINUTES OF THE PARISH COUNCIL MEETING HELD ON WEDNESDAY
30TH NOVEMBER 2016 AT 7:00PM IN KELSEA VILLAGE HALL, COMMITTEE ROOM

Present:	Cllr Alan Revell (Chairman)	Cllr Ray Ellis
	Cllr Pam Garratt	Cllr Edwina Galloway
	Cllr Susan Major	Cllr Tim Roberts
	Cllr David Baker	Cllr John Pulham
	Cllr Claire Buttle	Cllr Carolyn Taylor

In attendance: District Cllr John Fisher & County Cllr Gower. There was 1 member of the public present.

Welcome by the Chairman

10328. Public Forum

The member of the public present stated he had attended the meeting in order to stand for the current vacancy on the Parish Council.

10329. Reports

(a) Report by County Cllr Michael Gower

County Cllr Gower reported on the proposed devolution scheme and advised that many were not in favour of the proposed new tier of government to which he gave details. He stated that in respect of Stage 2 of the Sizewell C Consultation that he felt it was essential for him to capture the views of the Parish Council in order so that he could share these with surrounding Parishes. The Chairman thanked County Cllr Gower for his report.

(b) Report by District Cllr John Fisher

District Cllr Fisher reported on the proposed merger between SCDC and Waveney District Council and also provided details on the recent vote held by SCDC in respect of the proposed devolution scheme. The Chairman thanked District Cllr Fisher for his report.

(c) Report by District Cllr Philip Dunnett

District Cllr Dunnett was not present. No written report had been submitted.

The Chairman formally opened the meeting at 7:15pm

10330. To receive apologies for absence

Apologies were accepted from Cllr Dickerson.

10331. Declarations of Interest

There were none.

k) To consider any dispensations

None received.

10332. To consider the Approval of the draft minutes of the Parish Council meeting held on Wednesday 26th October 2016

The draft minutes of the Parish Council meeting held on Wednesday 26th October 2016 had been circulated to all Councillors prior to the meeting. Subject to a minor amendment these were Proposed for **Approval** by Cllr Garratt, Seconded by Cllr Pulham. **6 in Favour, 4 Abstentions**. The minutes were duly signed by the Chairman as a true record.

10333. Parish Clerk's Report

Further to the October Parish Council meeting whereby Cllr Garratt made enquiries regarding the replacement chairs for the Village Hall I can confirm I have now looked into this matter and unfortunately District Cllr Dunnett mislaid the ECB funding application in which I submitted to him and therefore the funding for these has not yet been applied for. District Cllr Dunnett has asked me to resend this to him and also include [REDACTED] who co-ordinates the processing of these applications in order so that this can be approved swiftly.

Parish Clerk's Report cont....

As soon as I received confirmation that funding has been approved I will order the replacement chairs.

I will continue to chase SC Highways regarding the posts for the VAS sign to which I believe has now been delivered to Cllr Baker.

During the past few weeks I have not been able to access the Parish Council website. I have tried several times to contact [REDACTED] who built the website but to date I have not yet received a response.

You will note that I have tabled for all councillors a copy of a letter along with the map and proposed questionnaire that Cllr Galloway plans to send out within the next edition of the New Oasis for your review and comment.

I have been forwarded an e-mail in which was sent to Cllr Dickerson from a local resident who has a milestone sited outside his property at Silverdene, Main Rd which is in a poor state of repair and therefore he is asking for the Parish Council's assistance in trying to get this repaired.

Finally, to advise at the December meeting the Parish Council will review and approve the 2017/18 budget and set the precept and I will be forwarding you information prior to this meeting in time for you to review this.

10334. Matters arising from the Clerk's report

Cllr Baker confirmed the Vehicle Activated Speed Sign had not yet been delivered.

There was a discussion regarding the issues concerning the Parish Council website and Cllr Pulham gave details regarding a local company who may be able to assist. It was agreed the Clerk should contact Malbeck and if necessary look into them building a replacement website. It was also agreed the website would be an agenda item at either the January or February 2017 meeting.

The Clerk gave details regarding correspondence tabled for all Councillors in respect of the proposed conservation area. Cllr Galloway reported that SCDC had removed some areas from the proposed boundary to which she gave details and circulated a copy of the main map sent by SCDC. The Clerk provided details regarding printing options and the Parish Council **Approved** expenditure of up to £50.00 for this work to be carried out. There was a brief discussion regarding the proposed wording of the correspondence to go out to all Parishioners and it was agreed this should be amended to read "questionnaires can be posted in the post box outside the Village Hall". Cllr Taylor also agreed to include details of this correspondence within the next school newsletter.

In respect of the damaged milestone outside Silverdene it was agreed the Clerk would make enquires to SCC as to whom is responsible for repairing these. It was also recommended that Cllr Dickerson should be asked if he knew whom was responsible as he was involved when repairs were carried out to another milestone within the village.

10335. Matters arising from the Parish Council meeting held on Wednesday 26th October 2016

Cllr Galloway advised that two local parishioners being [REDACTED] and [REDACTED] both wished to be included on the Bio Diversity Working Group.

There was a brief discussion regarding joining up with Saxmundham to form a Neighbourhood Plan to which the Clerk raised concerns and stated she felt it may be more beneficial if Kelsale-cum-Carlton produced their own plan to which she gave details. The Chairman asked the Clerk to include this as a formal matter for consideration at the January Parish Council meeting.

The Chairman confirmed the pot holes within the Low Rd Car Park had now been filled and the cost to the Parish Council for this work was £150.00.

There was a brief discussion regarding the recent works carried out at Spinney Pocket Park and Cllr Roberts offered a formal vote of thanks to Fran at Conservation Works for the fantastic work himself and his team had carried out. It was also suggested that a formal letter of thanks should be sent. **Action: Clerk to compile letter of thanks.**

10336. Parish Council Matters

(a) Parish Council Co-option

The Chairman *closed the meeting* and welcomed [REDACTED] to the meeting. [REDACTED] gave a brief statement as to why he wished to join the Parish Council. The Chairman thanked [REDACTED] and *reconvened the meeting*.

There was a formal vote and it was **Unanimously Approved** that Martin Lumb should be co-opted onto the Parish Council. The Chairman welcomed Martin Lumb to the Parish Council and the declaration of acceptance of office was signed and was witnessed by the clerk.

(b) 2016 Bonfire Event

Cllr Garratt reported on the event and confirmed it was enjoyed by all. She stated she felt the fireworks were fantastic and the new additional lighting had proved to be very beneficial. Cllr Garratt advised that Cllr Claire Buttle had volunteered to co-ordinate the annual bonfire event going forward. The Chairman thanked Cllr Buttle for agreeing to take on this role. It was agreed an article would be included within the next edition of the New Oasis asking for Village Organisations to come forward and ask for donations from the proceeds made at this event. On behalf of the Parish Council the Chairman congratulated and thanked Cllr Garratt for all her hard work along with the volunteers who helped run this event.

(c) To elect a representative for Village Hall Management Committee

The Chairman and Cllr Pulham gave details regarding the role involved and it was agreed Cllr Major would attend the next meeting along with Cllr Lumb who may be interested in taking on this role. The Chairman thanked Cllr Lumb for offering to attend the next meeting.

(d) Proposed removal of telephone kiosk at Curlew Green, Dorleys Corner – To consider the correspondence received from SCDC

The Clerk gave details regarding the correspondence received. Cllr Garrett stated she felt this facility was not being used and therefore this telephone kiosk should be removed. Cllr Galloway stated she felt this facility should remain in case of a major emergency happening within the village. Cllr Roberts provided further details regarding this matter in his role as Emergency Officer. There was a formal vote whereby 3 were in favour of keeping the kiosk, 3 were against and there were 4 abstentions. Cllr Ellis stated he felt this matter was important and maybe this needed to be researched further. The Chairman raised concerns as a formal vote had been taken and therefore this should not be reconsidered. The Chairman had the casting vote and voted against keeping the kiosk. **Carried.** The Chairman asked the Clerk to inform SCDC that the Parish Council were in favour of having the kiosk removed.

(e) To approve the dates of the 2017 Parish Council meetings

Subject to an amendment to the date of the June 2017 Parish Council meeting these were **Unanimously Approved** by the Council

(f) Biodiversity Plan for Kelsale-cum- Carlton

In the absence of Cllr Dickerson this item was deferred to the December Council meeting.

(g) 3 Communities Cycle path – To consider correspondence received

A copy of the correspondence received was tabled for all Councillors. Cllr Ellis volunteered to attend the meeting to be held on Tuesday 6th December 2016. **Action: Clerk to respond to [REDACTED].**

10337. Planning Matters

(See separate Planning Appendix). Cllr Garratt provided an update.

Cllr Garratt confirmed a new application had just been received for a change of use at Carlton Park for a proposed gymnasium.

Cllr Garratt advised the application for the land at Kelvin had still not been considered by SCDC's Planning Committee as they were waiting for information regarding drainage from SCC.

(a) To receive an update from the Planning Group regarding possible proposals for the development of the land at Alderlee, Kelsale

Cllr Ellis provided details regarding two potential sites within the village whereby future development could be carried out. He reported a developer had attended an informal meeting with members of the Planning Group to discuss possibly building up to 13 homes on the site opposite Alderlee to which he gave details.

There was a brief discussion regarding possible development within the Parish and Cllr Galloway suggested new homes should be built for families and those who have a local connection and wish to stay within the village. Cllr Ellis gave details regarding a Rural Housing Briefing that himself and the Clerk had recently attended. Cllr Baker stated the developer had stated he would be willing to work with the Parish Council and also consider including smaller homes and bungalows within the scheme, if necessary. The Chairman gave details regarding this land whereby previous proposals had been considered and then withdrawn. He stated he felt the Parish Council could have the opportunity here to work with developer and therefore felt they should engage with him to gain homes in which the Parish would favour. It was agreed it would be beneficial if an open meeting was held in the first instance and the Clerk should write to the developer on behalf of Planning Group to ask for additional affordable, smaller dwellings and bungalows to be included. **Action: Clerk to write to [REDACTED].**

10338. Financial Matters

(a) Financial Statement since last meeting

Income/Receipts

None

Direct Debits

BT (Monthly Line Rental Fee)	£ 25.44
BT (Quarterly Broadband Fee)	£ 98.40

Bank Balances:

Current Account as at 31 st October 2016	£25,225.39
Business Saver Account as at 31 st October 2016	£12,047.89

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

Jo Jones Expenses	£ 44.00
[REDACTED] Wages (Litter Collector)	£ 85.00
HMRC – PAYE (Jo Jones)	£ 97.40
Cllr Pam Garratt (Refreshments – Bonfire Event)	£ 18.85
Kelsale Village Hall (Hire)	£ 30.00
Earl Soham Brewery Ltd (Beer – Bonfire Event)	£ 177.30
[REDACTED] (Glow Sticks – Bonfire Event)	£ 195.25
[REDACTED] (Gifts – Bonfire Event)	£ 35.84
[REDACTED] (Food & Beverage – Bonfire Event)	£ 302.58
Essex Pyrotechnics Ltd (Fireworks)	£ 1560.00
[REDACTED] (Carol Service – Refreshments)	£ 15.98
Conservation Works (Work at Spinney Pocket Park)	£ 2100.00
[REDACTED] (Work to remove dead elm trees on Rec Ground)	£ 150.00

TOTAL £ 4812.20

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

10339. To receive a report from the Village Centre Enhancement Group

The Clerk confirmed she was awaiting a formal letter from [REDACTED], SCDC providing the relevant permission for the resurfacing work at the Low Rd car park to be carried out. She provided details of the possible options in respect of security for the ongoing lease and confirmed that herself and Cllr Dickerson were due to attend a meeting with [REDACTED] at SCDC on 11th January 2017. It was agreed that Cllr Pulham would also attend this meeting.

The Chairman asked permission to suspended Standing Orders to continue the meeting. **Approved Unanimously.**

10340. To Receive Reports from Portfolio Holders and Liaison Representatives

Planning Group

Cllr Garratt suggested that due to her recent house move that a further member would be beneficial on the Planning Group. Cllr Lumb volunteered his services. **Unanimously Approved.**

New Oasis Distribution

Cllr Major confirmed that due to Cllr Garratt's recent house move that her original round needed to be covered. Cllrs Buttle and Baker volunteered to take on this round.

Village Hall Management Committee

Cllr Major recommended that the Clerk should ask the VHMC if a key could be issued to the Chairman of the Parish Council.

Tree Officer

Cllr Buttle reported the work at Spinney Pocket Park was complete and she was now awaiting costings for a maintenance plan.

Cllr Buttle reported that some of the fence line on the recreation ground was in need of repair. The Chairman agreed to look into obtaining a quotation for the work required.

New Oasis

Cllr Pulham confirmed the deadline for articles was mid-December. It was agreed the Clerk would send an up to date list of Councillors to be inserted.

Power 4 KCC

Cllr Roberts confirmed a Board Meeting was due to be held on Friday 16th December 2016.

10341. Correspondence

(a) Sizewell C – Stage 2 Consultation – To consider correspondence received

The Clerk informed Councillors she had also received a copy of Stage 2 of the consultation on CD. She confirmed she was attending an event on 6.12.16 at High Lodge in Darsham to which Cllr Ellis also volunteered to attend. Cllr Galloway reported she was also due to attend a meeting on 1.12.16. The Chairman asked the Clerk to make this matter a formal agenda item at January 2017 meeting. County Cllr Gower stated for Kelsale the main thing in which he felt would have an impact was the potential additional traffic on the A12 and traffic issues locally in general. He also stated he felt this development could impact on local businesses losing workers too. County Cllr Gower advised the proposals were to build the main accommodation campus on recreational land at Eastbridge to which he also asked the Parish Council to consider their views. He suggested views should be made regarding the proposed new road from Benhall direct into the site as this would take pressure of the traffic on the A12.

(b) Have your say on new 'Super District' Council – To consider correspondence received from SCDC

Cllr Fisher provided further details and reported the downside to this proposal was that there would eventually be less ward Councillors. There was a brief discussion and the Parish Council were against losing one of their District Councillors due to the merger. Concerns were also raised regarding loss of services.

10342. Any Other Matters Arising (For information only)

Cllr Roberts gave details regarding attempted burglaries that had recently occurred within the Parish.

10343. Date of next Meeting

The next meeting of Kelsale-cum-Carlton Parish Council will be held on Wednesday 14th December 2016 at 7:00pm in Kelsale Village Hall, Committee Room.

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

Signed: Chairman

Dated:

Planning Appendix (30th November 2016)**(a) Planning Applications received since the last meeting:-**

None received

(b) Planning decisions confirmed since the last meeting:-**Planning Ref: DC/16/3918/FUL**

Address: Daisy Cottage, 3 Bridge St, Kelsale-cum-Carlton

Proposal: Rear extension to provide new staircase.

The Planning Committee had **No Objections** to this application. This application has been **Withdrawn** by the applicant.

Planning Ref: DC/16/3259/FUL

Address: Part Land North of Kelvin, Rosemary Lane, Kelsale-cum-Carlton

Proposal: The proposal is to seek detailed planning permission for 4 dwellings situated in the land adjacent to Kelvin Cottage. Outlined planning for 4 dwellings has already been granted to the site under the references: DC/15/2683/OUT and DC/14/2744/OUT. The dwellings consist of 4no. 4 bedroom houses with a mix of integral and separate double garages. They are split into two house types with two of each situated on the site. The access road meanders throughout the site to allow a more interesting placement of the dwellings along the site to be more in keeping with the rural setting.

The Planning Group **Strongly 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.

Kelsale-cum-Carlton Parish Council
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www.kelsalecarltonpc.org.uk

MINUTES OF THE PARISH COUNCIL MEETING HELD ON WEDNESDAY
14TH DECEMBER 2016 AT 7:00PM IN KELSEA VILLAGE HALL, COMMITTEE ROOM

Present: Cllr Alan Revell (Chairman)	Cllr Ray Ellis
Cllr Pam Garratt	Cllr Edwina Galloway
Cllr Susan Major	Cllr Tim Roberts
Cllr David Baker	Cllr John Pulham
Cllr Claire Buttle	Cllr Carolyn Taylor
Cllr Keith Dickerson	Cllr Martin Lumb

In attendance: District Cllrs John Fisher & Philip Dunnett and County Cllr Gower. There was 1 member of the public present.

Welcome by the Chairman

10328. Public Forum

The member of the public present stated he had attended the meeting in order to stand for the current vacancy on the Parish Council.

10329. Reports

(a) Report by County Cllr Michael Gower

County Cllr Gower reported on the proposed devolution scheme. He stated in respect of Stage 2 of the Sizewell C Consultation he felt it was essential the Parish Council submitted their comments regarding the impact on the AONB and the proposed increase in traffic volumes. The Chairman thanked County Cllr Gower for his report.

(b) Report by District Cllr John Fisher

District Cllr Fisher urged the Council to apply for funding from the Enabling Community Budget

(c) Report by District Cllr Philip Dunnett

District Cllr Dunnett reported on his available funds within the Enabling Community Budget and urged the Council to apply for funding for any projects they may be looking to carrying out.

The Chairman formally opened the meeting at 7:15pm

10344. To receive apologies for absence

There were none.

10345. Declarations of Interest

Cllr Taylor declared a Pecuniary interest in item 10350 (c).

1) To consider any dispensations

None received.

10346. To consider the Approval of the draft minutes of the Parish Council meeting held on Wednesday 30th November 2016

The draft minutes of the Parish Council meeting held on Wednesday 30th November 2016 had been circulated to all Councillors prior to the meeting. These were Proposed for **Approval** by Cllr Galloway, Seconded by Cllr Pulham. **11 in Favour, 1 Abstention.** The minutes were duly signed by the Chairman as a true record.

10347. Parish Clerk's Report

The Clerk advised she had now received a copy of the annual inspection reports for the play areas and confirmed she would report on these in more detail at the January 2017 meeting.

10348. Matters arising from the Clerk's report

There were none.

10349. Matters arising from the Parish Council meeting held on Wednesday 30th November 2016
Cllr Galloway informed the Parish Council the letter and survey for the proposed Conservation Area had now been printed courtesy of Cllr Pulham. The Chairman thanked Cllr Pulham for carrying out this work. Cllr Galloway confirmed all Parishioners would receive a copy of this correspondence within their copy of the New Oasis.
Cllr Dickerson confirmed he had written an article to be included within the next issue of the New Oasis asking for volunteers to join the Biodiversity working group.

10350. Parish Council Matters

(a) Parish Council Co-option

The Chairman *closed the meeting* and welcomed [REDACTED] to the meeting. [REDACTED] gave a brief statement as to why he wished to join the Parish Council. The Chairman thanked [REDACTED] and *reconvened the meeting*. There was a formal vote and it was **Unanimously Approved** that Chris Burslem should be Co-opted onto the Parish Council. The Chairman welcomed Chris to the Parish Council and the declaration of acceptance of office was signed and was witnessed by the clerk.

(b) To consider a request from the VHC regarding a possible donation from the proceeds of the funds raised from the 2016 Bonfire Event

The Clerk gave details regarding an e-mail received from [REDACTED] in respect of this matter. Cllr Major stated the VHC had informed her they were looking for £5000.00 towards this project. Following a brief discussion it was agreed the Parish Council would defer this request until the advertisement for funding as a result of the forthcoming article within the New Oasis had expired. Cllr Taylor stated the Clerk should inform the VHC that £5,000 was an unreasonable request to ask as this amount exceeded the proceeds raised and all requests for funding needed to be considered. It was agreed the Clerk would compile a letter and submit the draft for approval to Cllrs Major, Garratt and the Chairman. It was also agreed the Clerk should ask the VHC for an additional key to the Committee Room. Cllr Dickerson stated he would be willing to be a key holder as he often needed to enter the Village Hall to read the electricity meters.

(c) Proposed improvements for parking at Kelsale Primary School

Cllr Taylor reported following the recent meeting held with Concertus she had received a plan for the proposed parking scheme to which she gave details and also raised some serious concerns as the proposal reduced most of the area at Spinney Pocket Park. She confirmed a meeting had been held today with SCC to which she also gave details and reported on a proposal to create a new driveway within Spinney to provide a drop off point. She advised this proposal was still in the very early stages but SCC had advised they would take this option into consideration and an Ecologist Survey of the area had been carried out. Cllr Taylor reported she had received some concerns from local residents within Spinney Close regarding these works and Cllr Buttler confirmed that any trees removed as a result of these works would be replaced. It was agreed that Cllr Taylor would e-mail the updated plan for comment once received from SCC.

(d) Planning Aid England Support: Sizewell C Stage 2 Consultation – To consider correspondence received and to receive an update from Cllr Ray Ellis and the Clerk on the recent event attended at High Lodge, Darsham

Cllr Ellis gave details regarding the event held at High Lodge, Darsham. Cllr Galloway stated she had attended a meeting regarding Planning Aid's offer and advised she felt the Parish Council should take this offer of assistance up. She provided details regarding a recent Community Forum in which she had also attended and suggested the Parish Council needed to give consideration on the effects of the proposals for freight traffic. She also suggested that EDF Energy could be asked to attend the January 2017 meeting. The Chairman raised concerns regarding the impact on traffic volumes on the A12 and throughout local villages to which the Clerk suggested comments could be circulated regarding any concerns that Councillors had.

10351. Planning Matters

(See separate Planning Appendix).

Cllr Garratt raised concerns regarding applications not being circulated efficiently.

10352. Financial Matters

Income/Receipts

Nil

Expenditure: (Direct Debits/Standing Orders)

BT (Monthly line rental)	£ 23.99
Jo Jones Salary (to be paid 28.12.16 by Standing Order)	£ 514. 55

Bank Balances:

Current Account as at 30 th November 2016	£26,606.16
Business Saver Account as at 30 th November 2016	£12,047.89

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

Jo Jones Expenses	£ 55.69
██████████ Wages (Litter Collector)	£ 70.00
HMRC (Jo Jones)	£ 97.40
██████████ (Xmas Tree)	£ 70.00
██████████ (Annual Website Fee)	£ 77.62
██████████ (Grass Cutting Low Rd Car Park and Rec)	£ 105.00
SC Norse (Grass Cutting Recreation Ground)	£ 806.40
██████████ (Replacement of rear fencing Low Rd Car Park)	£ 240.00
██████████ (Replacement of rear fencing Low Rd Car Park)	£ 486.00
The Play Inspection Company Ltd (Annual Play Inspection)	£ 150.00
Sizewell Parishes Liaison Group (Annual Subscription)	£ 30.00
Total	£ 2,188.11

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

(c) To consider the draft 2017/18 Budget and to set the Precept

A copy of the draft 2017/18 budget had been circulated to all Councillors prior to the meeting. The Clerk provided additional details regarding the draft budget and this was **Unanimously proposed for Approval** and it was agreed a precept of £18,984.28 (0% increase) would be requested from SCDC. **All in Favour.**

10353. To receive a report from the Village Centre Enhancement Group

The Chairman confirmed the work to resurface the Low Rd Car Park could not progress until a letter of permission from SCDC had been received. Cllr Dickerson confirmed himself, the Clerk and Cllr Pulham were due to attend a meeting on 11th January 2017 at SCDC to discuss options for the renewal of the lease.

10354. To Receive Reports from Portfolio Holders and Liaison Representatives**New Oasis**

Cllr Pulham confirmed the next edition was due to go to print shortly and requested that all articles needed to be received by Friday 16th December 2016.

Recreation Ground.

Broken gate post & fencing – It was agreed the Chairman would look into obtaining a quotation for the necessary repairs to be carried out.

10355. Correspondence

None received.

10356. Any Other Matters Arising (For information only)

There were none.

10357. Date of next Meeting

The next meeting of Kelsale-cum-Carlton Parish Council will be held on Wednesday 25th January 2017 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 8:30pm.

Signed: Chairman

Dated:

Planning Appendix (14th December 2016)

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

Planning Ref: DC/16/4868/COU

Address: Unit 6, Carlton Park Industrial Estate, Ronald Lane, Kelsale

Proposal: Change of use from B8 to D2 to provide a gymnasium.

This application is currently being circulated amongst the Planning Group.

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

Planning Ref: DC/16/3259/FUL

Address: Part Land North of Kelvin, Rosemary Lane, Kelsale-cum-Carlton

Proposal: The proposal is to seek detailed planning permission for 4 dwellings situated in the land adjacent to Kelvin Cottage. Outlined planning for 4 dwellings has already been granted to the site under the references: DC/15/2683/OUT and DC/14/2744/OUT. The dwellings consist of 4no. 4 bedroom houses with a mix of integral and separate double garages. They are split into two house types with two of each situated on the site. The access road meanders throughout the site to allow a more interesting placement of the dwellings along the site to be more in keeping with the rural setting.

The Planning Group **Strongly 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,