

**Kelsale-cum-Carlton Parish Council**  
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**MINUTES OF THE PARISH COUNCIL MEETING HELD ON WEDNESDAY 23<sup>rd</sup> January 2019  
AT 7:00PM IN KELSALE VILLAGE HALL, COMMITTEE ROOM**

**Present at the meeting: 1 member of the public**

Cllr Alan Revell (Chairman)	Cllr Ray Ellis
Cllr Claire Buttle	Cllr John Pulham (Vice Chairman)
Cllr Chris Burslem	Cllr Susan Major
Cllr Tim Roberts	Cllr Rob Holden
Cllr Martin Lumb	Cllr Keith Dickerson

**In attendance:** None

**Welcome by the Chairman.** The Chairman welcomed a member of the public who may be interested in joining the parish council and who was attending to observe the meeting.

**10793 Public Forum**

***Democratic Quarter-Hour/Public Question Time – Residents are invited to give their views and question the Parish Council on issues on this agenda, or raise issues for future consideration at the discretion of the Chairman. Members of the public, whilst welcome to attend, may not take part in the meeting itself.***

Mr Ken Hannah asked Cllr Roberts about news regarding the provision of the new grit bins on Rendham Road. Cllr Roberts confirmed that they had not yet arrived. Mr Hannah reported that he had received confirmation of a meeting arranged between himself, the parish council and representatives from Carlton Meres (for details see item 10803/10.4 below). Mr Hannah queried a recent planning application for a house and Meeting House for the Plymouth Brethren in Kelsale. It was confirmed that the application had been submitted and plans for the house approved, although planning had not yet been granted for the church. Mr Hannah also stated that he had attended a public meeting in Saxmundham regarding the proposed Sizewell C development and had asked EDF questions regarding road layouts in the area. Councillors confirmed that the response to the Consultation will be discussed at the Extraordinary Committee Meeting next week.

**10794 Reports**

- (a) Report by County Cllr Richard Smith** – Apologies received (no report submitted)
- (b) Report by District Cllr Phillip Dunnett** – Cllr Dunnett highlighted the deadlines for both the Final Draft Local Plan and the Sizewell C Consultation (25<sup>th</sup> February and 29<sup>th</sup> March respectively) and reiterated how important it is for the parish council to consider and return their responses on both these matters. He also reported that there may be some money available for projects as a result of previous money that had been allocated but not spent and therefore returned to the District Council, which could in theory be redistributed. It may take a FOI request to find out the amounts of money that are available. Cllr Dunnett was pleased to announce that a new Chief Finance Officer had been appointed and would be part of the new East Suffolk Council in May. He said that the new Constitution and logo have been agreed for the new Council. At this point Cllr Roberts asked if there is any Locality money still available that could fund the refurbishment of the old finger post that had been damaged some time ago when

hedges were being trimmed in Kelsale. He explained that this post is an original sign from the 1920's and adds historical value to the area. Cllr Roberts agreed to send Cllr Dunnett an email outlining the costs. Cllr Burslem expressed his disappointment regarding the lack of cycle path facilities included in the Final Draft Local Plan. Cllr Dunnett responded by saying that there had been a lot of discussion regarding cycle lane provision but that the decision had been taken not to be specific in the Local Plan. He added that this did not mean that cycle lanes will not be provided in the area in the future. Cllr Burslem was not satisfied with this response and Cllr Dunnett recommended that Cllr Burslem put in a comment about this in the response to the Final Draft Plan which will be discussed at the Extraordinary Committee Meeting on 30<sup>th</sup> January.

**Action: Cllr Roberts to email Cllr Dunnett with details regarding the refurbishment of the old Fingerpost.**

- (c) **Report by District Cllr John Fisher** – Cllr Fisher reported that he had met with Cllr Buttle to discuss ensuring that work on the chainsaw sculptures are commissioned before the end of the financial year otherwise the money agreed to fund them may be withdrawn. Cllr Buttle reported that the original supplier who had been engaged had let the parish council down on a number of occasions and this is why the work has not been completed to date. She has now found an alternative supplier who will provide the sculptures for the same price as the original supplier. She proposed that the second supplier is engaged and will endeavour to have the work completed as quickly as possible. A vote was taken - all in favour.

**The Chairman formally opened the meeting at 7.40pm**

**10795 To receive apologies for absence** - Cllr Galloway (attending meeting for Sizewell Consultation meeting), Cllr Taylor (illness)

**10796 To accept apologies for absence** – all apologies were accepted.

**10797 To record absence without apologies** – none.

**10798 Declarations of Interest** – none.

(a) **To consider any dispensations** – none.

**10799 To consider the Approval of the draft minutes of the Parish Council meeting held on 12<sup>th</sup> December 2018**

The draft minutes of the **Parish Council** meeting held on Wednesday 12<sup>th</sup> December 2018 had been circulated to all Councillors prior to the meeting. They were **proposed** by Cllr Pulham for **Approval** and **Seconded** by Cllr Roberts. **All in Favour, no abstentions.**

**10800 Parish Clerk's Report**

The Clerk's Report was circulated in advance of the meeting for the consideration of all Parish Councillors.

**7.1 Upcoming Clerks Training** – the Clerk listed upcoming training for the election and end of financial year accounting.

**7.2 Annual Parish Meeting – Speaker** – after a brief discussion it was agreed that the Clerk will contact the farmer from Peakhill Farm and also a representative from the Suffolk Film Archive which is based in Norwich to see if either of them would be interested in speaking at the Annual Parish Meeting in April. She will report back at the next meeting.

**Action: Clerk to contact the above to find out if they are available to speak at the APM in April and report back at the next meeting.**

**7.3 Suffolk Trading Standards Weekly Bulletin** - The Clerk has been asked by Suffolk Trading Standards to sign up for their weekly bulletin. They have asked that any relevant information received is included in our newsletters and where appropriate uploaded onto the website. The Clerk has signed up for this and will pass on any information she thinks relevant.

**7.4 Section 137 Expenditure: Limit for 2019/2020** - The Clerk has received notification that the limit for Section 137 expenditure for 2019/2020 has been increased

to £8.12 per person on the electoral roll.

**7.5 Planning Committee complaint – response** – The Clerk reported that she had submitted a complaint to the planning committee at Suffolk Coastal District Council due to the lack of notice given for the Ambleside development. She explained that she had received a reply saying that it is the parish council's responsibility to check the web site for updates on upcoming planning committees to find out when planning applications pertaining to the parish are being held. She said that she was unaware that this system was in operation because she had received notifications of planning committees in the past. After a brief discussion it was agreed that the Clerk will check the website regularly for updates and inform the parish council accordingly.

**Action: Clerk to schedule the checking of the District Council website planning committee list.**

**7.6 Email regarding cars parked in Low Road car park** – an email received regarding cars parked in Low Road car park had been circulated before the meeting. After a brief discussion it was agreed that trying to keep a register of car registration numbers for locals who park regularly in the car park would be very difficult to undertake and maintain. Cllr Roberts volunteered to word a notice that can be issued to any suspect cars asking them to desist from parking if they are not eligible to do so.

**Action: Cllr Roberts to word a notice and will send to Cllr Pulham for approval.**

**7.7 Village Hall Hire Fees** – The Clerk reported that she has been informed that at the last Village Hall Committee Meeting, fees for hall hire were revised for the Parish Council. From now on the hall will be available to use from 6.30pm until 10.30pm and will cost £20 per evening. Cllr Lumb who had been present at the Village Hall committee meeting provided details. A vote was taken - all in favour and no abstentions of accepting the revised fees.

**7.8 Extermination of moles on the recreation ground** – the Clerk had received several complaints from residents regarding the proposed extermination of moles on the recreation ground. She had informed the residents that due to the extreme burden of parish council work over the next two months, this issue would not be discussed until the March meeting. Plans for the extermination have been put on hold until the item is discussed.

#### **10801 Clerk's Report on urgent decisions**

There were no urgent decisions.

#### **10802 Matters arising from the Clerk's report**

**9.1 Dates for meetings for 2019-** the Clerk reported that she had booked all the meetings with the bookings clerk from the Village Hall, including those for the Extraordinary meeting on 30<sup>th</sup> January and the public meeting on 6<sup>th</sup> February. A vote was proposed by the Chairman to accept the dates – all in favour no abstentions.

**9.2 Openreach installation of cabinet on Carlton Green** – the Clerk reported that the Wayleave had been completed and returned to BT Openreach who had promptly sent a cheque in the sum of £837.90 which has now been banked.

**9.3 Digital Mapping Tool. Clerk to conduct further research to determine if good value for money. Outstanding.**

**9.4 Purchase of frame for Conservation Area certificate. Cllr Roberts offered to provide a frame from his own collection for the parish council to use.**

**9.5 Solutions for Internet Banking** – after a brief discussion, Cllr Roberts proposed a vote to move that the parish council change over to the Unity Trust Bank as they are the only bank that can offer triple authentication with online transactions. A vote was taken – all in favour, no abstentions.

**Action: Clerk to start the process of changing banks.**

#### **10803 Matters arising from the Parish Council meeting held on Wed 12<sup>th</sup> December 2018**

**10.1 Invite to Cllr Richard Smith** – the Clerk reported that the arranged date of the meeting (Friday 25<sup>th</sup> January) has been postponed by Cllr Smith. The Clerk awaits new dates from Cllr Smith.

**10.2 Weight limit signs on Rendham Rd** – the Clerk reported that progress with this item will not occur until after the meeting when the expenditure for the work has been approved by the parish council. She said that she would post the cheque to Suffolk County Council tomorrow and will report back progress at the next meeting.

**Action:** *Clerk to report back progress at the next meeting.*

**10.3 Strategy for attracting new Councillors. Update.** Cllr Roberts thanked Clerk for the information that she had provided him via NALC. He said that we need to be mindful on being more diverse in our offer to attract as many new potential candidates as possible. Cllr Roberts has agreed to draft some materials and present them at the next meeting.

**Action:** *Cllr Roberts to present draft materials for attracting new councillors for the election in May.*

**10.4 Draft Charter between parish council and Carlton Meres.** Cllr Roberts reported that a meeting to discuss items in the proposed charter has been arranged for Tuesday 29<sup>th</sup> January at 10.00am at the Carlton Meres offices. Cllrs Roberts and Pulham and Mr Ken Hannah will be in attendance. They will report back on discussions at the next meeting.

**Action:** *Cllrs Roberts and Pulham to report back on discussions at the next meeting.*

**10.5 Maintenance of hedge on main road** - Cllr Buttle reported that she had received two quotations to complete the work, one of which be approved in the Financial section of the agenda (see item 10806/13.3 below). She said that because Kelsale is a Conservation area and with the presence of a protected fungus in the hedge, she has had to seek approvals to have the work done. She explained that work needs to start as soon as possible in order not to interfere with the nesting season.

**10.6 Review of planning policy. Update.** Cllr Roberts offered to deal with this review in the first instance and report back at the next meeting.

**Action:** *Cllr Roberts to complete the initial review and present at the next meeting.*

#### **10804 Parish Council Matters**

**11.1 Screen Suffolk – To consider allowing the recreation ground to be allowed for filming and providing the permissions** – the Clerk reported that as trustee, Cllr Dickerson should sign any permission form to allow filming on the recreation ground. Cllr Dickerson agreed to sign.

**Action:** *Clerk to email Cllr Dickerson a copy of the form to sign.*

**11.2 Neighbourhood Watch/Farm Watch** – Cllr Roberts reported that he has asked a resident if they would be prepared to undertake the role of parish council representative for both the Neighbourhood and Farm Watch. He is still awaiting a response and will report back at the next meeting.

**Action:** *Cllr Roberts to confirm if his contact is willing to be parish council representative for Neighbourhood and Farm Watch in the area.*

**11.3 Meeting times – to consider ways to cut down on meeting times.** The Chairman reported that he had been noting down timings during the current meeting and concluded that the first 6 agenda items took around 2 minutes to complete; the public forum and District Councillors reports had taken approximately 30mins and that these seemed perfectly acceptable. He also said that the practice of circulating information in advance of meetings seemed to be working well, allowing councillors time to read and digest information allowing decisions to be reached more quickly. He stated that he would endeavour to keep future meetings flowing at the right pace, quickly but without rushing. He said that he felt that the overly long meetings that had been experienced in the past few previous meetings were a direct result of the size of the agendas and that this couldn't have been avoided. He said that he would continue to monitor the situation and that if meetings start to get too long in the future, further measures may need to be considered.

**11.4 Refurbishment of benches in the village** – Mr Ken Hannah reported that he

has recently conducted a bench survey. The results of the survey were circulated in advance of the meeting. He stated that one bench is missing entirely. He has already secured one quotation for the cost of refurbishment and on the suggestion of Cllr Roberts will seek another from another local company. Mr Hannah stated that 3 benches were in need of extensive repair and suggested that these should be replaced. Cllr Buttle reminded everyone that as Kelsale is now a Conservation area, care must be taken in choosing the correct design of any new benches. After further discussion, it was agreed that Mr Hannah will get two quotes for both the refurbishment and replacement of the benches and report back to the Clerk who will present these at the next meeting.

**Action: Mr Hannah to seek two quotations for refurbishing and replacing benches and send the information to the Clerk to include on the agenda for next months meeting.**

**11.5 Horse-riding warning signs on Rosemary Lane** – the Clerk explained that the type of sign requested by the horse rider concerned was effectively two signs on one pole and as a result had inflated the price beyond what was acceptable. After a brief discussion it was agreed that the original simple sign at the price quoted would be supplied.

**Action: Clerk to commission the supply of said signs from Leiston Press.**

**11.6 Report on PPG (Patient Participation Group) meeting 16/01/2019** – Cllr Major reported that she had been a purely personal member of the PPG for very many years and would be resigning from it with effect from 31st March. At the last meeting of the PPG on 16th January it was agreed that Kelsale Parish Council be invited to become a permanent member of the PPG. A letter will undoubtedly be sent from the PPG to this effect to Kelsale Parish Council in due course inviting them to nominate a member to attend the meetings officially from 1st April on behalf of the Council. Cllr Roberts stated that this role sits under the portfolio for Health & Community. Therefore, Cllrs Roberts and Dickerson would share responsibility for this after Cllr Major has stood down.

## **10805 Planning Matters**

**12.1 Planning Report** (contains details of new applications listed below)

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

**DC/18/4840/FUL** - 3-4 Oak Cottage, Dorleys Corner, Kelsale-cum-Carlton, Proposal: demolition of attached bathroom and kitchen extension and erection of single storey kitchen and shower room extension. The planning application response date deadline was 15<sup>th</sup> January. The Clerk asked for an extension to the deadline and it was declined. The Clerk canvassed opinion using Google Forms on Google Drive and collated the responses. This planning application was supported, and the Clerk responded on January 15<sup>th</sup>.

**DC/18/5284/FUL** – Teazle Cottage, Curlew Green, Kelsale-cum-Carlton.

Proposal: new single storey side & rear extension together with refurbishment of existing cottage. Replacement of existing flw holding tank with new treatment plant, new oil-fired ch plus oil tank & all other associated works. A vote was taken – all in favour to support this application.

**12.3 Appeal for DC/18/3236/ROC - Pitfield – to consider commenting on an appeal for this planning application which has been turned down by SCDC.**

The Chairman reported that it would be unlikely that this application would win its appeal. After a brief discussion it was agreed that the parish council could no longer add anything to this planning application and that they would not be commenting further on it. A vote was taken to take no further action – all in favour no abstentions.

## **10806 Financial Matters**

**13.1: Financial Statement since last meeting. See Finance Report.**

To approve the financial statement and payments. The Clerk asked to add £50 for winners of the Snips competition. Proposed by Cllr Roberts Seconded Cllr Pulham. All in favour no abstentions. Cllr Roberts requested that bank balances can also be

added to the financial report as well as on the bank reconciliation report.

**Action: Clerk to add bank balances to the financial report in future.**

**13.2** To sign and approve the bank statements and bank reconciliations for November 2018. Chairman duly checked and signed.

**13.3** To approve quotation for hedge cutting on main road.

- Quote 1 - £1720.00 +Vat – Fran Cousins, Conservation Works Ltd
- Quote 2 - £2620.00 – J B Tree Services & Rob White, Peakhill Farm

The Chairman recommended that Quote 1 be accepted, and Cllr Buttler agreed. The Chairman requested that Cllr Buttler ask for a quote for a maintenance package going forward. A vote was taken - all in favour to commission Conservation Works Ltd to complete the work.

**Actions: Cllr Buttler to ask Conservation Works Ltd for a quote for a maintenance package and present it at the next meeting. Clerk to write to the owners of Kelsale Court to ask them to cut the remainder of the hedge along Main Road.**

**10807 To receive a report from the Village Centre Enhancement Group**

Cllr Dickerson reported that the next meeting of the Village Centre Enhancement Group will be held on 28<sup>th</sup> January 2019 at 7.00pm.

**10808 Neighbourhood Plan Steering Group None.**

**10809 To Receive Reports from Portfolio Holders and Liaison Representatives**

**New Oasis**

Cllr Pulham reported that the next issue of New Oasis will be published at Easter. He asked for contributions for the next edition. He stated that he would like a pdf version of the newsletter to go to on the website.

**Biodiversity action plan**

None

**Emergency officer**

Cllr Roberts reported that the Grit bins are all full and that he has recruited more volunteers to look after and maintain them. Cllr Roberts also said that he will circulate information regarding the Warmer Homes campaign.

**Tree Warden**

**School**

None

**Footpaths Officer**

None

**VAS**

Cllr Lumb reported that he has taken over responsibility for the VAS. He will pass on the software to Cllr Roberts in due course to allow for analysis of data to be completed.

**Recreation Ground**

Cllr Holden volunteered to learn about this portfolio and will be assisting Cllr Buttler until he can be formally assigned in May after the elections.

**Sizewell – none.**

**Village Hall** – Cllr Lumb reported the price review for the hire of the village hall see item 10800/7.7 above for details.

**10810 Correspondence**

**18.1** A thank you letter from Leiston, Saxmundham & District Citizens Advice Bureau for the donation from the parish council was received by the Clerk and shared with the parish council.

**10811 Items for consideration for Inclusion on the next agenda**

- Signpost quote
- Sizewell C

**10812 To consider excluding the public and press**

No considerations were necessary

**10813 Excluded items**

There were none

**10814 Date of the next meeting**

The meeting was closed at 9.25pm. An Extraordinary Committee meeting has been arranged to take place on Wednesday 30<sup>th</sup> January at 7.45pm in the Committee Room in the Village Hall to discuss the Sizewell C Consultation and to review the Final Draft Local Plan.

The next Ordinary Committee meeting will take place on Wednesday 27<sup>th</sup> February 2019 at 7.00pm in Kelsale Village Hall.

Signed: ..... Chairman

Dated: .....

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**MINUTES OF THE PARISH COUNCIL MEETING HELD ON WEDNESDAY 27<sup>th</sup> February 2019  
AT 7:00PM IN KELSALE VILLAGE HALL, COMMITTEE ROOM**

**Present at the meeting:**

Cllr Alan Revell (Chairman)	Cllr Ray Ellis
Cllr Claire Buttle	Cllr Susan Major
Cllr Chris Burslem	Cllr Rob Holden
Cllr Tim Roberts	Cllr Keith Dickerson
Cllr Martin Lumb	

**In attendance: Mr Mark Stevens, Assistant Director, Operational Highways**

**Welcome by the Chairman.** The Chairman welcomed a member of the public who may be interested in joining the parish council and who was attending to observe the meeting.

**10815 Public Forum**

***Democratic Quarter-Hour/Public Question Time – Residents are invited to give their views and question the Parish Council on issues on this agenda, or raise issues for future consideration at the discretion of the Chairman. Members of the public, whilst welcome to attend, may not take part in the meeting itself.***

***(It was agreed before the meeting that Mr Mark Stevens would take questions immediately before Public Forum to allow him to leave the meeting afterwards).***

The Chairman welcomed Mr Mark Stevens, Assistant Director, Operational Highways to the meeting. Mr Stevens was invited to the meeting by County Cllr Smith to answer questions from residents in the village and councillors regarding Highways issues. The Clerk had requested that questions were tabled prior to the meeting and that the Chairman would present these questions to Mr Stevens. County Cllr Smith stated at the beginning of the meeting that it was not within the remit of Mr Stevens to take questions regarding the Sizewell C consultation. Mr Stevens introduced himself and then explained in detail how the Highways budget is managed and spent. He went on to explain how the budget cuts in recent years has affected his ability in maintaining and replacing the infrastructure effectively and that as a result the network is deteriorating. The Chairman went on to ask specific questions from councillors and residents and Mr Stevens explained that any works that have not been completed are due to budget constraints. Mr Ken Hannah asked Mr Stevens about the viability of doing certain works himself if the County Council is unable. Mr Stevens said that this is not recommended mainly due to safety issues, but with this in mind Highways are in the process of producing a Community Self Help Scheme to guide members of the public in the right way of completing jobs for themselves. There was also a discussion regarding legal liabilities if there were accidents/damage as a result of poorly maintained roads and the answer to this question was a little unclear. A question regarding landowners' responsibilities for keeping their hedges cut back so that they do not encroach onto the highway was raised. Mr Stevens stated that Highways do request landowners to cut back their hedges and have the power to enforce this if the landowner does not co-operate. He also stated that Parish Councils can also serve letters on behalf of the County. At the end of the session the Chairman thanked Mr



Stevens for his time. There was no Public Forum as all issues had been raised during the question and answer session.

#### **10816 Reports**

- (d) **Report by County Cllr Richard Smith** – there was no formal report due to the question and answer session detailed in 10815 above. However, County Cllr Smith said he was open for questions. Cllr Galloway asked if Cllr Smith knows who will have to pay for the upkeep of the highway as a result of the increased traffic caused by HGV movements during the proposed building of the Sizewell C & D power stations. Cllr Smith stated that extensive negotiations will be needed with EDF at the appropriate time to ensure that the taxpayer does not suffer as a result.
- (e) **Report by District Cllr Phillip Dunnett**. Cllr Dunnett was not present at the meeting. No report had been received by the Clerk in advance of the meeting.
- (f) **Report by District Cllr John Fisher**. Cllr Fisher was not present at the meeting. No report had been received by the Clerk in advance of the meeting.

**The Chairman formally opened the meeting at**

**10817 To receive apologies for absence** – Cllr Pulham (away)

**10818 To accept apologies for absence** – Apology was accepted.

**10819 To record absence without apologies** – none.

**10820 Declarations of Interest** – none.

(b) **To consider any dispensations** – none.

**10821 To consider the Approval of the draft minutes of the Parish Council meeting held on 23<sup>rd</sup> January 2019**

The draft minutes of the **Parish Council** meeting held on Wednesday 23<sup>rd</sup> January 2019 had been circulated to all Councillors prior to the meeting. They were **proposed** by Cllr Roberts for **Approval** and **Seconded** by Cllr Dickerson. **All in Favour, 1 abstention.**

#### **10822 Parish Clerk's Report**

The Clerk's Report was circulated in advance of the meeting for the consideration of all Parish Councillors.

**7.1 Forthcoming Parish Council Elections.** The Clerk reported that she had attended Elections training in January and had subsequently circulated an election briefing to all parish councillors. She asked that everyone ensures that all significant dates have been entered into their diaries.

**7.2 Change of date for May meeting.** The Clerk reported that to comply with legislation regarding the timings of the election, Mays meeting has had to be brought forward a week to the 22<sup>nd</sup>.

**7.3 Timetable for end of year accounts.** The Clerk had produced a timetable detailing all the events that would be occurring during the period when year-end accounts are administered. The Clerk requested that Heelis and Lodge are engaged again this year to complete the internal audit. This was proposed by Cllr Roberts and Seconded by Cllr Major. A vote was taken – all in favour.

**7.4 Annual review of Financial Regulations** – the Clerk had checked for any changes in the NALC model Financial Regulations (which the parish council adopted in 2018) since the last review in September 2018. There had been no changes. The regulations remain the same.

**7.5 Annual review of Standing Orders** – the Clerk had checked for any changes in the NALC model Standing Orders (which the parish council adopted in 2018) since the last review in September 2018. There had been no changes. The Standing Orders remain the same.

**10823 Clerk's Report on urgent decisions**

There were no urgent decisions.

**10824 Matters arising from the Clerk's report**

**9.1 Digital Mapping Tool – research.** The Chairman read a message from Cllr Pulham (due to his absence) regarding a demonstration of the Digital Mapping Tool software that he had attended recently. Cllr Pulham concluded that the software was not suitable for the parish council at this time.

**9.2 Purchase of frame for Conservation Area certificate.** Cllr Roberts presented the Clerk with a suitable frame for the certificate.

**Action: Clerk to mount the Certificate in the frame and arrange for it to be hung in the Committee Room.**

**9.3 Solutions for Internet Banking.** The Clerk reported that an online application had been completed with Unity Trust Bank. She had printed the documentation that required signatures. Only Cllr Pulham's signature was needed and then the documents will be returned and the transfer from Barclays to Unity Trust Bank can take place.

**9.4 Annual Parish Meeting Speaker.** The Clerk reported that the contact at Peakhill Farm had declined the invitation to speak at the Annual Parish Meeting. Cllr Roberts had been in contact with the BFI regarding a potential film that could be shown in place of a speaker.

**Action: Cllr Roberts to arrange for a film to be supplied in DVD format for the APM.**

**9.5 Schedule the checking of District Council website for upcoming Planning Committee Meetings.** The Clerk reported that she has set up a routine for checking the Planning Committee website every week for changes.

**9.6 Email regarding cars parked in Low Road car park.** Cllr Roberts reported that this is still ongoing. However, there is a car currently parked that has been abandoned. He will get the details of the car and pass to the Clerk who will report this to the District Council.

**Action: Cllr Roberts to pass on details of abandoned car to the Clerk, who will report it.**

**10825 Matters arising from the Parish Council meeting held on Wednesday 23<sup>rd</sup> January 2019**

**10.1 Weight Limit Signs on Rendham Road.** The Clerk asked Mr Hannah to provide the report. He stated that the council representative, Charlie Mitson had completed a site visit and a decision had been made as to where to locate the signs. Mr Hannah said that the work will take around 3 to 4 months to complete. Mr Hannah also stated that he will be continuing to state the case for Carlton Meres to pay to make Rendham Road a weight restricted road.

**10.2 Strategy for attracting new councillors for election.** Cllr Roberts had circulated details of the strategy to councillors in advance of the meeting. He presented the strategy and said he had used materials supplied by NALC which had been converted to represent Kelsale-cum-Carlton. There are a number of posters and a document explaining what the council does. These materials will be uploaded onto the website and printed copies will be put in visible locations around the village.

**Action: Clerk to print and distribute printed copies around the village and to arrange for some of the materials to be uploaded onto the website.**

**10.3 Meeting with representatives at Carlton Meres.** Cllr Roberts reported that he, Cllr Pulham and Mr Ken Hannah had a good meeting with a Carlton Meres representative. They talked about the proposed expansion of Carlton Meres by around 50 units over the next 2 to 3 years which will increase the size of it considerably. Carlton Meres want to gain access on Peasenhall Road during the expansion. Cllr Roberts stated that Carlton Meres are now enforcing their licenses in a professional manner and has been told that if anyone is found to be on the electoral roll, they are warned that unless they remove themselves from it, the site will be withdrawn from them. Cllr

Roberts stated that there had been positive progress on how each party can help the other and that Carlton Meres are willing to have discussions with the local GP practice. Carlton Meres have spent £1.5 million on the new Treatment Plant and 2.5 million on improvements to their leisure facilities. Cllr Roberts said that he will write up the content of the meeting and circulate to the parish council in due course. Another meeting has been arranged for March 5<sup>th</sup> to continue discussions. The Chairman thanked Cllrs Roberts and Pulham and Mr Hannah for their work.

**10.4 Maintenance of hedge on Main Road.** Cllr Buttle reported that the work on the hedge should have been finished on 25<sup>th</sup> February but there had been problems with the traffic management company. The work will however be finished at the earliest opportunity. The Chairman and Cllr Roberts both thanked Cllr Buttle for all the work that she has done to make this a success. Cllr Buttle had been in contact with the owner of Kelsale Court to ask if they could continue the hedge cutting exercise further down Main Road. The owner said that he didn't think this was his responsibility but if the parish council wrote and instructed him to do this he would comply. The Clerk was asked to write a diplomatic letter to the owners of both Kelsale Court and Kelsale Manor requesting that they cut their hedges.

**Action: Clerk to write to the owners of Kelsale Court and Kelsale Manor to request the cutting back of their hedges.**

**10.5 Review of Planning Policy.** Cllr Roberts reported that this is still ongoing, but he has rewritten the Terms of Reference for the Planning Group and this would be reflected in the review of the planning policy.

**10.6 Screen Suffolk permission to film on recreation ground.** Cllr Dickerson reported that he has signed the agreement but wanted to draw attention to the fact that this will give Screen Suffolk exclusive rights to filming on the recreation ground. A vote was taken on whether to accept this condition – all in favour.

**Action: Clerk to return signed permission form to Screen Suffolk.**

**10.7 Neighbourhood Farm Watch.** To be carried forward to the next meeting.

**10.8 Refurbishment of Benches.** The Clerk asked Mr Hannah to deliver his report regarding the refurbishment of benches in the village. Mr Hannah had circulated a list of quotations prior to the meeting. There was an in-depth discussion of the types of bench that would be most suitable for the village together with prices. It was suggested that an appeal is launched to find out if any residents from the village might want to sponsor a bench to commemorate a late loved one. It was agreed that there would be a gradual replacement programme and that this would be built into the budget going forward. A proposal was put forward to replace 1 bench per year and if a family wished to sponsor a bench this number will be increased to 2. Replacement slats to be put on the two most badly affected benches immediately. The cost of this work will total £600 and will be deducted from the New Equipment and Refurbishment budgets. This proposal was put forward by Cllr Roberts and Seconded by Cllr Dickerson. A vote was taken – all in favour.

**Action: Clerk to draft a feature to be included in the next edition of New Oasis asking for sponsors for benches. There are 4 sites where benches need to be replaced.**

**10.9 Horse riding warning signs.** The Clerk reported that the original quotation for the simpler signs had been requested and were currently under construction.

## **10826 Parish Council Matters**

**11.1 To consider the Sizewell C Consultation Response.** Cllr Galloway reported that the draft response is in progress and currently runs to 180 pages plus appendices. She stated that there has been a very good response to the questionnaire and that these are currently being analysed and that the results from this will be included in the impact statement. She confirmed that the proposal will hopefully be finished within the next two weeks and circulated to councillors to allow them time to read the document in advance of the next meeting, where it will be voted for approval. At this point Cllr

Buttle thanked everyone who had helped with distributing the questionnaire around the village. The Chairman thanked Cllrs Buttle and Galloway for their work on this and formally thanked Mr Ian Galloway for his contribution. At this point County Cllr Smith thanked Mr Ian Galloway for the presentation that he produced for the Public Meeting. He said that this presentation had been the best that he had attended and was most thought provoking.

**11.2 To consider the Scottish Renewables Phase 4 Consultation.** Cllr Holden reported details regarding the Scottish Renewables Phase 4 Consultation for the East Anglia 1 & 2 windfarms. The Chair asked Cllr Holden if he would like to make a response to the consultation. It was suggested that any impact on the village would be the resultant increase in traffic and that as this work would potentially overlap the building of the Sizewell C construction, then a response taking into account the 'incombination' effect should form the basis of the response.

**11.3 To consider the purchase of a Licence for the recreation ground.** This item is to be carried over to the next meeting.

**11.4 To consider the cutting of the hedge on Rosemary Lane.** Cllr Buttle reported that there had been numerous complaints from residents regarding the landowner who had cut the hedge down to ground level. Cllr Buttle said that she had reported this to the District Council representative Nick Newton. He had responded by saying that he will not be able to ascertain whether anything illegal has occurred until mid-summer when it will be clear if the hedge is rejuvenating. If the hedge is dead, action can then be taken.

**11.5 To consider the parish council response to Nuclear Power.** This item is to be carried over to the next meeting.

**11.6 To consider the signpost quotation.** Cllr Roberts reported the costs that will be involved to repair and refurbish the historical fingerpost sign outside Maple Farm. The total cost comes to £400.00. At this point County Cllr Smith offered to pay for this from Locality Budget. He agreed to put in the application now on behalf of the parish council. This solution was proposed by Cllr Roberts and Seconded by Cllr Lumb. All in favour. The Chairman thanked Cllr Smith for this offer.

## **10827 Planning Matters**

**12.1 Planning Report** (contains details of new applications listed below)

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

**DC/19/0257/FUL** Hillview Cottage, Curlew Green, Kelsale Demolition of an existing dilapidated cart lodge and store and for the erection of a new cart lodge with garden studio/work space, store and mezzanine level. After a brief discussion a vote was taken in favour of supporting this application. All in favour.

**DC/19/0133/FUL** Carlton Meres Country Park, Carlton Lane, Kelsale-cum-Carlton Use of land for the stationing of static holiday caravans for holiday occupation between 1<sup>st</sup> March in any year and 14<sup>th</sup> February in the next. After a brief discussion a vote was taken to remain neutral on this application. 10 in favour, 1 against.

## **10828 Financial Matters**

**13.1 Financial Statement since last meeting. See Finance Report.** To approve the financial statement and payments. A proposal to approve the payments on the financial report was called by Cllr Roberts and seconded Cllr Taylor. A vote was taken – all in favour

**13.2 Clarifications regarding Pension payments and HMRC liability.** The Clerk gave an explanation of the presence of extra Pension payments and to report some problems she had been having with HMRC regarding tax liability.

**13.3 To sign and approve the bank statements and bank reconciliations for December 2018 and January 2019.** Signed by the Chairman.

**13.4 To approve Annual Playground Inspection from Play Inspections at a cost of £130.00 (exc VAT).** Proposed by Cllr Robert and Seconded by Cllr Buttle. A vote was taken - all in favour.

## **10829 To receive a report from the Village Centre Enhancement Group**

**Car Park Review** - Cllr Dickerson reported that a review of the car park had been undertaken and that it had been noted that there had been some deterioration in the surface. He proposed that Ruth's should be asked to quote for an annual refurbishment contract to prevent further deterioration occurring. A vote was taken – all in favour.

**Kelsale Conservation Area appraisal** – Cllr Dickerson reported that a Conservation Area appraisal had been completed in November 2018 and that it had been scathing about some aspects of the village. He would like to ask the consultant who had carried out the appraisal back to the village and together with the Village Enhancement Group seek methods to improve these areas. Cllr Galloway suggested that Robert Scrimgeour, District Council contact could also be approached to do this.

**Low Road traffic calming scheme** – Cllr Dickerson requested that the Clerk asks Highways what their long-term plans are for the roads are.

**Action: Clerk to contact Suffolk Highways to enquire about their long-term plans for traffic calming on Low Road.**

**Ungrounding of power cables** – Cllr Dickerson reported that undergrounding of power cables has been scheduled to take place in Kelsale centre next year.

The next meeting of the Village Centre Enhancement Group will take place on Monday 18<sup>th</sup> March at the house of John Pulham.

**10830 Neighbourhood Plan Steering Group** None. The Clerk was requested to take this off the agenda for the time being.

#### **10831 To Receive Reports from Portfolio Holders and Liaison Representatives**

##### **New Oasis**

None

##### **Biodiversity action plan**

None

**Emergency officer** – Cllr Roberts reported that there had been a meeting with the Village Hall Committee and the Social Club committee regarding health and safety issues in the building.

##### **Tree Warden**

##### **School**

Cllr Taylor reported that between Saxmundham, Benhall and Kelsale there are only 6 places available between 3-year groups. Suffolk County Council still maintain that there is no need for another classroom to be built. Cllr Taylor also said that she has officially resigned as headteacher from the school and will be standing down from the parish council at the May elections.

##### **Footpaths Officer**

None

##### **VAS**

None

**Recreation Ground** Cllr Buttle reported that a new person to complete the chain saw carving will be starting work on 25<sup>th</sup> March. This person has requested that he is allowed to stay on the recreation ground in his camper van while working and this permission has been granted. Cllr Buttle also said that she has had a request from a couple wishing to renew their wedding vows that they use the recreation ground to host a party afterwards. The Chairman requested that Cllr Buttle get more details, and this can be discussed again. The Chairman reported that he had received a request from a children's football team to use the pitch on the recreation ground to play on. He stated that the pitch would not be full sized and the parish council goal posts will not be required, therefore not encroaching on the conservation area. Everyone agree that it would be good to see the pitch being used again. However, the parish council will need to see proof of insurance, their safeguarding policy and their risk assessment before play can commence. The team would also need to hire the committee room in order to be able to use the toilet facilities.

**Action: Cllr Buttle to provide more details regarding the proposed party on the**

***recreation ground.***

**Sizewell** – none.

**Village Hall**

**Local Plan** – Cllr Galloway reported that the District Council have agreed to submit more representations on the parish councils behalf because they were so well thought out and interesting.

**10832 Correspondence**

None

**10833 Items for consideration for Inclusion on the next agenda**

Health and Safety assistance for Village Hall.

Portfolio Holders Terms of Reference.

Parish Council Response to Nuclear Power.

Purchase of Licence for the Recreation Ground.

**10834 To consider excluding the public and press**

No considerations were necessary

**10835 Excluded items**

There were none

**10836 Date of the next meeting**

The next meeting will take place on Wednesday 27<sup>th</sup> March 2019 at 7.00pm in Kelsale Village Hall.

Signed: ..... Chairman

Dated:.....

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

**Present at the meeting: 4 members of the public**

Cllr Alan Revell (Chairman)	Cllr Susan Major
Cllr Claire Buttle	Cllr Rob Holden
Cllr Chris Burslem	Cllr Keith Dickerson
Cllr Tim Roberts	Cllr John Pulham (Vice-Chair)
Cllr Martin Lumb	Cllr Carolyn Taylor
Cllr Edwina Galloway	

**In attendance: Representatives from Carlton Meres Holiday Park; Mr Matt Purdom (Planning Director); Mr Steve Potts (General Manager, Carlton Meres); Mr Ian Butter (Planning Consultant)**

**Welcome by the Chairman.** The Chairman welcomed a member of the public who may be interested in joining the parish council and who was attending to observe the meeting.

**10837 Public Forum**

***Democratic Quarter-Hour/Public Question Time – Residents are invited to give their views and question the Parish Council on issues on this agenda, or raise issues for future consideration at the discretion of the Chairman. Members of the public, whilst welcome to attend, may not take part in the meeting itself.***

The Chairman welcomed members of the public and representatives from Carlton Meres Holiday Park.

Public Forum was conducted as the first item. A member of the public presented a question regarding the destruction of a hedgerow in Rosemary Lane. He said that he regarded the cutting down of the hedge as a disgraceful action and he felt as though the landowner was trying to wilfully destroy the hedge. He asked if the landowner had been contacted and challenged by the parish council. The Chairman responded by saying that a representative from Suffolk Coastal District Council (SCDC) had been contacted about this already. The parish council won't know if anything illegal has been done until it has been established that the hedge has died as a result of being cut back to the ground on two separate occasions. This is likely to be during the summer when it will be apparent if the hedge has died. In the meantime, the Chairman has requested that the Clerk send a letter to the landowner to tell him how disappointed the parish council is by this action and explain the affect it has had on residents in the village. Cllr Buttle said she would contact the representative from SCDC again to see if any progress has been made and will report back at the next meeting. Cllr Dickerson suggested that an article is drafted for inclusion in New Oasis to highlight this issue.

***Action: Clerk to find out who the landowner is and write a letter on behalf of the parish council. Cllr Buttle to contact SCDC for progress on the issue. Cllr Pulham to consider including an article about the issue in New Oasis.***

The Chairman welcomed the representatives from Carlton Meres Holiday Park and invited them to speak. Mr Matt Purdom, Planning Director introduced himself and his

colleagues to the parish council. He reported that the Area 6 planning application that has been recently submitted has been refused and explained that they have reapplied with a variation of the condition and that they are optimistic that they will get consent as a result. He went on to report that he is aware of the historic legacy issues that have caused strained relationships in the past between the park and the parish council and said that they want to rectify this going forward. He stated that a recent investment of over £7.5 million to improve the park and its facilities will enable them to manage it as it should have been done in the past. He explained that the company is backed by a venture capitalist company which is why they will always have one eye on expansion. He said that there were plans to build some new lodges once all the environmental assessments have been completed and any issues addressed. The purpose of this meeting was to consult with the parish council before the planning application for this was submitted. At this point the Chairman opened the meeting to questions. Cllr Lumb reported that he had been informed that a food bank delivery had been made to the site in the recent past, suggesting that contrary to the information given by Carlton Meres Holiday Park, there were residents living their full time. Mr Purdom responded by saying that this is in part a legacy issue and that they are putting policing actions in place to ensure that this does not happen going forward. Mr Purdom asked the parish council to supply him with any evidence that comes to light proving that residents are living on the park full time to enable them to rectify this as soon as possible. Mr Purdom and Mr Butters went on to explain how it is in everyone's best interest to ensure that the site licence is not broken. At this point a member of the public brought up the subject of traffic management around the area where Carlton Meres is situated. He explained that already this week there had been a near miss with a vehicle leaving the park. Mr Butters explained that a package of highways measures, including new signage and access improvements are being planned. He also explained that some traffic was using inappropriate routes as per their GPS navigation systems. He said that they were in talks with GPS providers to get these routes removed from their software. Mr Butters said that it is hoped that once these measures have been applied, residents will see an improvement. Mr Purdom asked for letters of support for the proposed highway changes. The Chairman responded by saying that the parish council will respond via the proper planning channels once the planning application has been submitted. Cllr Pulham asked if the parish council could be provided with a copy of the site licence. Mr Butters said that they are still waiting for the final revision, but they will be happy to give the parish council a copy once it is available. Cllr Major asked about the strain on infrastructure in the area, most notably the medical surgery. Mr Potts responded saying that he had personally already made contact with the surgery and had established that there is no evidence to support a large influx of people from the holiday park attending the surgery. He added that there were no records of GPs having to attend the site or deliver medication. Mr Potts said that he is happy to work with the parish council and the surgery together if there are further perceived problems regarding this issue. Cllr Taylor asked if a decision had been made regarding allowing her school children to use the new swimming pool for lessons in the immediate future. Mr Potts responded saying that he will make an appointment to see Cllr Taylor to allow a full discussion to take place. Cllr Buttle asked if their sports facilities would be open to the general public. Mr Potts said that this is more difficult to achieve as they have to prioritise paying holidaymakers over the general public. However, he said that he is keen to include the local community and is open to ideas if a particular group of people need to use the facilities at a convenient time for the holiday park. Both Cllrs Pulham and Roberts said that they had been impressed with the discussion during the evening. The Chairman thanked all three gentlemen for their time and agreed that it had been very positive.

#### **10838 Reports**

**(g) Report by County Cllr Richard Smith** – County Cllr Smith started by saying that he had found the reaction from the representatives from Carlton Meres Holiday



Park at the meeting this evening very heartening. He went on to congratulate the extraordinary response that has been made by the parish council to the EDF Sizewell consultation. He was pleased to report that he is getting copies of responses from town and parish councils as well as individuals, giving the County Council visibility of the real reaction in the area. He said that he hoped that Planning Aid England had been of help to the parish council. He also said that EDF will have to listen to the responses as they have been of such high quality. Cllr Burslem then thanked Cllr Smith for his help with getting the potholes repaired on Bridge St. The Chairman thanked Cllr Smith for his comments.

At this point the Chairman took the opportunity to formally thank Mr Ian Galloway for the amount of time, effort and hard work that had gone into the parish council response to the EDF Sizewell consultation. He asked the Clerk to send a thank you letter to Mr Galloway. He also thanked Cllr Galloway for the amount of work she had contributed to the process. Cllr Galloway responded by saying that she had been ably aided by Cllr Buttle.

**Action: Clerk to write a letter of thanks to Mr Ian Galloway.**

- (h) **Report by District Cllr Phillip Dunnett** – District Cllr Dunnett reported that tomorrow night (28<sup>th</sup> March 2019) will be last full council meeting of Suffolk Coastal District Council. The new East Suffolk Council comes into being on Monday 1<sup>st</sup> April 2019. Between April 1<sup>st</sup> and the end of the election period a shadow East Suffolk Council will exist. He added that council officers will be available as usual to be consulted if needed. He drew the parish council's attention to a recent letter regarding the new planning arrangements under the new council. He noted that Kelsale-cum-Carlton has been designated to the 'north' area. Cllr Dunnett expressed his sadness that after the elections he will no longer represent Kelsale-cum-Carlton as he will be moving to a new ward due to the new boundary changes. He thanked the parish council for the courteous way they had always dealt with him. The Chairman thanked Cllr Dunnett for all his work and support over the years. He said that he will be missed by the parish council.
- (i) **Report by District Cllr John Fisher** – District Cllr Fisher reminded the parish council that district councillors will still attend the April meeting as shadow representatives of the district council. At this point Cllr Fisher thanked Cllr Buttle for finding a sculptor who has done such amazing work in the recreation ground over the past week. Cllr Buttle thanked Cllr Fisher for providing the funding for it.

**The Chairman formally opened the meeting at 7.40pm.**

**10839 To receive apologies for absence** – None

**10840 To accept apologies for absence** – None

**10841 To record absence without apologies** – Cllr Ellis

**10842 Declarations of Interest** – none.

(c) **To consider any dispensations** – none.

**10843 To consider the Approval of the draft minutes of the Parish Council meeting held on 27<sup>th</sup> February 2019**

The draft minutes of the **Parish Council** meeting held on Wednesday 27<sup>th</sup> February 2019 had been circulated to all Councillors prior to the meeting. They were **proposed** by Cllr Dickerson for **Approval** and **Seconded by** Cllr Major. A vote was taken - **all in Favour, 1 abstention.**

**10844 Parish Clerk's Report**

The Clerk's Report was circulated in advance of the meeting for the consideration of all Parish Councillors.

**7.1 Forthcoming Parish Council Elections** – The Clerk provided an update on the forthcoming parish council elections including the deadline date to receive nomination forms (1<sup>st</sup> April 2019).

**7.2 Review of effectiveness of Internal Audit (2017/2018)** – The document had been circulated prior to the meeting. The document was reviewed by the parish council,

**proposed by** Cllr Pulham and **seconded** by Cllr Galloway. A vote was taken – **all in favour**. The document was duly signed by the chair.

**7.3 Internal Control Statement** – The document had been circulated prior to the meeting. The document was reviewed by the parish council, **proposed by** Cllr Pulham and **seconded** by Cllr Galloway. A vote was taken – **all in favour**. The document was duly signed by the chair.

**7.4 Review of Internal Financial Controls** - The document had been circulated prior to the meeting. The document was reviewed by the parish council, **proposed by** Cllr Roberts and **seconded** by Cllr Buttle. A vote was taken – **all in favour**. The document was duly signed by the chair

**7.5 Level of Fidelity Guarantee Insurance** - The Clerk has checked the level of Fidelity Guarantee Insurance and this is currently £150,000, which is more than adequate.

**7.6 Review of Asset Register** – The document had been circulated prior to the meeting. The Clerk raised a number of questions regarding the contents of the asset register. There was a brief discussion by councillors regarding these questions. It was decided to delay agreeing and ratifying these documents until further research had been carried out. Cllrs Roberts and Pulham volunteered to conduct the appropriate research and report back at the next meeting.

**Action: Cllrs Roberts and Pulham to undertake full review of the current Asset Register and report back findings at the next meeting.**

**7.7 End of Financial Year** – The Clerk asked that all parish councillor expenses be provided by the end of the day on Friday 29<sup>th</sup> March to allow her to complete end of financial year procedures in a timely manner.

**7.8 Internal Audit** – The Clerk informed the parish council that Heelis & Lodge have now been appointed as internal auditors. The Clerk will complete all financial business, collate all the necessary evidence and supply Heelis & Lodge with all data by the middle of April.

**7.9 Consider providing essential equipment to Bin Bag Buddies** - the Clerk informed the parish council that a resident had brought to her attention a group of school children in the village who had arranged a team to collect litter on a regular basis called Bin Bag Buddies. She requested that the parish council provides means for the children to complete this task as safely as possible. Cllr Roberts suggested getting in touch with Suffolk Norse who will supply gloves, pickers and bin bags on request. Mr Ken Hannah said he will supply the Clerk with the contact details for this. Cllr Roberts also suggested that the parish council could provide a set of tee shirts for the children and have them printed by Leiston Press with their logo on.

**Action: Clerk to find out how many and sizes of tee shirts required. Clerk to contact Mr Hannah for contact details of Suffolk Norse. Clerk to get estimate of price to have tee shirts printed.**

**7.10 Update of Parish Council logo** – the Clerk explained that Cllr Buttle had hand drawn a new version of the parish council logo. Cllr Roberts proposed that the parish council accept the new logo in principle. **A vote was taken – all in favour**. Cllr Buttle agreed to have the logo ready to present at the next meeting. She will distribute 4 different versions of the logo in different typefaces to enable the parish council to decide which one to adopt. A date to adopt the new logo will be decided at the next meeting.

**Action: Cllr Buttle to circulate the different typeface versions of the logo and present them at the next meeting for a decision.**

**7.11 Approval of Wayleave to provide Superfast Broadband on Carlton Green** – the Clerk explained that she had been contacted by a representative from Suffolk County Council requesting that the wayleave be signed immediately before the scheduled committee meeting as work had been arranged to commence on Monday 25<sup>th</sup> March. The Clerk had to send a copy of the wayleave to the Chairman to sign and scan and send back to the Clerk, who then passed it on to the contact. She apologised

for the irregular nature of this but said that she had effectively been given no choice in the matter.

#### **10845 Clerk's Report on urgent decisions**

The Clerk authorised the following:

- The provision of a set of printed copies of the parish council's draft response to Sizwell C which needed to be circulated to all councillors in advance of the meeting.
- The provision of a set of printed copies showing the analysis of the results from the public survey carried out to canvass the views of residents which needed to be circulated before the response deadline of March 29<sup>th</sup>, 2019.

Leiston Press have presented two invoices for the above, for which approval of payment will be sought under item 13.1 Financial Matters (Financial Report)

#### **10846 Matters arising from the Clerk's report**

**9.1 Clerk to mount certificate for Conservation Area into frame provided and arrange for it to be hung in the committee room. *Outstanding.*** Clerk apologised for this and said that she would try to get this done before the next meeting.

**9.2 Arrangements for APM** – Cllr Roberts is now in receipt of the film he has hired to show at the meeting and is hoping to preview it before the screening. A short discussion was had regarding how the event should be publicised. It was decided that due to the number of leaflet drops that had been done so far this year, it would be inappropriate to ask volunteers to deliver another leaflet to every home. Therefore, it was suggested that the parish council purchase two reusable banners (similar to the ones used for the Bonfire Event) and change the date on them each year. The banners would be displayed in the same places as those advertising the Bonfire event. Cllr Roberts agreed to provide the artwork and Cllr Buttle will order the banners from Leiston Press. Cllr Buttle said that the cost will be in the region of £120 per banner. Cllr Roberts **proposed** to approve the expenditure for the banners and Cllr Buttle **seconded** it. A vote was taken – **all in favour.**

**Action: Cllr Roberts to provide artwork for the banners, Cllr Buttle to order from Leiston Press, collect the finished product and mount banners at the same locations as for the Bonfire event.**

After a brief discussion, it was agreed to provide only tea and biscuits for the meeting. Cllrs Roberts, Buttle and Major all volunteered to organise the refreshments on the night.

**Action: Cllrs Roberts, Buttle and Major to organise the provision and delivery of refreshments on the night.**

**9.3 Abandoned cars in Low Road Car Park.** Cllr Roberts reported that the offending cars have now been removed from the car park.

#### **10847 Matters arising from the Parish Council meeting held on Wednesday 27<sup>th</sup> February 2019**

**10.1 Strategy for attracting new councillors for election.** The Clerk reported that she had put up copies of the agreed promotional materials in the committee room, both parish council noticeboards and had arranged for copies to be uploaded onto the website and put up in the Poacher's Pocket. She had also requested that posters were put up in the social club and at the school.

**10.2 Maintenance of hedge on Main Road. Clerk** to write to the owners of Kelsale Court and Kelsale Manor to request the cutting back of their hedges. ***Outstanding. To be completed by the next meeting.***

**10.3 Screen Suffolk Permission Form.** Clerk to return signed permission form to Screen Suffolk. ***Completed.***

**10.4 Refurbishment of Benches in the village. Clerk** to draft a feature to be included in the next edition of New Oasis asking for sponsors for benches. There are 4 sites where benches need to be replaced. ***Outstanding. Clerk to contact Cllr Pulham to arrange this.***

**10.5 Long term plans for Low Road traffic calming measures. Clerk** to request

information from Suffolk County Council. **Outstanding. This will be completed before the next meeting.**

**10.6 Proposed wedding party to be held on the recreation ground.** Cllr Buttle to find out more details. Cllr Buttle reported that she had not heard anymore regarding this. Closing the issue.

#### **10848 Parish Council Matters**

**11.1 To consider any amendments received with regard to the draft response to the proposed Sizewell C Nuclear Power Station.** The Clerk reported that she had not received any substantive amendments for consideration by the deadline of Friday 22<sup>nd</sup> March. Therefore, there were no amendments to consider. At this point Cllr Dickerson congratulated Cllr Galloway on the detail contained in the response.

**11.2 Proposal to approve and ratify the draft response to the Sizewell C&R Nuclear Power Stations.** Proposed by Cllr Dickerson, seconded by Cllr Buttle. A vote taken **all in favour**. Cllr Galloway will deliver the response to EDF in person on Thursday 28<sup>th</sup> March 2019.

**11.3 To consider the purchase of a Licence for the recreation ground.** (Carried over from last meeting) Cllr Galloway had circulated an update in advance of the meeting which confirmed that a Licence is not needed for the purposes of the Bonfire event. Cllr Galloway also confirmed that if a licence were needed in the future, the recreation ground is considered as premises.

**11.4 To consider the parish council response to Nuclear Power.** (Carried over from last meeting.)– Cllr Roberts reported that he will be sending a personal letter as this issue was addressed in part in the parish council response to the Sizewell consultation.

**11.5 To consider providing financial assistance to the Village Hall to help to achieve the necessary Health and Safety improvements needed to the building.** Cllr Roberts gave a brief report concerning the need of the Village Hall to potentially access funds to help them meet basic Health and Safety compliance issues. A general risk assessment and a fire risk assessment are currently being undertaken and any remedial actions resulting from these will be brought to a future meeting for consideration.

**11.6 To consider the adoption of a revised Terms of Reference for Portfolio holders.**

Cllr Roberts reported that this may need altering immediately after the election. It was agreed to delay adopting the final format of this document until after the AGM in May.

**11.7 Neighbourhood Farm Watch** – Carry over to the next meeting.

**11.8 Saxmundham Surgery Patients Participation Group (PPG)** – Cllr Major thanked Cllrs Roberts and Dickerson for agreeing to take her place on the PPG in May. She reported that she will stay in the PPG in a personal capacity and that the other councillors will represent the parish council going forward.

#### **10849 Planning Matters**

**12.1 Planning Report** (contains details of new applications listed below)

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

There were no new planning applications when the agenda was circulated on 20<sup>th</sup> March 2019. Since that date one application had been received and all parish councillors were informed via the google docs feedback form as usual.

**DC/19/1061/FUL** - 1 The Firs, Main Road, Kelsale-cum-Carlton - Forming shower and utility room and new rear entrance lobby. The parish council discussed this planning application, a vote was taken – **all in favour** of supporting this application.

#### **10850 Financial Matters**

**13.1 Financial Statement since last meeting.** **See separate Finance Report.** To approve the financial statement and payments.

The Clerk asked for the following extra payments to be considered for approval:

Leiston Press - £72.00 – printing and binding of final parish council response to the Sizewell C phase 3 consultation

Kelsale Village Hall and Centre – £612.89 – parish council contribution to their

insurance premium

PAYE - £382.60 – to cover until the end of the financial year.

Bank Charges – April 2018 – March 2019 - £28.06

It was **proposed by** Cllr Roberts and **seconded by** Cllr Taylor that both payments contained in the financial report and the extra payments for consideration should be approved. A vote was taken – **all in favour**.

**13.2** To sign and approve the bank statements and bank reconciliation for February 2019. The Chairman duly signed the bank reconciliation for February 2019.

**13.3** To consider the quotation from C E Ruth Ltd to provide an annual refurbishment contract for Low Road Car Park – Mr Ruth had provided an informal estimate of £250.00 plus VAT to repair the car park this year. It was **proposed by** Cllr Dickerson to provide a budget of up to £250 per year for annual refurbishment of Low Road Car Park. This was **seconded by** Cllr Roberts. A vote was taken - **all in favour**.

**10851 To receive a report from the Village Centre Enhancement Group** – To begin with, Cllr Dickerson thanked Cllr Galloway for her suggestion to contact Mr Robert Scrimgeour to consult regarding enhancements to the village. Mr Scrimgeour has suggested that an independent consultant may be needed to give specific advice. Cllr Dickerson agreed to get an estimate of costs. Cllr Roberts reported that he had undertaken a great deal of work to clear the back area of the car park. The Chairman thanked Cllr Roberts for all his hard work. Cllr Pulham reported that analysis of electrical cabling that can be moved underground is currently being undertaken by the power company and that this work may be completed next year. Cllr Buttle suggested that before they start this work, the power company should be approached to find out if they would be prepared to install an electricity cable on the recreation ground. Cllr Pulham reported that he had investigated the possibility of replacing the current village post box with an older style one. The cost has turned out to be prohibitive at £6,500.

**Action – Cllr Dickerson to establish possible costs of engaging a consultant.**

**10852 To Receive Reports from Portfolio Holders and Liaison Representatives**

**New Oasis**

Cllr Pulham reported that the next issue of New Oasis will be published at Easter. He said that he plans to include photographs of the tree carvings that are being completed this week on the recreation ground. Cllr Burslem has taken some impressive photographs of the works in progress and will liaise with Cllr Pulham to provide suitable photographs for the publication.

**Biodiversity action plan**

Cllr Dickerson reported that he has found a volunteer to be Tree Warden who will be taking up their responsibilities in due course. Cllr Dickerson **proposed** that the parish council spend £100 on 4 new swift boxes for the village. This was **seconded by** Cllr Buttle. A vote was taken – **all in favour**. Cllr Dickerson reported that the group are creating a policy for the control of moles on the recreation ground and this will be submitted in due course. Cllr Dickerson also reported that the Tiggens Lane Open Day will be taking place on 15<sup>th</sup> and 16<sup>th</sup> June. Cllr Dickerson confirmed that a circular walk of the village is going to be drafted and will subsequently be published as a village document. Cllr Roberts reported that restoration of the finger post near Maple Farm is progressing well.

**Emergency officer** – none.

**Tree Warden** - none.

**School** – none.

**Footpaths Officer** - none

**VAS** - none

**Recreation Ground** – Cllr Buttle reported that the tree carvings were turning out to be very impressive and that there had been a lot of positive feedback from residents about the project. She said that the sculptor has recommended that the tree trunks are lifted off the ground to preserve the wood for as long as possible. This will necessitate the trunks being lifted onto sleepers. Cllr Buttle to find out the costs for this. Cllr Buttle

also reported that two trees with TPOs in the recreation ground that had to be taken down last year have now been replaced as per instructions from Nicholas Newton from SCDC.

**Action – Cllr Buttle to find out the costs of lifting the trunks onto sleepers to keep them off the ground.**

**Sizewell** – none.

**Village Hall** – none.

**10853 Correspondence**

None

**10854 Items for consideration for inclusion on the next agenda**

New planning criteria for East Suffolk Council

Cycle rack

Replacement Parish Clerk

Correspondence from a resident regarding upkeep of the recreation ground

**10855 To consider excluding the public and press**

No considerations were necessary

**10856 Excluded items**

There were none

**10857 Date of the next meeting**

The Annual Parish Meeting will take place on Wednesday 17<sup>th</sup> April at 7.00pm in Kelsale Village Hall.

The next ordinary committee meeting will take place on Wednesday 24<sup>th</sup> April 2019 at 7.00pm in the committee room in Kelsale Village Hall.

The meeting was closed at 9.50pm

Signed: ..... Chairman      Dated: .....

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

**MINUTES OF THE PARISH COUNCIL MEETING HELD ON WEDNESDAY 24<sup>th</sup> April 2019 AT  
7:00PM IN KELSALE VILLAGE HALL, COMMITTEE ROOM**

**Present at the meeting: 6 members of the public**

Cllr Alan Revell (Chairman)	Cllr Susan Major
Cllr Claire Buttle	Cllr Rob Holden
Cllr Edwina Galloway	Cllr John Pulham (Vice-Chair)
Cllr Tim Roberts	Cllr Carolyn Taylor
Cllr Martin Lumb	Cllr Ray Ellis

**In attendance:** None

**Welcome by the Chairman.** The Chairman welcomed 2 prospective candidates for the vacant role of Clerk who had attended to observe the meeting. He also welcomed a member of the public who may be interested in joining the parish council and who was also observing the meeting.

**10858 Public Forum**

***Democratic Quarter-Hour/Public Question Time – Residents are invited to give their views and question the Parish Council on issues on this agenda, or raise issues for future consideration at the discretion of the Chairman. Members of the public, whilst welcome to attend, may not take part in the meeting itself.***

Mr Ken Hannah gave a brief report regarding the delivery of the new bench which will be sited in the recreation ground at the weekend. He also said that he is awaiting quotations for wood to refurbish other benches in need of repair and will pass these onto the Clerk once they have been received.

**10859 Reports**

- (j) Report by County Cllr Richard Smith** – The Clerk had received apologies from County Cllr Smith. No report had been received.
- (k) Report by District Cllr Phillip Dunnett** – The Clerk had received apologies from District Cllr Dunnett. No report had been received.
- (l) Report by District Cllr John Fisher** – District Cllr Fisher reported that the new shadow East Suffolk District Council is now in operation until after the May elections. He explained that he is standing for election in the Saxmundham ward and if re-elected will no longer represent Kelsale-cum-Carlton due to boundary changes. Therefore, a new district councillor will be in attendance after this meeting. He was asked if the new district councillor will have a Locality budget and he confirmed that he thinks that there will be a similar budget available going forward. At this point Cllr Pulham said that Cllr Fisher will be much missed by the parish council. The Chairman reiterated this and thanked Cllr Fisher for all the help and support he has given during his years of service.

**The Chairman formally opened the meeting at 7.10pm.**

**10860 To receive apologies for absence** – Cllr Burslem (holiday), Keith Dickerson (indisposed)

**10861 To accept apologies for absence** – accepted

**10862 To record absence without apologies** – none

10863 **Declarations of Interest** – none.

(d) **To consider any dispensations** – none.

10864 **To consider the Approval of the draft minutes of the Parish Council meeting held on 27<sup>th</sup> March 2019**

The draft minutes of the **Parish Council** meeting held on Wednesday 27<sup>th</sup> March 2019 had been circulated to all Councillors prior to the meeting. They were **proposed by** Cllr Roberts for **approval** and **seconded by** Cllr Pulham. A vote was taken - **all in Favour, 1 abstention.**

10865 **Parish Clerk's Report**

The Clerk's Report was circulated in advance of the meeting for the consideration of all Parish Councillors.

**7.1 Formal resignation of the Clerk.** The Clerk explained that she had formally resigned from the parish council at the end of February. She had sent a letter of resignation to the Chairman explaining her reasons and he had duly accepted it.

**7.2 Parish Council Election.** The Clerk reported that all nomination forms that she had received by the deadline had been returned (by appointment) to the Returning Officer on Tuesday 2<sup>nd</sup> April. The Clerk had since been informed that the election for Kelsale-cum-Carlton would be uncontested and therefore there would be no Poll on May 2<sup>nd</sup>. A list of nominated candidates forming the new parish council are as follows:

- Cllr Alan Revell
- Cllr John Pulham
- Cllr Edwina Galloway
- Cllr Claire Buttle
- Cllr Chris Burslem
- Cllr Martin Lumb
- Cllr Tim Roberts
- Cllr Rob Holden

This leaves five vacancies. A strategy to co-opt new councillors will be formulated at the first committee meeting of the new council.

**Action: Clerk to include this item on the next agenda.**

**7.3 Review of Asset Register.** A report showing the results of the review was tabled by Cllr Roberts at the meeting. He talked through the report and the conclusions he had made as a result of his findings. After a brief discussion a vote was taken on accepting the proposed amendments to the asset register – all in favour.

**Action: Cllr Roberts to provide the Clerk with the final amended copy of the asset register as soon as possible. Clerk to amend the register accordingly in the accountancy software.**

**7.4 Review of Financial Risk Assessment.** The Clerk had circulated a copy of the Financial Risk Assessment in advance of the meeting. She reported that any suggested amendments had been included in the final draft received by councillors. She explained that it includes an update regarding the new internet banking system. The Clerk asked that the Financial Risk Assessment be approved. A vote was taken – **all in favour.**

**7.5 End of Financial Year Procedures & Internal Audit.** The Clerk reported that she has nearly finished conducting the financial end of year procedures and has been gathering evidence for the upcoming internal audit. She explained that the accounts will be submitted for approval at the May meeting once the report from the internal audit has been received.

**7.6 Annual Governance and Accountability Return – Section 1 Annual Governance Statement 2018/2019.** The Clerk read out the Annual Governance and Accountability Return (AGAR) – Section 1 Annual Governance Statement 2018/2019 in the meeting. This action was taken to ensure that all councillors agreed to the terms set out in the document and understood their collective responsibility for it. A vote was taken by councillors to accept the terms set out in the document – all in favour. The



Chairman and Clerk duly signed and dated the document. At this point the Clerk explained that the remainder of the AGAR will be agreed and approved, together with the statement of accounts after the internal audit report has been received. This will take place at the May meeting.

**7.7 External Audit.** The Clerk reported that she has received information from the appointed external auditors, PKF Littlejohn and had downloaded the procedures needed to complete the process. The deadline for returning the documentation is 1<sup>st</sup> July. Once the accounts have been submitted to the external auditor, a Public Rights Notice will be issued to allow the public the right to scrutinise the parish council accounts.

**7.8 Request from local football coach to use the recreation ground.** The Clerk reported that she had received an email from a local football coach making enquiries about using the recreation ground pitch during the summer months. She has requested further details and is awaiting a response.

**10866 Clerk's Report on urgent decisions** - none.

**10867 Matters arising from the Clerk's report**

**9.1 Mount certificate for Conservation Area into frame provided and arrange for it to be hung in the committee room.** *Clerk.* The Clerk has passed the certificate and frame to a Trustee of the village hall who is arranging to have it hung in the committee room.

**9.3 Source litter picking equipment and provide T-shirts for Bin Bag Buddies as agreed in the meeting.** *Clerk.* The Clerk reported that this is in progress and will have been completed by the next meeting.

**9.4 Update of parish logo.** *Cllr Buttle.* There was a discussion regarding whether a colour or black & white logo should be chosen, and an agreement could not be reached. Therefore, it was agreed to discuss this matter again at the next meeting.

**Action: Clerk to add to the next agenda.**

**10868 Matters arising from the Parish Council meeting held on Wednesday 27<sup>th</sup> March 2019**

**10.1 Landowner on Rosemary Lane.** *Clerk.* The Clerk reported that after some initial difficulties identifying the landowner, she was given an address and has issued the letter.

**10.2 Following on from the report by County Cllr Richard Smith regarding Mr Ian Galloway.** *Clerk.* The Clerk explained that she had written a letter of thanks to Mr Galloway regarding his input on the Sizewell C consultation response. He had replied saying that he wanted to express his gratitude to Cllrs Buttle and Galloway for their help with this.

**10.2 Maintenance of hedge on Main Road.** *Clerk.* The Clerk reported that she had issued letters to both properties on Main Road asking owners to clear the hedges and paths for which they are responsible. The Chairman commented that work had already started at one of the properties.

**10.3 Long term plans for Low Road traffic calming measures.** *Clerk.* The Clerk reported that she had contacted Suffolk County Council regarding their long-term plans for traffic calming measures on Low Road. She read out the following response that she had received:

'The Safety and Speed Management team have advised that there is already traffic calming on this road with the priority system through the narrow section. We have no plans to introduce any further traffic calming on this road.'

The Chairman said that the parish council will liaise with the Village Centre Enhancement\_Group to discuss what measures would be appropriate for the parish council to carry out themselves before any action is taken.

**Action: Chairman to liaise with the Village Centre Enhancement Group about this item.**

#### **10869 Parish Council Matters**

**11.1 – To consider the introduction of a Neighbourhood/Farm Watch – Cllr Roberts** (carried over from last meeting) – Cllr Roberts requested that this item is carried forward to the next meeting.

**Action: Clerk to add this item to the next agenda.**

**11.2 – To consider the impact of the new East Suffolk District Council planning criteria on the parish council – Chairman.** The Clerk explained that she had received an email from East Suffolk District Council that day inviting her to attend a training session regarding the new planning criteria in early June. As a result, it was agreed that this item will be deferred until the training has been completed and information fed back to councillors.

**11.3 – To receive an update on the recruitment of the new Parish Clerk – Cllr Roberts.** Cllr Roberts reported that to date he had received 6 serious expressions of interest in the post. Of those 6, he had already received 2 formal applications from experienced Clerks. He said that arrangements for interviews will be made after the deadline has expired on the 30<sup>th</sup> April. The interview panel will consist Cllr Buttle, Cllr Revell, Cllr Roberts and Cllr Dickerson. A recruitment pack with all relevant information has been produced and Cllr Roberts agreed to send this to the interview panel as soon as possible. At this point the Chairman thanked Cllr Roberts for all the work he had completed for this task.

**Action: Cllr Roberts to send the interview panel the recruitment pack as soon as possible.**

**11.4 – To consider forming a fundraising strategy for further chainsaw sculptures – Cllr Buttle.** The Chairman suggested that once the new council had been elected a strategy for fundraising should be discussed and agreed. Cllr Buttle explained that she would like a carving completed on the Carlton play area as well on the recreation ground in Kelsale. Cllr Buttle also said that she has already had several pledges of money from residents and asked permission to put up posters around the village appealing for further donations. An appeal would also be made via the website. A vote of approval was proposed by Cllr Roberts and seconded by Cllr Pulham – **all in favour.**

**11.5 – To consider a complaint received from a local resident regarding the upkeep of the recreation ground – Chairman.** The Chairman reported that a resident had sent a formal complaint regarding the state of the grass on the recreation ground. They had said that both the length of the grass and its uneven surface is a health and safety risk as someone could trip and fall. The matter was discussed, and it was concluded that the parish council has little control over the length of the grass as it is cut by Suffolk Norse according to a predetermined timetable. The grass has had its first cut already so is now the correct length. However, the parish council will make arrangements to have the ground rolled flat once the football pitch is in use again.

**Action: Clerk to write to the resident explaining the outcome of the discussion.**

#### **10870 Planning Matters**

**12.1 Planning Report** (contains details of new applications listed below)

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

**DC/19/1219/VOC** - Carlton Meres Country Park, Carlton Lane, Kelsale-cum-Carlton.  
Variation of Condition No 2 Of C/01/1154 – Siting of 52 static holiday caravans in lieu

of 70 touring caravans (part revised scheme to C00/2803). Response required by 16/04/2019.

An in-depth discussion took place regarding this planning application. The following statement was given consideration

‘The static caravans hereby permitted shall be sited in accordance with the layout shown on the approved plans and shall be used solely for holiday purposes and no holiday unit on the site shall be occupied by the same person(s) for 56 days or more in a calendar year’

An agreement regarding the planning application could not be reached which resulted in two votes being taken.

**Vote one – Support the application – 5 in favour.**

**Vote two – No Objection to the application – 4 in favour.**

The Chairman used his casting vote. A response of **No Objection** to be lodged with the planning department.

**Action: Clerk to respond with No Objection.**

**DC/19/1027/FUL** - Alderlee, Main Road, Kelsale-cum-Carlton - Construction of 10 dwellings. Response required by 26/04/2019.

An in-depth discussion took place regarding various aspects of this planning application. A vote was taken to **Object** to this application – **all in favour**

**Action: Clerk to respond with Object.**

**DC/19/1170/FUL** - The Barn At, Oak Tree Farm, Clay Hills Road, Kelsale-cum-Carlton - Replacement of derelict outbuilding to create games/hobby room.

Response required by 30/04/2019.

An in-depth discussion took place regarding this application. A vote was taken to have **No Objection** to this application with the following caveats:

- It must not be turned into holiday accommodation
- It must keep as many features of the original building as possible

**All in favour**

**Action: Clerk to respond with No Objection.**

**12.3 Planning training for councillor.** Cllr Holden had formally requested to receive training regarding planning procedures. This training is delivered via SALC. A vote was taken to approve this request – **all in favour**.

## **10871 Financial Matters**

**13.1 Financial Statement since last meeting. See Finance Report.** To approve the financial statement and payments. A vote was taken to approve the financial payments for April **all in favour – 1 abstention**

**13.2 To approve and sign the bank statements & bank reconciliation for March 2019.** The Chairman checked the bank reconciliation against the bank statement and duly signed a copy for the records.

**13.3 To approve and sign the reclamation of VAT for the period 01/04/2018 – 31/03/2019 – Clerk.** The Clerk presented a list of payments for which she had reclaimed VAT for the financial year 2018/2019. A vote was taken to approve this list – **all in favour**. At this point there was a brief discussion regarding whether VAT should be reclaimed more frequently during the year. It was concluded to continue making an annual claim for the time being.

**13.4 To consider quotations to renew Insurance cover.** As a result of the amendments made to the Asset Register (see 10865/7.03 above), it was agreed that the Clerk should obtain further insurance quotations to reflect the new values agreed.

**Action: Clerk to obtain further Insurance quotations and present to the May meeting for approval.**

**13.5 To consider a quote for car park signs – Cllr Roberts** – A discussion took place regarding what type of signs would be appropriate for this purpose. As a result, it was agreed to refer this item to the Village Centre Enhancement Group to seek advice from the District Council Conservation team and report back at the next meeting.

**Action: Cllr Roberts to refer this matter to the Village Centre Enhancement Group for advice.**

**10872 To receive a report from the Village Centre Enhancement Group** None

**10873 To Receive Reports from Portfolio Holders and Liaison Representatives**

**New Oasis** – Cllr Pulham reported that the latest edition of New Oasis had been circulated and he had received some positive feedback on it. He confirmed that the deadline for copy for the next issue is June 14<sup>th</sup>, 2019.

**Biodiversity action plan** - None

**Emergency officer** – Cllr Roberts reported that as a result of the findings of the Suffolk Resilience exercise in November last year, various breaches of Health & Safety law, most notably fire regulations had been identified. He said that as a result he has obtained a quotation for a Fire Risk Assessment to be conducted in the village hall for a total of £250.00. This was considered to be a very reasonable quote. Therefore, Cllr Roberts **proposed** that approval is given to engage the contractor to conduct the risk assessment as soon as possible. This was **seconded** by Cllr Major. A vote was taken – **all in favour.**

**Tree Warden** - none.

**School** – Cllr Taylor reported that she had inspected the swimming pool facilities that had been offered by Carlton Meres Holiday Park while Leiston Leisure Centre is refurbished. Unfortunately, it is only 1 metre deep and therefore not suitable to teach children to swim. She also said that a meeting has been convened to take place next week to again discuss the possibility of building a new classroom at the school. Interviews for her replacement will also be taking place next week. At this point, it being her final meeting with the parish council, Cllr Taylor thanked everyone for the lovely present that had been given to her at the Annual Parish Meeting last week and said her goodbyes. She said that she will still like to be a member of the Bonfire Event working party in the autumn.

**Footpaths Officer** - None

**VAS** - None

**Recreation Ground** – None.

**Sizewell** – None.

**Village Hall** – None.

**Power4KCC** – Cllr Roberts reported that the Power4kcc Annual General Meeting had taken place and it was agreed that Village Hall would continue to receive free electricity generated from the solar panels.

**PCC** – None.

**PPG** - Cllr Roberts reported that he has had no feedback from Saxmundham Surgery regarding a meeting between the practice staff and the new council representatives. He will contact them again to try and open a dialogue with them going forward.

**10874 Correspondence**

**Carlton Play area** – The Chairman has had a request from a resident asking if they can plant a memorial tree in the Carlton play area. Cllr Buttle suggested that a fruit tree would be very appropriate. The Chairman agreed to talk further with the family and suggest that the parish council has some involvement with this.

**NSPPC** – The Clerk had received some literature from the NSPCC regarding raising money for their 125<sup>th</sup> anniversary. Cllr Roberts took the details and will pass onto a contact.

**Fly the Red Ensign – Merchant Navy Day** – The Clerk had received some literature regarding Merchant Navy Day on 3<sup>rd</sup> September 2019. The Chairman offered look at it and see if the parish council can participate in any way.

**Adnams Annual Report** – the Clerk had received a copy of the Adnams Annual Report and Accounts as the parish council had received funding from them last year. It was agreed to file these.

**10875 Items for consideration for Inclusion on the next agenda**

- Portfolio terms of reference - AGM
- Allocation of portfolio holders – AGM
- Priorities for the coming year
- Co-option Strategy to attract new councillors
- Decision on which parish council logo will be adopted
- Signs for car park in Low Road
- Analysis of APM and how to improve attendance in the future
- Neighbourhood/Farm Watch

**10876 To consider excluding the public and press**

No considerations were necessary

**10877 Excluded items**

There were none

**10878 Date of the next meeting**

At this point the Chairman thanked Cllr Taylor for all the work she has conducted whilst sitting on the parish council and wished her well in the future.

The next meeting will be the Annual General Meeting. This will take place on Wednesday 22<sup>nd</sup> May at 7.00pm in the committee room in Kelsale Village Hall. It will be followed immediately by the first meeting of the newly convened council.

The Chairman closed the meeting at 9.10pm.

Signed: ..... Chairman      Dated: .....

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

**MINUTES OF THE PARISH COUNCIL MEETING HELD ON WEDNESDAY 22<sup>nd</sup>  
May 2019 AT 7:00PM  
IN KELSALE VILLAGE HALL, COMMITTEE ROOM**

**Present at the meeting:**

Cllr Alan Revell (Chairman)	Cllr Chris Burslem
Cllr Galloway (Vice-Chair)	Cllr Rob Holden
Cllr Tim Roberts	Cllr Martin Lumb
Cllr Susan Major	Cllr Keith Dickerson
Cllr Simon Ransome	Cllr Ray Ellis

**In attendance:** None

**Welcome by the Chairman.**

10888 **Public Forum**

***Democratic Quarter-Hour/Public Question Time – Residents are invited to give their views and question the Parish Council on issues on this agenda, or raise issues for future consideration at the discretion of the Chairman. Members of the public, whilst welcome to attend, may not take part in the meeting itself.***

10889 **Reports**

**(a) Report by County Cllr Richard Smith** – Cllr Smith thanked all the parish councillors in advance for the service that they will be giving the community during the coming term of office. He reported that Saxmundham town council had received only 4 nominations and a subsequent 1 co-option during the election period. As a result, Cllr Smith will be spending more time helping the Saxmundham council with their day to day business. At this point he thanked the outgoing Clerk for all the work she has done for the parish council over the past year and said that he had enjoyed working with her. He said that the new District Councillor, Stephen Burroughes is not present at the meeting due to him having to attend a meeting at District Council head office. He also mentioned that Cllr Burroughes has some mobility problems and may find it difficult entering and exiting the building. After a brief discussion, it was agreed that photographs of the entrances will be taken and emailed to Cllr

Burroughes to see if any extra provision is needed. Cllr Smith went on to say that he has already had meetings regarding the 2020-2021 budget. He reported that there is a lot of uncertainty surrounding this as the Fairer Funding Review promised by the government has not yet been completed. He also reported that Sizewell will be having a community forum to discuss the responses to the recent consultation from residents and businesses in the area. At this point he opened the floor for questions. Cllr Revell passed on a request from Ken Hannah asking Cllr Smith to follow up the reasons for the lack of progress with the erection of the 'unsuitable for heavy goods vehicle' signs on Rendham Road. Cllr Smith agreed to investigate and report back. Cllr Galloway asked for Cllr Smith's comments regarding the recent planning application at Sizewell. Cllr Smith confirmed that the County Council will be responding to the application.

***Action: Clerk to take photographs of the entrances to the Village Hall and email to Cllr Burroughes.***

- (b) Report by District Cllr Stephen Burroughes** – The Clerk reported that District Councillor Burroughes had tendered his apologies due to a conflicting meeting at East Suffolk District Council.

**The Chairman formally opened the meeting at 7.50pm**

10890 **To receive apologies for absence** – Cllr Buttle (holiday)

10891 **To accept apologies for absence** – accepted **10892 To record absence without apologies** – Cllr Pulham **10893 Declarations of Interest** – none.

**To consider any dispensations** – none.

**10894 To consider the Approval of the draft minutes of the Parish Council meeting held on**

**24<sup>th</sup> April 2019**

The draft minutes of the **Parish Council** meeting held on Wednesday 24<sup>th</sup> April 2019 had been circulated to all Councillors prior to the meeting. They were **proposed by** Cllr Roberts for **approval** and **seconded by** Cllr Holden. A vote was taken – **8 in Favour, 2 abstentions. 10895 Parish Clerk's Report**

The Clerk's Report was circulated in advance of the meeting for the consideration of all Parish Councillors.

#### **7.1 Accounts submitted to Internal Auditor**

The Clerk reported that the accounts had been submitted to the internal auditor on 2<sup>nd</sup> May. She had been informed that they would be returned within a two-week period. Over three weeks has elapsed, and they have not been returned. This means that the parish council will be unable to sign off both the end of year statement of accounts and the Annual Governance and Accountability Return until the June meeting.

#### **7.2 Annual Governance and**

**Accountability Return** Please see 7.1 above.

#### **7.3 New Online Register of Interest System**

The Clerk reported that she had set up accounts for all elected Councillors. It

appears that one or two councillors had been having problems logging into the new system. The Clerk had provided them with a contact at the District Council who is assisting with any problems encountered.

#### **7.4 Review of Policies**

The **Complaints Policy** will need to be reviewed at the June meeting.

#### **7.5 Handover to new Clerk**

The outgoing Clerk welcomed the incoming Clerk who was present at the meeting. She reported that the handover was in progress and would hopefully be completed over the coming week. **Addendum: The day after the meeting the new incoming Clerk withdrew. Cllr Roberts contacted another applicant who had narrowly missed being offered the post during the interview process. This applicant has accepted the position and arrangements for induction are currently being made for them to take over as soon as possible.**

#### **7.6 Upgrade of Accounts system**

The Clerk reported that the accounts software has been made available online. She said that there was improved usability and that she was very impressed with the new version.

**10896 Clerk's Report on urgent decisions** - none.

#### **10897 Matters arising from the Clerk's report**

**9.1 Review of asset register.** Cllr Roberts provided Clerk with amended version. Clerk has updated asset register.

#### **10898 Matters arising from the Parish Council meeting held on Wednesday 24<sup>th</sup> April 2019**

**10.1 Announcement of new Parish Clerk.** Cllr Revell welcomed Jill Davies and thanked her for accepting the post. (Please see item 10895/7.5 above).

**10.2 Long term plans for Low Road traffic calming measures.** The Chairman asked Cllr Dickerson to comment on this item. Cllr Dickerson said that as the County Council did not have any long-term plans for traffic calming on Low Road, the parish council will be looking at making some improvements instead. Any plans will be presented to the Conservation Officer for approval (see item 10902 below)

**10.3 Complaint from resident regarding recreation ground.** The Clerk has written to the resident regarding the outcome of the discussion.

#### **10899 Parish Council Matters**

##### **11.1 To consider a co-option Strategy to attract new councillors**

(Chairman)

Cllr Revell reported that several councillors have been co-opted at the Annual Meeting and there is only 1 vacancy outstanding. Therefore, no strategy is needed at present.

##### **11.2 To consider the priorities for the coming year** (Chairman)

Cllr Revell suggested that all councillors should think about this item over the coming month. The Clerk will put this item on the agenda for June. It was agreed that individual councillors will email the Clerk with their suggestions. She will then collate a list for discussion at the next meeting. Cllr Revell said that he had already received a suggestion of providing a defibrillator in Carlton.



(see item 11.3 below).

**Action: Clerk to put this item on the agenda for the June meeting.**

### **11.3 To consider providing a defibrillator for Carlton (Cllr Holden)**

Cllr Holden proposed that a defibrillator should be installed in Carlton. He is currently researching potential methods of funding the project with Cllr Galloway. A suggested location for it is in the Poacher's Pocket Public House on Rosemary Lane. Cllr Holden has agreed to carry on working on this idea and come back to the next meeting with more details. **Action: Cllr Holden to provide further details on this project for the June meeting.**

### **11.4 To consider organising a Fashion Show Fund Raising Event in**

**July** (Cllr Galloway) Cllr Galloway had circulated a paper with details about the proposed Fashion Show in advance of the meeting. After a brief discussion, everyone agreed that this is a very worthwhile community event and that it should go ahead. The proposed date for the event is 26<sup>th</sup> July 2019.

### **11.5 Decision on which parish council logo will be adopted (Cllr Buttle)**

After a brief discussion it was agreed that everyone will use the colour version of the logo. **11.6 To consider providing a safety sign for Bin Bag Buddies (Cllr Roberts)**

Councillor Roberts reported that the family have requested that a safety sign is provided by the parish council for Bin Bag Buddies. Cllr Roberts agreed to research potential suppliers and will start with Keep Britain Tidy.

**Action: Cllr Roberts to research potential suppliers and report back at the next meeting.**

### **11.7 To consider setting up a Neighbourhood/Farm Watch (Cllr Roberts) – To be discussed at the next meeting.**

## **10900 Planning Matters**

### **12.1 Planning Report (contains details of new applications listed below)**

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

**DC/19/1662/COU** - Unit 6, Carlton Park Industrial Estate, Ronald Lane, Kelsale Change of use from Class B8 to D2. The planning application was discussed, and a vote taken. **All in favour to support it.**

**DC/19/1869/FUL** Land Off Rosemary Lane, Kelsale-cum-Carlton Construction of a new detached dwelling served from existing access off Rosemary Lane. The planning application was discussed, and a vote taken. **All in favour to support it.**

**DC/19/1637/FUL** Sizewell B Power Station Complex and Adjoining Land Sizewell Power Station Road Sizewell –

1. In outline, comprising a Visitor Centre (maximum 2,000sq.m GEA) and a maximum of 9,500sq.m (GEA) of floorspace to provide administration, storage, welfare and canteen facilities with all matters reserved apart from access.
2. In full, for the demolition of the existing Outage Store, Laydown Area, Operations Training Centre, Technical Training Facility, Visitor Centre, and Rosery Cottage garage; removal of technical training and pool car park (63 spaces), Coronation Wood car park (21 spaces), Visitor Centre car park (16 spaces) and northern outage car park (576 spaces); meantime use of the Technical Training Centre as an interim Visitor Centre followed by its demolition; and erection of new

(all floorspace in GEA) Outage Store (2,778sq.m), Laydown Area (11,990sq.m) including New Western Access Road, Yardman's Office (23sq.m), Training Centre (4,032sq.m), Rosery Cottage garage (30sq.m), Replacement Car Park (2,363sq.m) providing 112 spaces, and Outage Car Park (15,525sq.m) providing (576 spaces) including new access road (and alternative access to bridleway), footpath and amended junction at Sizewell Gap; and associated landscaping earthworks/recontouring, tree felling and boundary treatment.

Cllr Galloway had circulated an email containing the main reasons to object to this planning application. The application was discussed, and a vote taken **all objected** for the same reasons that were submitted in the consultation response.

**12.3 To consider a response to an appeal re: DC/18/2387/PN3 –**

Building at White House Farm, Low Road, Kelsale-cum-Carlton. After a discussion, it was agreed that the parish council still strongly object on the grounds on the original planning application. **Action: Clerk to respond to this stating that the original objections still stand.**

**10901 Financial Matters**

**13.1 Financial Statement since last meeting. See Finance Report.**

To approve the financial statement and payments. Approval of the financial statement was **proposed** by Cllr Roberts and **seconded** by Cllr Lumb. A vote was taken - **all in favour**

**13.2 To approve and sign the bank statements & bank reconciliation for April 2019 – (Clerk) – duly signed by the Chairman.**

**13.3 To approve the Annual Governance and Accountability Return and statement of accounts 2018/2019 – (Clerk) – deferred until next meeting (see item 10895/7.1 above.)**

**13.4 To consider further Insurance quotations as a result of the review of the asset register (Clerk).** The Clerk reported that she had sought quotations from Came & Company and Nature Save Ltd. A revised quotation of £520.49 from Axa was the best price from Came & Company and Nature Save Ltd had not responded. It was proposed to accept the quotation from Axa by Cllr Roberts and seconded by Cllr Lumb. A vote was taken – **all in favour.**

**13.5 To consider the purchase of a printer for the new Clerk (Cllr Roberts)**

Cllr Roberts reported that he could purchase a new printer with full warranty for £399. At this point the Chairman asked the incoming Clerk if she had a printer provided by the other council for which she works. She said she did. The Chairman suggested that she use this printer and that the two councils share the cost. The incoming Clerk agreed to ask the council concerned and will report back the outcome at the next meeting.

**13.6 To consider a request for a donation from Suffolk Accident and Rescue Service (Clerk)** It was agreed to make a donation of £100.00. This was **proposed** by Cllr Revell and **seconded** by Cllr Roberts. A vote was taken – **all in favour.**

**Clerk to arrange to make a donation for £100.00 to SARS**

**13.7 To consider making the annual donation to Suffolk Flora Preservation Trust (Clerk)** Cllr Dickerson explained the history of why it was important to make a donation to this charity. It was agreed to donate

£100.00. This was **proposed** by Cllr Dickerson and **seconded** by Cllr Lumb. A vote was taken – **all in favour**.

***Clerk to arrange to make a donation for £100.00 to SFPT***

**10902 Kelsale Village Centre Enhancement & Conservation Area Group**

Cllr Dickerson reported that he has arranged a meeting for 15<sup>th</sup> July with a Conservation Area Officer to discuss proposals for the provision and siting of a variety of pieces of equipment in the village. The Conservation Officer has asked to be provided with a list of proposals in advance of the meeting. The KVCE & CAG will be holding a meeting on 10<sup>th</sup> June to finalise this list together with costings and priorities in preparation for the July meeting. Also, Cllr Burslem reported that he is meeting with the sustainable transport group to discuss the possibility of them providing help regarding the cycle path between Kelsale and Benhall. He will report back at the next meeting.

**10903 To Receive Reports from Portfolio Holders and Liaison**

**Representatives**

**Biodiversity action plan**

Cllr Dickerson reported that a meeting had been held on 29<sup>th</sup> April and the following had been discussed:

- A number of grass verges were identified as being in need of cutting later in the year to encourage the wildflowers to seed. The verges have been marked up on a map.  
The verge on West View is cut by Flagship and the remainder by Suffolk Norse. **Action: The Clerk to contact Flagship and Suffolk Norse to request that these verges are cut later in the year.**
- A policy on moles has been drafted. It was agreed to instigate a voluntary regime to flatten the mole hills as they appear on the recreation ground. Cllr Dickerson said that this policy will be presented at the June meeting for approval.
- A number of Swift nesting boxes have been put up on the Village Hall and other locations in the village
- A survey has been conducted on the land behind the bungalow on Clay Hills Rd.
- A survey has been conducted on Fir Tree Farm. Both surveys showed a healthy number of species inhabiting these sites.

**Bonfire Group**

None

**Carlton Meres Group**

None

**Community Energy & Health**

Cllr Roberts reported that a meeting is being arranged between representatives of the parish council and the medical practice in Saxmundham within the next two weeks.

**Action: Cllr Roberts to report back on this meeting in June meeting.**

**Defibrillator & Telephone Kiosk**

None

**Emergency officer**

None

**Environment, Heritage & Access**

None

**Footpaths, rights-of-way, benches and litter officer**

None

**Grit/Dog Bin Management**

None

**Innovation & Grant Aid**

None

**Kelsale Primary School Liaison Rep**

None

**Kelsale Village Hall Management Committee (KVHMC) liaison rep**

Cllr Roberts suggested that the company who quoted £250.00 to provide a fire risk assessment for the Village Hall should be engaged and funded by the parish council as a gesture of goodwill. After a brief discussion this item was **proposed** by Cllr Roberts and **seconded** by Cllr Lumb. A vote was taken – **all in favour.**

**New Oasis**

None

**Neighbourhood Planning Steering Group (NPSG)**

None

**Parochial Church Council (PCC) Liaison rep**

Cllr Galloway reported that Messy Church group had changed its venue to the School instead of the Village Hall temporarily. This has been very successful with more families attending than before, and future venues will be considered in this light.

**Police liaison and neighbourhood/farm watch**

None

**Publicity Officers**

None

**Recreation Ground/Carlton Green**

**Play-space** Cllr Holden reported the following:

- The chainsaw carving has now been raised onto concrete blocks to protect it.
- Work has been started on football pitch in readiness for the new team playing on it when the season starts.
- Notices have been put up appealing for funds for new chainsaw carvings.
- There are plans to convert the Petanque pitch on the recreation ground in Kelsale into a picnic area.
- There are plans to put in a raised herb bed on the recreation ground in Kelsale.
- There are plans to install a picnic bench and some more play equipment at Carlton Green.

**Action: Cllr Holden to present costs for these plans at the next meeting.**

### **Suffolk Association of Local Councils**

None

### **Safeguarding**

None

### **Sizewell Parishes Liaison Group (SPLG) & other matters relating to Sizewell**

Cllr Buttle had circulated details of a company who conduct acoustic surveys on traffic noise prior to the meeting. Cllr Galloway suggested that the parish council should consider having a survey undertaken in order to provide solid evidence of what is currently happening on the A12 in Kelsale-cum-Carlton. This item is to be included on the next agenda for discussion. In the meantime, Cllr Galloway suggested that everyone considers their views on this in time for the meeting in June.

***Action: Clerk to include the Acoustics Survey on the agenda for the next meeting. Traffic safety and speed cameras***

None

### **Trees and Green Spaces Officer**

None

### **Webmaster**

None

### **Youth and senior citizens facilities**

None

At this point, Cllr Roberts asked if he could raise an emergency item that was not on the agenda. The Chairman agreed. Cllr Roberts reported that sadly the studio belonging to Stephen Hicklin, a local sculptor had been vandalised and completely wrecked this week. All of his work had been destroyed. Cllr Roberts asked if the parish council could offer him support at this time. It was agreed that the Clerk should write him a letter of support. ***Action: Clerk to write a letter of support.***

## **10904 Correspondence**

- **East Anglia Children's Hospices** – The Clerk had received a letter asking for a donation to the charity. It was agreed to defer this to the next meeting.
- **Letter from David Stiff, Suffolk Highways** – Letter from David Stiff, Suffolk Highways – The Clerk had received a letter from Suffolk Highways informing the parish council that responsibility for illegal parking is moving from the Police Force to the County Council. This is especially relevant for schools. Cllr Galloway reported that she had spoken to the Headteacher at Kelsale Primary School who had reacted positively to the news but was unsure how effective issuing penalties for illegal parking was going to be without a CPO available
- **Afternoon Club** – The Clerk had received a thank you letter from the Afternoon Club for the recent donation from the parish council.

- **Swift Boxes** –The Clerk had received a verbal thank you from a member of the Village Hall Committee for the donation that the parish council had provided to enable them to purchase the boxes.

**10905 Items for consideration for Inclusion on the next agenda** Acoustics Survey

**10906 To consider excluding the public and press** No  
considerations were necessary

**10907 Excluded items** There were none

**10908 Date of the next meeting**

The next meeting will be held on Wednesday 26<sup>th</sup> June 2019 at 7.00pm in the Village Hall committee room.

The Chairman closed the meeting at 9.40pm

Signed: ..... Chairman Dated: .....

**Kelsale-cum-Carlton Parish Council**  
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**MINUTES OF THE PARISH COUNCIL MEETING HELD ON WEDNESDAY 26<sup>th</sup> June 2019  
AT 7:00PM IN KELSALE VILLAGE HALL, COMMITTEE ROOM**

**Present at the meeting:**

Cllr Edwina Galloway (Vice-Chair)	Cllr Chris Burslem
Cllr Claire Buttle	Cllr Rob Holden
Cllr Susan Major	Cllr John Pulham
Cllr Tim Roberts	Cllr Martin Lumb

**In attendance:** K Hannah

**Welcome by the Chairman.**

**10909 Public Forum**

***Democratic Quarter-Hour/Public Question Time – Residents are invited to give their views and question the Parish Council on issues on this agenda or raise issues for future consideration at the discretion of the Chairman. Members of the public, whilst welcome to attend, may not take part in the meeting itself.***

Mr Hannah raised issues in respect of his portfolio and benches and it was agreed he would put together costed proposals in order that these may be circulated in advance of next month's meeting for discussion.

**10910 Reports**

**(m) Report by County Cllr Richard Smith** - The Clerk reported that District Councillor Smith had tendered his apologies due to annual holiday leave.

**(n) Report by District Cllr Stephen Burroughes** - Cllr Burroughes introduced himself and said he was delighted to be present at the meeting. He asked if a report he had submitted to be sent in advance of the meeting had been received and circulated but it had not. He stated that the merger of Waveney District Council and Suffolk Coastal District Council was a success. He himself was now the councillor for Kelsale and Yoxford, a large district but he would always be available for contact and discussion. Cllr Burroughes sees the economic outlook for the district as positive with ventures such as the Tour of Britain leaving Beccles as a way in which the area can be seen in a positive light nationally. Cllr Burroughes highlighted the locality/enabling budget as a way of accessing funds for the parish and would support us regarding any projects that could access this budget.

**The Chair formally opened the meeting at 7.15 pm**

**10911 To receive apologies for absence** – Cllr Revell (holiday), Cllr Ransome, Cllr Dickerson

**10912 To accept apologies for absence** – accepted

**10913 To record absence without apologies** – Cllr Ellis

**10914 Declarations of Interest** – none.

**To consider any dispensations** – none.

**10915 To consider the Approval of the draft minutes of the Parish Council meeting held on 22nd May 2019**

The draft minutes of the **Parish Council** meeting held on Wednesday 22nd May 2019 had been circulated to all Councillors prior to the meeting. Cllr Galloway had also circulated an amendment in advance “To consider the approval of the draft minutes of the Parish Council meeting along with the minutes of the Annual Meeting, both being held on Wednesday 22<sup>nd</sup> May 2019, and the adoption of the list of portfolios on the website which reflects subsequent changes to Portfolios. A vote was taken - **all in Favour, 2 abstentions for non-attendees.**

**10916 Parish Clerk’s Report**

**7.1 Handover to new Clerk**

The Clerk formally introduced himself and thanked Cllr Galloway, Cllr Roberts and, in particular, former clerk Liz Flight, for the help and support after accepting the role of clerk in such unusual circumstances. The clerk stated that it had been a steep learning curve and had found the transition process with the former clerk very useful. He has already been on an initial clerks’ training course with SALC, with the next step in the training process on Tuesday, 2<sup>nd</sup> July. The clerk has been attending Wednesday surgeries at the Village Hall in the morning, introducing himself to the local community through this channel.

**7.2 New Online Register of Interests System**

Cllr Roberts stated after initial difficulty his register of Interests was now done. Cllr Pulham having been away on holiday and business had not yet submitted his Register of Interests. Cllr Roberts offered to help Cllr Pulham register.

**10917 Clerk’s Report on urgent decisions** - none.

**10918 Matters arising from the Clerk’s report**

**9.1 All remaining Cllrs to ensure Register of Interests now completed**

**10919 Matters arising from the Parish Council meeting held on Wednesday 22<sup>nd</sup> May**

**10.1 Photographs of Threshold to Committee Room** - The clerk took photographs of the entrance including a video and sent it to Councillor Burroughes. Councillor Burroughes stated that funds were available for access issues, but on this occasion, he was able to access the building.

**10.2 Letter of support** - Cllr Roberts updated the Parish Council in respect of communication with Mr Hicklin as a consequence of the break in at his sculpture gallery in Saxmundham. Mr Hicklin, however, has yet to respond and Cllr Roberts reported he had tried to contact him at home and at his studio on several occasions to offer our assistance.

**10.3 To consider providing a safety sign for the Bin Bag Buddies** -  
**Action for Cllr Roberts to research potential suppliers to report back at the next meeting.**

**10.4 Verge Cutting in Kelsale Centre**

Prior to Suffolk Norse being contacted to request that areas shown hatched in a map of the centre of Kelsale are cut later in the year, the areas had just been cut. The hedge along Main Road had been reported by a resident as being dangerous and Cllr Lumb agreed as he had walked it that morning. Cllr Buttle said that she would



look at it the next day.

**Action for Cllr Buttle to review footpaths/hedges cited.**

#### **10.5 Recreation Ground Improvements**

Cllr Holden is putting together costed proposals for recreation ground improvements in order they may be circulated in advance of a future meeting.

### **10920 Parish Council Matters**

#### **11.1 To Review and approve the Complaints Policy (Clerk)**

It was agreed to adopt the Complaints Policy for 2019 circulated in an email on 26<sup>th</sup> June, subject to the updated logo being added.

#### **11.2 Priorities for the coming year (Chair)**

It was agreed that, as only two comments had been made, that this Agenda item should be deferred to the next meeting and all Cllrs encouraged to suggest improvements that could be made to the Parish.

**Action: ALL Cllrs to put forward suggestions for their personal 2019/20 priorities in order that they may be discussed at the next meeting and agreed by the entire PC**

#### **11.3 To consider commissioning an Acoustics Survey (Cllr Buttle)**

After discussion, it was pointed out that it was likely that this would be required as part of the Environmental Impact Assessment by EDF and, therefore, at this stage it should not be proceeded with. East Suffolk District Council and Kelsale cum Carlton Parish Council are liaising on this issue.

#### **11.4 To Consider setting up a Neighbourhood/Farm watch. (Cllr Roberts)**

Cllr Roberts outlines a potential approach which he will refine with Cllr Lumb and the statutory authorities and will then report back at the next meeting

**Action for Cllr Roberts to report on refined proposals for colleagues to consider**

### **10921 Planning Matters**

**12.1 Planning Report** (contains details of new applications listed below)

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

**DC/19/2324/FUL**- 1-2 Curlew Cottages, Curlew Green, Kelsale Cum Carlton, Suffolk, IP17 2RA - The Planning application was discussed. Residents in Curlew Green had provided Cllr Buttle with their feedback and after discussion ALL OBJECTED for the same reasons provided with the previous withdrawn application. Cllr Pulham stated that he would check land registry the next day to clarify the point as to whether the track in front of the proposed dwellings was shown as part of the area.

**ACTION Cllr Pulham to report back and Clerk to respond to East Suffolk**

**District Council (ESDC) planning team with decision in timescale required**

**DC/19/2130/FUL Sunnyside, Main Road, Kelsale Cum Carlton, Saxmundham, Suffolk, IP17 2NS** The Planning application was discussed. Cllr Galloway advised the meeting she had spoken with ESDC and it would accept our comments until midnight, Thursday 26<sup>th</sup> June and, therefore, the decision and any comments must be registered with the ESDC planning team by this deadline. The majority voted IN FAVOUR of this application with caveats.

**ACTION Clerk to respond to ESC planning with decision in timescale required**

### **10922 Financial Matters**

**13.1 Approval of Annual Governance and Accountability Return and Statement of Accounts 2018/19 – (Vice Chair and Clerk).** The Clerk had not circulated this document in advance of the meeting and had bought only one hard copy to the meeting. This document was passed around the Cllrs at the meeting in order that they may read it and ask any questions prior to a vote. It was approved unanimously. Cllr Galloway instructed the Clerk to submit the completed AGAR documents as a matter of urgency to the external Auditor.

**ACTION the Clerk to submit the return ASAP and prior to the imminent deadline.**

**13.2** To approve and sign the bank statements & bank reconciliation for May 2019, which were duly signed by the Vice Chairman.

**13.3 The following payments were approved:**

- Village Hall £20
- PLAY Inspection Company £156
- Councillor Briefing 10/6/2019 SALC £23
- Parish Clerk (June) 72 hours @ 9.77 = £703.44

**10923 Kelsale Village Centre Enhancement & Conservation Area Group**

There is to be a meeting on 15th July to discuss the proposed improvements put forward by the Group. One suggestion was laying new stone slabs outside committee room to improve the aesthetics and pedestrian safety. Cllr Roberts said he had natural stone that the Parish Council could obtain at a reasonable price. Cllr Galloway suggested a herb garden next to the seat similar to how it had been historically. Cllr Roberts then suggested a design for the area be prepared after the meeting on the 15<sup>th</sup> and with the suggested aim of restoring this area to its former beauty as captured in via the photos from the 1920s.

**10924 To Receive Reports from Portfolio Holders and Liaison Representatives**

**A – Liaison with others on behalf of KcC**

None

**A1: Carlton Meres Liaison (2 – Cllrs Roberts & Pulham)**

None

**A2 & A3: Community, Energy & Health (2 – Cllrs Dickerson & Roberts)**

Cllr Roberts reported that he had attended a SaxHealth PPG meeting with Cllrs Major and Dickerson and a meeting was to be arranged direct between SaxHealth and Carlton Meres management

**A4 & A5 Component responsibilities of KcC Biodiversity Group**

The meeting was informed that a discussion between the Groundsman and a Member of the Biodiversity Group would take place in respect of moles on the football pitch. The football pitch is being prepared for use by the Benhall Badgers for the new season.

**A6: Kelsale & Yoxford Ward Liaison (2 – Clerk & Cllr Roberts)**

None

**A7: East Suffolk Council (2 – Clerk & Cllr Roberts)**

None

**A8: Suffolk Association of Local Councils (2 – Clerk & Cllr Roberts)**

None

**A9: Saxmundham Town Council (2 – Clerk & Cllr Roberts)**

None

**A10: KcC Schools (1 – Cllr Galloway)**

Cllr Galloway informed the meeting that there would be a Church Service for former Cllr and headmistress Mrs Carolyn Taylor on the 18<sup>th</sup> July. This would be the last service that Mrs Taylor would attend as head.

**A11 Footpaths & Rights of Way (1 – Kenneth Hannah)**

Mr Hannah had updated the meeting earlier

**A12 & A13: Grit & Dog bins (1 – Cllr Roberts)**

None

**A14: Kelsale Village Hall & Centre (1 – Cllr Lumb)**

Cllr Lumb said he would attend a forthcoming meeting and the Fire Safety Report

would be instructed by Cllr Roberts. He would then liaise with the former clerk, Liz Flight, on pulling the whole risk register together

**A15: Parochial Church Council (1 – Cllr Galloway)**

None

**A16: Grant donors & facilitators (1 – Cllr Roberts)**

None

**A17: Suffolk Constabulary (1 – Cllr Lumb)**

Cllr Galloway updated the Cllrs in respect of the recent public meeting in Saxmundham about Crime and informed the meeting that District Cllr Fisher would provide an update of the minutes once they had been agreed.

**B – What only Kelsale cum Carlton Parish Council can do**

**B1: Sizewell (1 – Cllr Galloway)**

Cllr Galloway provided Cllrs with an email update on Sizewell the next Community Forum and the Environmental Impact Assessment and Environment Statement Scoping Opinion on 23<sup>rd</sup> June 2019.

**B2: East Suffolk Consultations (1 – Cllr Galloway)**

None

**B3: Suffolk County Council Consultations (1 – Cllr Galloway)**

None

**B4: East Suffolk Council Mandatory Planning Consultee All Councillors (Cabinet Responsibility)**

As per Planning Section

**B5: Planning Group (5 – Cllrs Holden, Lumb, Ellis, Pulham & Ransome)**

As per Planning section

**B6: Emergency Planning (2 – Cllrs Roberts & Lumb)**

None

**B7: Trees & Green Spaces (3 – Cllrs Buttle, Holden & Revell)**

None

**B8: Safeguarding (1) Vacant**

None

**C – Community Events**

**C1: Bonfire Party Team (6 – Cllrs Buttle, Pulham, Revell, Ransome, Holden & Major)**

None

**C2: Christmas Lunch (2 – Cllrs Buttle & Galloway)**

None

**D – Keeping residents informed**

**D1: Parish Newsletter (1 – Cllr Pulham)**

Cllr Pulham advised the meeting that, as he had been away on holiday for some time, he had not been able to prepare the Summer Edition of the New Oasis. He had two articles and no time to write editorial and, therefore, if a summer edition was published it would be very short.

**D2: Parish Council Website (2 – Clerk & Cllr Galloway)**

None

**D3: Leaflets, bulletins & Noticeboards (2 – Clerk & Cllr Buttle)**

None

**E – Parish Council Initiatives**

**E1: (including A4 & A5) Biodiversity Group (1 – Cllr Dickerson)**

None

**E2: Neighbourhood Plan Steering Group (2 – Cllrs Galloway & Buttle)**

None

**E3: Defibrillator Access (1 – Cllr Holden)**

Cllr Holden confirmed he had now had all the information and had taken over this portfolio fully. Cllr Galloway thanked Cllr Holden. Cllr Holden will prepare a paper for his proposal to install a Defibrillator in Carlton

**E4: Kelsale Village Enhancement & Conservation Area Group (3+ – Cllrs Revell, Dickerson, Ransome, Major, Pulham & Burslem)**

See above

**E5: Benches (1 – Kenneth Hannah)**

See public part of minutes

**E6: Speed Camera (2 – Cllrs Lumb & Roberts)**

Cllr Lumb reported that he had moved the camera to Main Road

**10925 Correspondence**

None

**10926 Items for consideration for Inclusion on the next agenda**

Contract of employment & accompanying legal documents for new clerk (Cllr Roberts)  
Costings for Benches (Mr Hannah)  
Provision of a Safety Sign for Bin Bag Buddies (Cllr Roberts)  
Costings for recreation ground improvements (Cllr Holden)  
To consider priorities for the coming year (Chair)  
To consider a Neighbourhood/Farm Watch or Good Neighbour scheme (Cllr Roberts)  
Update on the Fashion Show (Cllrs Galloway and Buttle)  
Locality grant applications for the restored fingerpost (Cllr Roberts)  
Setting up a village archive – proposals and costings (Cllr Roberts)  
To instruct Carl Ruth to undertake repairs to the village car park surface (Cllr Roberts)

**10927 To consider excluding the public and press**

No considerations were necessary

**10928 Excluded items**

There were none

**10929 Date of the next meeting**

The next meeting to be held on Wednesday, 31st July 2019 at 7.00pm in the Village Hall committee room.

The Chairman closed the meeting at 8.50pm

Signed: ..... Chairman      Dated: .....

**Kelsale-cum-Carlton Parish Council**  
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**MINUTES OF THE PARISH COUNCIL MEETING HELD ON WEDNESDAY 31st July 2019  
AT 7:00PM IN KELSALE VILLAGE HALL, COMMITTEE ROOM**

**Present at the meeting:**

Cllr Alan Revell (Chair)	Cllr Ray Ellis -arrived 7.15pm
Cllr Edwina Galloway (Vice-Chair)	Cllr Chris Burslem
Cllr Claire Buttle	Cllr Rob Holden
Cllr Susan Major	Cllr John Pulham
Cllr Tim Roberts	Cllr Martin Lumb

**In attendance:** K Hannah

**Welcome by the Chairman.**

**10930 Public Forum**

***Democratic Quarter-Hour/Public Question Time – Residents are invited to give their views and question the Parish Council on issues on this agenda or raise issues for future consideration at the discretion of the Chairman. Members of the public, whilst welcome to attend, may not take part in the meeting itself.***

Mr Hannah raised concerns to County Cllr Smith and District Cllr Burroughes in respect of the continuing lack of progress with the installation of the Unsuitable for HGV signs on Rendham Road. He had been advised in May that it would be four to six weeks – it is now at week nine and nearly 15 months since initial survey. The funding is in place. Residents are frustrated, as are Park Holidays with the lack of progress. Mr Hannah supplied photos of the latest incident -a car going too fast to avoid an oncoming vehicle in the wider part of the road and going into a ditch. County Cllr Smith agreed to liaise on the issue. Mr Hannah asked if it would be possible to change the name of Rendham Road as had been attempted a number of years before. He was advised that all residents on the road would need to sign to agree this and that the contact to speak to would be the Gazetteer Mandy Mann.

**10931 Reports**

- (o) Report by District Cllr Stephen Burroughes** – District Cllr Burroughes highlighted Operation Camouflage a programme, organised by East Suffolk Council (ESC) and the Army Welfare Service (AWS) which aims to bring together young people from different backgrounds to challenge themselves and develop new skills. Recruits are required. District Cllr Burroughes also highlighted the East Suffolk Business & Community Awards and also that the first stages of an ambitious plan to roll out 'ultrafast' broadband across Lowestoft have been agreed. The Suffolk Cloud Project, co-ordinated by Suffolk County Council (SCC), is

installing ultrafast broadband to public sector premises across 10 towns in Suffolk, including Lowestoft, Felixstowe and Woodbridge. Recent communications in respect of verge cutting were discussed and it was agreed a small working group would be set up to ensure any issues of this nature in Kelsale cum Carlton could be discussed and resolved. Cllr C Buttle agreed to be a member of the Group to represent KcC.

- (p) **Report by County Cllr Richard Smith** – County Cllr Smith provided an update on Sizewell and encouraged participation in the current Consultation 4. Unfortunately, due to the recent issues with Parish Clerks an invitation to a meeting called to understand the views of Parish Councils had not been received by the Parish. However, Cllr Galloway had been reassured that KcC views would be taken into account. County Cllr Smith mentioned the joint response from SCC and ESC would be in the public domain 10 days before the September meeting. Cllr Roberts thanked County Cllr Smith & District Cllr Cllr Burroughes for the funding for the Fingerpost. Cllr Roberts advised Cllrs the post was now in place in the same position as before but the arms had yet to be affixed. Cllr Roberts is arranging a small ceremony at which he intends inviting County Cllrs Smith & District Cllr Burroughes. County Cllr Smith outlined current budgetary planning issues due to Govt being pre-occupied with Brexit. They maybe a significant shortfall. Cllr Lumb raised an issue of large (mainly service) vehicles mounting the kerb and running over the green at Beaumont Cottages. It was agreed Cllrs Lumb and Pulham would establish who owned the green and the roads at Beaumont Cottages. County Cllr Smith offered the Parish Council a new grit bin at no cost, this was accepted with thanks and consideration will be given to its placement in Rendham Road.

**The Chair formally opened the meeting at 7.30 pm**

**10932 To receive apologies for absence** – Cllr Ransome (away), Cllr Dickerson (away)

**10933 To accept apologies for absence** – accepted

**10934 To record absence without apologies** – None

**10935 Declarations of Interest** – None.

**To consider any dispensations** – None.

**10936 To consider the Approval of the draft minutes of the Parish Council meeting held on 28th June 2019**

The draft minutes of the **Parish Council** meeting held on Wednesday 28<sup>th</sup> June 2019 had been circulated to all Councillors prior to the meeting. Cllrs were reminded that the Parish Clerk had started but not completed the minutes and therefore the bulk of them were written by Cllr Galloway. Cllr Roberts proposed and Cllr Pulham seconded, a vote was taken - **all in Favour, 2 abstentions for non-attendees.**

**10937 Parish Clerk's Report**

There was no Parish Clerks report as we have no Parish Clerk

**10938 Clerk's Report on urgent decisions**

There was no Parish Clerks report on urgent decisions as we have no Parish Clerk

**10939 Matters arising from the Clerk's report**

There were no matters arising from the Parish Clerks report as we have no Parish Clerk

**10940 Matters arising from the Parish Council meeting held on Wednesday 28<sup>th</sup> June 2019**

**10.1 New Online Register of Interests System** Cllr Roberts offered to help Cllr Pulham complete the online register of Interests as he had not completed this. **Action Cllr Pulham to complete Register of Interests**

**10.2 To consider providing a safety sign for the Bin Bag Buddies -**

Cllr Roberts had researched potential suppliers and proposed that we purchase 2 light 'A' board signs from Leiston Press at a cost of £143 plus VAT. Cllr Pulham seconded this and a vote was taken – all in favour. **Action: Cllr Roberts to order A Boards from Leiston Print**

**10.3 Verge Cutting in Kelsale Centre**

Cllr Buttle had been alerted to a safety issue in respect of the hedge by the Recreation Ground on Main Road. Cllr assessed the pathway as dangerous Buttle and took immediate action engaging the services of Conservation Works to make the area safe. There is an invoice of £150 plus VAT for this emergency work .

**10.4 Recreation Ground Improvements**

Cllr Holden has circulated some partly costed proposals for recreation ground improvements. It was agreed this would be discussed in agenda item 11.2 to agree Parish Council priorities for the year.

**10.5 Priorities for the coming year** is now an agenda item in its own right

**10.6 Neighbourhood Watch/Farmwatch** – Cllr Roberts had circulated a paper (A good neighbour Scheme (GNS) for Kelsale-cum-Carlton parish (KcC) on this issue. It was agreed after discussion that KCC supported the establishment a GNS in the parish, and that Cllr Roberts & Cllr Lumb should proceed as outlined in the paper and bring the topic back to the September meeting for a final decision. It was agreed that the suggested budget of £150 plus Vat should be allocated for the exercises proposed, although Cllr Roberts hopes he may be able to apply for funding rather than use Parish Council funds. **Action Cllr Roberts & Lumb to proceed as per the paper provided and report back to a future meeting.**

**10.7 Planning** – Information was provided to the meeting about the lack of response by the Parish Clerk to the planning applications discussed at the last meeting. Cllr Buttle had managed to respond in the required timescale (instead of the Parish Clerk) on Curlew Cottages

**10.8 Agar Submission** – Cllr Galloway advised the meeting of the fact that the Parish Clerk had not submitted the prepared paperwork to the external auditor. The Parish Council had been given 2 extensions and had managed to retrieve the prepared and completed paperwork and this was now with the External Auditor.

**10941 Parish Council Matters**

**11.1 Parish Clerk** – The Chairman updated the meeting in respect of the events leading up to the termination of employment of the Parish Clerk. As a consequence of this, having reviewed procedures Cllr Galloway proposed that the Parish Council agree to subscribe to SALCs payroll service from 1<sup>st</sup> August which would cost £8 +VAT per month for a single employee with auto enrolment. Our Clerk until May this year informed Cllr Galloway that had we used SALCs payroll, together with online banking we may only need a Parish Clerk for 12-15 hours rather than 18. It was agreed we would consider any other safeguards after further reflection, and this may include a hard drive to augment what is held on Google drive. **ACTION Cllr**

**Galloway to return paperwork to subscribe to SALCS payroll which should finalise issues relating the Parish Clerks tax situation and enable us to use their expertise for future Parish Clerks.**

Cllr Burslem asked for clarification on references obtained and suggested more emphasis should be placed on this before a future Parish Clerk commenced work. It was agreed after discussion that Cllrs Revell, Roberts, Lumb & Galloway consider the best way forward to recruit a new Parish Clerk. **ACTION Agree and implement a course of action to recruit a Parish Clerk**

### **11.2 Priorities for the coming year (Chair)**

A paper had been circulated suggesting improvements that could be made to the Parish:

#### **Priorities List in no particular order**

Project & lead Cllr	Cost	Priority Level
Defibrillator and cabinet installed in Carlton (Cllr R Holden)	Approx. £2,000	High
Tree Sculpture in Carlton (Cllr C Buttle)	Approx. £900 – already funded from fundraising	High & Approved
Notice Board by fence in Carlton Play area to people to post local events (Cllr C Buttle)	Approx. £400	High
Maintenance of existing Benches in Village	£400-£500	High & Approved
Water & Power on Recreation Ground Kelsale	Costings required	Medium
Biodiversity Group: Creation of a wildlife meadow at Carlton Church, Churchyard Management Plan in Kelsale, Sensory Garden, Biodiversity Leaflet and Circular Trail leaflet. Cllr Dickerson	Costings required	Medium
The 3 Communities Link Project - Quiet lanes/Bicycle lane - (See paper issued) Once more work has been undertaken, a costed proposal for what the Parish Council can do will be put before the Parish Council. Cllr Burslem	Costings required together with source of funding	Low at present
a. Heritage Exhibition Cllr Burslem b. (See paper issued)	Initial budget £250	High



c. Establishing a Parish Archive Cllr Roberts (See paper issued)	Initial budget £350	Medium
Playground equipment for Beaumont Cottages & Road/Parking improvements. Cllr Lumb	Before this is progressed ownership of the area needs to be ascertained.	High
Picnic Benches and base on Kelsale recreation ground before the Football season starts	Full costings to be confirmed	High – provisional approval given subject to firm cost and checking which budget this should be taken from
Conservation Area	For further discussion	
Repositioning of recycling banks : Move to corner of car park near pedestrian entrance.	£300	
Repositioning of waste bins at entrance to car park Leave where they are but screen with a triangular grassy area (with wildflowers)	£100	
Positioning of cycle racks (already purchased) Should be sited to left of car park entrance (as planned) and screened by existing boundary trees as much as possible.	£200	High priority
Removal/replacement of street light on end of Guildhall. Replace with a fitting more in keeping with the listed building.	£500 and would need approval of owner	
Implementation of 20mph speed limit throughout Conservation Area. Encouraged. Would need 3 signs.	£5,000 including consultation	
Review of new hard curb opposite Church View, Bridge Street near bollards. .Keep curb as it	£100	

performs a useful function re: bank erosion. Remove bollards.		
Implementation of Electric Vehicle recharging point(s) Encouraged. Subject to survey by PlugIn Suffolk	Electricity costs only	
Undergrounding of electricity cables in Conservation Area. Encouraged. Need to underground BT cables as well.	Free to PC from UKPN budget.	

**11.3 Bench Paper** - As requested Mr Hannah had presented a paper giving costings on the refurbishment of damaged benches in the village. After considering the 3 costings for slats it was unanimously agreed to approve the expenditure based on the quote from Clarkes of Walsham of £457.20 Inc. VAT and delivery. The preservative required to have a maximum budget of £30 plus VAT. **ACTION: Mr Hannah to purchase these items on behalf of the Parish Council and repair the current bench stock.**

**11.4 Fashion Show** – Cllr Buttle presented a paper on the success of this fund-raising event and said that as further monies had been donated the total meant we now had enough to proceed and proposed that approval be given to proceed with a chainsaw carving to enhance the Carlton Green play area. Cllr Buttle advised the sculptor could commence work in the Autumn, with the plan being to carve it in Kelsale and then move it to its permanent site. Cllr Ellis volunteered to fund and put in place a suitable concrete base. All in favour. **ACTION Cllr Buttle to engage the services of the sculptor.**

**11.5 Fingerpost** – Cllr Roberts confirmed the cost of this would be covered by 2 grants and therefore would not be funded by the Parish Council. Cllr Roberts is aiming to organise an ‘opening’ ceremony and hopes Cllrs Smith & Burroughes can attend. **ACTION Cllr Roberts to conclude project and ensure the asset is properly insured**

#### **10942 Planning Matters**

**12.1 Planning Report** (contains details of new applications listed below)

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

**DC/19/2939/FUL** - Felieu, Carlton Road, Kelsale Cum Carlton, Suffolk, IP17 2NP - The Planning application was discussed. Cllrs Revell & Holden declared an interest in this application. ALL that could vote were IN FAVOUR of this application  
**DC/19/2747/LBC** –Kelsale Hall, Main Road, Kelsale Cum Carlton, IP17 2RE  
The Planning application was discussed. All were IN FAVOUR of this application. with caveats.

**DC/19/2769/FUL** –Tiggins Meadow, Tiggins Lane, Kelsale Cum Carlton, IP17 2QX  
The Planning application was discussed. All had **NO OBJECTIONS** on this application

with conditions that as it was in Countryside it should not be allowed to be converted to Holiday or Permanent Accommodation.

**Discharge of Condition Nos. 5, 7, 11, 13, and 15 of DC/17/2649/ARM - Approval of Reserved Matters of DC/15/2683/OUT.** The Parish Council had received a letter from neighbours of this development. Having discussed this issue it was agreed that the Parish Council were sympathetic to the neighbours of this development and would write to East Suffolk in support of their concerns.

**ACTION The decisions on all Planning Applications to be reported to East Suffolk District Council (ESDC) planning team with decision in timescale required**

#### **10943 Financial Matters**

**13.1 Financial Statement since the June meeting. See Finance Report.** Payments on the report were approved including some that had been omitted from the June meeting as there was no Financial report prepared, simply a page asking that 4 payments be approved.

**The following payments (invoices received that day) were approved:**

Mr M Mann (invoice 65) for General Maintenance- £105

Birketts Solicitors Invoice no 619060 -£453 inc VAT

All requests for payment were approved.

**13.2** To approve and sign the bank statements from April to June 2019, which were duly signed by the Chair.

#### **10944 Kelsale Village Centre Enhancement & Conservation Area Group**

A meeting took place on 15th July to discuss proposed improvements to the Conservation Area. It was agreed the Parish council would await a report from Cllr Dickerson at the next Parish Council meeting.

#### **10945 To Receive Reports from Portfolio Holders and Liaison Representatives**

##### **A – Liaison with others on behalf of KcC**

##### **A1: Carlton Meres Liaison (2 – Cllrs Roberts & Pulham)**

None

##### **A2 & A3: Community, Energy & Health (2 – Cllrs Dickerson & Roberts)**

Cllr Lumb had reported earlier in the month a discharge going into the Gull when there had been no rain. He had reported it to the Environment Agency. He will continue to observe the Gull in case this occurs again.

##### **A4 & A5 Component responsibilities of KcC Biodiversity Group**

##### **A6: Kelsale & Yoxford Ward Liaison (2 – Clerk & Cllr Roberts)**

None

##### **A7: East Suffolk Council (2 – Clerk & Cllr Roberts)**

None

##### **A8: Suffolk Association of Local Councils (2 – Clerk & Cllr Roberts)**

None

##### **A9: Saxmundham Town Council (2 – Clerk & Cllr Roberts)**

None

##### **A10: KcC Schools (1 – Cllr Galloway)**

##### **A11 Footpaths & Rights of Way (1 – Kenneth Hannah)**

Mr Hannah advised the meeting of a notification by a walker who had an issue on (41) E-344-041/0. Having contacted the walker, he had received no reply. The concrete steps near the A12 seem to be a disputed 'asset' with no one wishing to admit ownership of them.

##### **A12 & A13: Grit & Dog bins (1 – Cllr Roberts)**

See the report from Cllr Richard Smith

**A14: Kelsale Village Hall & Centre (1 – Cllr Lumb)**

Cllr Lumb is progressing Liz Flights risk assessment. A Fire Safety Report is now being prepared after an inspection and costings for any recommended improvements will be considered by the Trustees for example firewalls and an alarm.

**A15: Parochial Church Council (1 – Cllr Galloway)**

None

**A16: Grant donors & facilitators (1 – Cllr Roberts)**

None

**A17: Suffolk Constabulary (1 – Cllr Lumb)**

None

**B – What only Kelsale cum Carlton Parish Council can do**

**B1: Sizewell (1 – Cllr Galloway)**

This was discussed in the light of the construction of Sizewell having more potential impact on the Parish as per proposals in Consultation 4. Cllr Pulham will prepare a questionnaire to be included in the next edition of the New Oasis ascertain residents' views.

**B2: East Suffolk Consultations (1 – Cllr Galloway)**

None

**B3: Suffolk County Council Consultations (1 – Cllr Galloway)**

None

**B4: East Suffolk Council Mandatory Planning Consultee All Councillors (Cabinet Responsibility)**

As per Planning Section

**B5: Planning Group (5 – Cllrs Holden, Lumb, Ellis, Pulham & Ransome)**

As per Planning section

**B6: Emergency Planning (2 – Cllrs Roberts & Lumb)**

None

**B7: Trees & Green Spaces (3 – Cllrs Buttle, Holden & Revell)**

Cllr Major advised the meeting she would contact the Environment Agency as the Gull needed to be cleared. Cllr Major also believes an area on the recreation ground needed to be strimmed and will advise of the area near the bridge she believes requires attention.

**B8: Safeguarding (1) Vacant**

None

**C – Community Events**

**C1: Bonfire Party Team (6 – Cllrs Buttle, Pulham, Revell, Ransome, Holden & Major)**

None

**C2: Christmas Lunch (2 – Cllrs Buttle & Galloway)**

None

**D – Keeping residents informed**

**D1: Parish Newsletter (1 – Cllr Pulham)**

Cllr Pulham advised the meeting that, he was now preparing a emergency edition of the New Oasis as there had not been one since spring. He requested any articles be submitted.

**D2: Parish Council Website (2 – Clerk & Cllr Galloway)**

None

**D3: Leaflets, bulletins & Noticeboards (2 – Clerk & Cllr Buttle)**

None

**E – Parish Council Initiatives**

**E1: (including A4 & A5) Biodiversity Group (1 – Cllr Dickerson)**

Cllr Ellis advised the meeting that the RSPB had surveyed the area near his Farm and found no turtle doves in Rosemary Lane this year.

**E2: Neighbourhood Plan Steering Group (2 – Cllrs Galloway & Buttle)**

None

**E3: Defibrillator Access (1 – Cllr Holden)**

Cllr Holden will change phone number shown in K6 in Kelsale from that of former Clerk.

Cllr Holden will prepare a paper for his proposal to install a Defibrillator in Carlton

**E4: Kelsale Village Enhancement & Conservation Area Group (3+ – Cllrs Revell, Dickerson, Ransome, Major, Pulham & Burslem)**

See above

**E5: Benches (1 – Kenneth Hannah)**

Expenditure agreed earlier

**E6: Speed Camera (2 – Cllrs Lumb & Roberts)**

**10946 Correspondence**

1. A resident had contacted the Parish Council as Streetlight Opp. 47 Beaumont Cottages had a fault. Although it had been reported to SCC, they advised the resident it wasn't owned by them and may belong to the Parish council. As the Parish Council has no streetlighting SCC were asked to check again and found it was owned by Flagship. It was suggested that the resident contact Flagship to report the issue with the light.
2. Email from resident of Beaumont complaining about 2 issues –. Cllr Revell said he had spoken to residents about the noise. Cllr Lumb had referred to the issue of cars parking on the grass and difficult vehicular access to some properties earlier in the meeting. Some cars are now driving over a grassed area where children are playing, and parking on the pathways, therefore this practice is dangerous. **It was agreed Cllr Revell/Cllr Lumb will look into this issue.**
3. There was an enquiry about the Conservation Area by person potentially buying a house in Church Close, they were referred to the Conservation area Map on the Website – no further action required
4. Suffolk Accident & Rescue service wrote and thanked the Parish Council for its donation of £100.
5. A resident reported an issue with verges in Dorleys Corner. It was agreed Cllr Burslem to consider who should be approached to rectify issue.

**10947 Items for consideration for Inclusion on the next agenda**

Playground equipment and unsafe parking in Beaumont Cottages

Litter collecting in the village (Cllr Roberts)

Setting up a village archive – proposals and costings (Cllr Roberts)

Beware Horse Signs for Tiggins Lane & Hawthorn Lane

**10948 To consider excluding the public and press**

No considerations were necessary

**10949 Excluded items**

There were none

#### 10950 Date of the next meeting

The next meeting to be held on Wednesday, 28th August 2019 at 7.00pm in the Village Hall committee room.

The Chairman closed the meeting at 9.50pm

Signed: ..... Chairman Dated: .....

***Kelsale-cum-Carlton Parish Council***  
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#### **MINUTES OF THE PARISH COUNCIL MEETING HELD ON WEDNESDAY 28<sup>th</sup> August 2019 AT 7:00PM IN KELSE VILLAGE HALL, COMMITTEE ROOM**

#### **Present at the meeting:**

Cllr Alan Revell (Chair)	Cllr Ray Ellis
Cllr Edwina Galloway (Vice-Chair)	Cllr Chris Burslem
Cllr Claire Buttle	Cllr Rob Holden
Cllr Susan Major	Cllr Simon Ransome
	Cllr Martin Lumb

**In attendance:** K Hannah

**Welcome by the Chairman.**

#### 10951 Public Forum

***Democratic Quarter-Hour/Public Question Time – Residents are invited to give their views and question the Parish Council on issues on this agenda or raise issues for future consideration at the discretion of the Chairman. Members of the public, whilst welcome to attend, may not take part in the meeting itself.***

Mr Hannah thanked County Cllr Smith for progress with the Unsuitable for HGV signs on Rendham Road.

It was agreed after discussion, that the issue of the safety of the steps on the A12 which had been reported by Mr Hannah in his capacity as Footpaths officer would be left with County Cllr Smith for action as he feels appropriate. County Cllr Smith is meeting a Highways Officer who has been supplied with information on the concerns and photographs on the steps. It is understood a site visit has already been undertaken.

#### 10952 Reports

- (q) Report by County Cllr Richard Smith** – County Cllr Smith provided an update on budgetary issues and overspend. County Cllr Smith also provided an update on the Sizewell IV Consultation, including meetings he will be attending and commended KcCPC's work and proposed response to SZC IV. It is hoped there will be a joint response from SCC & ESDC. Mr Hannah requested that in advance of verges being cut that a litter pick took place first, thus avoiding increasing the amount of small litter. It was agreed liaison on this issue would be helpful.

- (r) **Report by District Cllr Stephen Burroughes** – District Cllr Burroughes submitted an East Suffolk report which was circulated to Cllrs in advance of the meeting. District Cllr Burroughes also thanked KcCPC for its comprehensive response on Sizewell Consultation IV. District Cllr Burroughes drew attention to the climate emergency and the need to reduce pollution in addition to highlighting the change to ‘rewilding’ areas (verges etc) which did not need cutting. District Cllr Burroughes advised the meeting that he had received communications in respect of asbestos at a site on Rosemary Lane called Kelvin. He will forward copy correspondence for information. Cllr Burslem raised the 3 Communities Link issue and it was agreed it should be added to the September or October Agenda for discussion.

**The Chair formally opened the meeting at 7.10 pm**

**10953 To receive apologies for absence** – Cllr Tim Roberts , Cllr John Pulham, Cllr Keith Dickerson

**10954 To accept apologies for absence** – accepted

**10955 To record absence without apologies** – None

**10956 Declarations of Interest** – None.

**10957 To consider any dispensations** – None.

**10958 To consider the Approval of the draft minutes of the Parish Council meeting held on 31st July 2019**

The draft minutes had been circulated and the version now on the website was unanimously approved. Proposer: Cllr Burslem, Seconder Cllr Lumb

**10959 Parish Clerk's Report**

There was no Parish Clerks report as we have no Parish Clerk

**10960 Clerk's Report on urgent decisions**

There was no Parish Clerks report on urgent decisions as we have no Parish Clerk

**10961 Matters arising from the Clerk's report**

There were no matters arising from the Parish Clerks report as we have no Parish Clerk

**10962 Matters arising from the Parish Council meeting held on Wednesday 31<sup>st</sup> July 2019**

**10.1 Rendham Road signage** -Mr Hannah provided an update. After 15 months the signs were installed in August but unfortunately not in the right places. Mr Hannah is liaising to get these errors rectified.

**10.2 . Verges Working Group** – Cllr Buttle updated the meeting that she is liaising with District Cllr Burroughes & County Cllr Smith in respect of a map showing the verges in the village and appropriate maintenance regimes.

**10.3 Fingerpost** – Cllr Galloway reported in Cllr Roberts absence that the Fingerpost was in place, part of the funding (from East Suffolk) had been received and the

details of the 'unveiling' were on the website. County Cllr Smith advised the meeting that he would be submitting the forms for contribution towards the cost from County shortly.

**10.4 Beaumont Cottages** – Cllr Lumb said that he had a meeting arranged with Flagship to discuss the ownership of the Green/Roads/Verges on the Beaumont Estate as the first step in identifying what could be done to improve parking/safety and provision of a children's play area. Cllr Lumb will report back after the meeting.

**10.5 New Online Register of Interests System:** The meeting was informed Cllr Pulham has completed his Register of Interests

**10.6 Bin Bag Buddies A Frame Signs** - Cllr Galloway informed the meeting that Cllr Roberts had ordered the A frame signs which had been collected from Leiston Press by Cllr Galloway and delivered to the Bin Bag Buddies by Cllr Buttle.

**10.7 Litter Collecting** - carried forward to September. (Cllr Roberts)

**10.8 Village Archive** - carried forward to September. (Cllr Roberts)

**10.9 Lane Signage** – Cllr Holden had been approached by horse riders from the village who had noticed the 'Beware Horses' signs on Rosemary Lane and requested provision on 2 further roads in the village for safety reasons: Tiggins Lane & Butchers Road. The cost of the 2 Rosemary Lane signs from Leiston Print was £150 inc. VAT. It was agreed that as the 2 roads concerned joined, 3 signs would be required not 4.

**It was agreed to proceed with purchasing 3 signs and that arrangements would be made to install them as they will require poles.** Proposer: Cllr Ellis, Seconder: Cllr Buttle

**ACTION: To order 3 new signs from Leiston Press**

#### **10963 Parish Council Matters**

**11.1 Parish Clerk** – Cllr Roberts has started advertising for a new Parish Clerk and will provide an update on progress in due course. Some candidates have already put themselves forward. The Chair asked that our former clerk Ms Flight be thanked for her continuing support in the absence of a Parish Clerk, and also thanked Cllr Galloway for her assistance at this time. The Chair advised the meeting all Parish Council paperwork has not been returned but he is trying to resolve this and was offered assistance by District Cllr Burroughes who may also be able refer us to a section of East Suffolk District Council. Cllr Galloway thanked Cllr Holden for arranging the new Hard Drives for back up.

**11.2 Payroll** – Cllr Galloway informed the meeting we were now signed up for SALCs Payroll service. They are now authorised as our Agent for PAYE by HMRC and have produced the paperwork for our Parish Clerk of June. Cllr Galloway advised the meeting that have spoken to our earlier Clerk she felt the combination of online banking and the Payroll service would free up much Parish Clerk time.

**11.3 Sizewell C Draft Response to Sizewell C Stage 4 Consultation.** The Chair asked that the author of the document be thanked by KcCPC for his work on the draft response. Paper copies of the proposed draft response had been circulated in advance for consideration. There was a small error which was highlighted by Cllr Ransome and which will be rectified. After discussion the Chair outlined why a



questionnaire had not been proceeded with and then outlined that by accepting this draft as the formal response, we would be changing the Parish Councils stance from Neutral to Opposed to Sizewell C. A vote was taken 8 in favour, 1 abstention. **It was agreed that a short summary of the reason for the change of stance from Neutral to Opposed would be added to the website, the full response will also be available on the website. It was agreed the formal response would be submitted by Cllr Galloway.**

**11.4 Bonfire 2019** – Cllr Buttle & Cllr Holden briefed the meeting in respect of an Insurance issue that had arisen. The issue related to a combination of the siting of the bonfire and firework display, the proximity of cars and buildings and the difference between the stipulations of our current Insurers and Health & Safety Guidance. **It was agreed that Cllr Holden would send the updated risk assessment to the insurers together with other requested information and await their response.** Cllr Buttle has continued to book as if the event was continuing subject to this issue being clarified. After discussion it was agreed that the problem may also be resolved by applying for a road closure on Main Road possibly from Rosemary lane to Tiggins Lane. **It was agreed Cllr Burslem would establish the costs and issues with a potential road closure request and if this route is needed it was agreed unanimously to agree in principle to spend up to £400 to obtain a closure if it was deemed necessary.** The Parish Council was reminded that the Bonfire Funds were earmarked and that the funds were already available for this purpose.

**ACTION: Cllrs Buttle, Holden & Burslem to proceed as outlined above and report progress.**

#### **11.5 Recreation Ground – Maintenance, repairs and renewals**

**11.5.1 Annual Main Road Hedge Cutting:** Cllr Buttle arranged for a quotation from a contractor for annual hedge cutting for the heavily pruned hedge on Main Road/recreation Ground to ensure it does not grow out of control again and is maintained for the safety of footpath users. **It was agreed to proceed at a cost of £120 per annum.**

**Action: Cllr Buttle to give contractor instructions to proceed.**

**11.5.2 Bank of Fromus adjacent to bridge in Church Lane–** Cllr Buttle will liaise with Cllr Major and a contractor to see the extent of what work is required and arrange for an estimate for strimming.

**Action Cllr Buttle & Major to liaise**

**11.5.3 Fence Posts and fencing repair adjacent to Main Road Gate** – Cllr Buttle has arranged for a quotation for this work from a contractor to remedy the problem. **It was agreed to proceed at a cost of £95 for materials and labour.**

**Action: Cllr Buttle to give contractor instructions to proceed.**

#### **11.6 Priorities for 2019/20 where financial approval has been given:**

**11.6.1 Carlton Green Sculpture** – Cllr Buttle has engaged the service of the sculptor who will carve the new trunk on the recreation ground in Kelsale from Monday 16<sup>th</sup> September to Wednesday 18<sup>th</sup>. Cllrs Buttle & Holden have

arranged for it to be transported to its new home in Carlton once complete. Cllr Ellis will install the concrete base (on which the sculpture is to sit) once the exact site area has been marked up. The timing will mean the Recreation Ground will still be available for football.

**Action: Cllr Holden to mark the area for the base to be sited on Carlton Green**

**11.6.2 Bench maintenance:** Mr Hannah informed the meeting once the payment to buy the slats had been approved tonight, he will arrange for the work to be done by himself Cllr Holden to bring the benches up to standard.

**Action: Cllr Holden & Mr Hannah to arrange for remedial work to existing benches**

**11.6.3 Picnic benches:** Cllr Holden informed the meeting he had ordered the picnic benches but has no date for delivery as yet. The gravel for the base has been ordered and will be delivered Friday 30<sup>th</sup> August. It is intended they will be in place for the start of the football season. It was noted that should the Bonfire event be able to proceed with the bonfire in its current site the benches would be moved away from the Bonfire area temporarily.

**Action: Cllr Holden to arrange installation once materials are available**

## **10964 Planning Matters**

### **12.1 Planning Report**

The Planning Report had been circulated in advance, 2 further updates on the Planning Portal were noted on the day:

**Ref. No: DC/19/2769/FUL** Erection of agricultural store and shelter: Tiggins Meadow Tiggins Lane Kelsale Cum Carlton Suffolk IP17 2QX

**Status:** Permitted with 2 conditions relating to removal of existing buildings prior to commencement and agricultural use restriction.

**DC/18/0630/LBC** - Amendments to replacement sash window glazing ( ) Kelsale Hall Main Road (Kelsale) Kelsale Cum Carlton IP17 2RE

**Status:** Permitted

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

**Ref. No: DC/19/3196/FUL** Use of land for the stationing of 50 No. static holiday caravans; children's play area, recreation space and associated facilities: Carlton Meres Country Park Carlton Lane Kelsale Cum Carlton IP17 2QP

**It was agreed as the Planning Application had appeared on the Planning Portal today with many documents to consider including an Environmental Impact Assessment that an extension would be requested in order that it may be fully considered at the next meeting.**

**ACTION Cllr Galloway to request an extension from East Suffolk District Council (ESDC) planning team**

## **10965 Financial Matters**

### **13.1 Financial Statement since the July meeting. See Finance Report.**

The meeting was informed that as a result of Village Hall invoices being reviewed there has been a catch up so there are more invoices than usual on today's finance report.

**The following payments (invoices received after the Finance report was produced) were approved:**

East Suffolk District Council (invoice) for Election in May-	£87.04
Village Hall Hire	£20.00
Village Hall Hire	£20.00
Village Hall Hire	£14.00
Information Commission Subscription	£35.00
Bank Charges	£18.00 inc VAT

**All requests for payment were approved.** Proposer: Cllr Lumb, Seconder: Cllr Buttle

Receipt on 28<sup>th</sup> August of grant for £261 from East Suffolk towards Fingerpost

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

Cllrs were advised that once the August Bank Statement was received there would be a financial reconciliation which would be brought to the September meeting.

## **10966 Kelsale Village Centre Enhancement & Conservation Area Group**

It was agreed Cllr Dickerson will be asked for an update at the next meeting

## **10967 To Receive Reports from Portfolio Holders and Liaison Representatives**

### **A – Liaison with others on behalf of KcC**

#### **A1: Carlton Meres Liaison (2 – Cllrs Roberts & Pulham)**

None

#### **A2 & A3: Community, Energy & Health (2 – Cllrs Dickerson & Roberts)**

None

#### **A4 & A5 Component responsibilities of KcC Biodiversity Group**

None

#### **A6: Kelsale & Yoxford Ward Liaison (2 – Clerk & Cllr Roberts)**

None

#### **A7: East Suffolk Council (2 – Clerk & Cllr Roberts)**

None

#### **A8: Suffolk Association of Local Councils (2 – Clerk & Cllr Roberts)**

None

#### **A9: Saxmundham Town Council (2 – Clerk & Cllr Roberts)**

None

#### **A10: KcC Schools (1 – Cllr Galloway)**

None

#### **A11 Footpaths & Rights of Way (1 – Kenneth Hannah)**

None

#### **A12 & A13: Grit & Dog bins (1 – Cllr Roberts)**

None

#### **A14: Kelsale Village Hall & Centre (1 – Cllr Lumb)**

Cllr Lumb is progressing the risk assessment requirements. A Fire Safety Report showed that batteries needed replacing in all the Fire Alarms at the Village Hall as they were out of date. Cllr Lumb will purchase new ones as soon as possible and ensure prompt installation. The Fire Officer has been providing advice, and the Village Hall Trustees have been advised that although work needs to be undertaken to improve fire protection measures that use of the facility can continue. The Trustees of the Village Hall are holding an Emergency meeting on Thursday 29<sup>th</sup> August 2019

**A15: Parochial Church Council (1 – Cllr Galloway)**

None

**A16: Grant donors & facilitators (1 – Cllr Roberts)**

None

**A17: Suffolk Constabulary (1 – Cllr Lumb)**

None

**B – What only Kelsale cum Carlton Parish Council can do**

**B1: Sizewell (1 – Cllr Galloway)**

Cllr Galloway had circulated in advance an email received 22<sup>nd</sup> August addressed to the Parish Clerk from the Parish Clerk from Theberton & Eastbridge Parish Council asking that Kelsale cum Carlton Parish Council consider strongly supporting their application to the Secretary of State, Application to Call-In Planning Application DC/1637/FUL. **After discussion it was unanimously AGREED to send a letter of support**

**ACTION: Cllr Galloway to send a letter of support from Kelsale cum Carlton Parish Council**

**B2: East Suffolk Consultations (1 – Cllr Galloway)**

None

**B3: Suffolk County Council Consultations (1 – Cllr Galloway)**

None

**B4: East Suffolk Council Mandatory Planning Consultee All Councillors (Cabinet Responsibility)**

As per Planning Section

**B5: Planning Group (5 – Cllrs Holden, Lumb, Ellis, Pulham & Ransome)**

As per Planning section

**B6: Emergency Planning (2 – Cllrs Roberts & Lumb)**

None

**B7: Trees & Green Spaces (3 – Cllrs Buttle, Holden & Revell)**

Cllr Major informed the meeting she had spoken with the Environment Agency about ensuring the Gull was cleared and had agreed to call them in September to fix a date for October.

**B8: Safeguarding (1) Vacant**

**C – Community Events**

**C1: Bonfire Party Team (6 – Cllrs Buttle, Pulham, Revell, Ransome, Holden & Major)**

None

**C2: Christmas Lunch (2 – Cllrs Buttle & Galloway)**

None

**D – Keeping residents informed**

**D1: Parish Newsletter (1 – Cllr Pulham)**

None

**D2: Parish Council Website (2 – Clerk & Cllr Galloway)**

None

**D3: Leaflets, bulletins & Noticeboards (2 – Clerk & Cllr Buttle)**

None

**E – Parish Council Initiatives**

**E1: (including A4 & A5) Biodiversity Group (1 – Cllr Dickerson)**

None

**E2: Neighbourhood Plan Steering Group (2 – Cllrs Galloway & Buttle)**

None

**E3: Defibrillator Access (1 – Cllr Holden)**

To be added to September Agenda

**E4: Kelsale Village Enhancement & Conservation Area Group (3+ – Cllrs Revell, Dickerson, Ransome, Major, Pulham & Burslem)**

None

**E5: Benches (1 – Kenneth Hannah)**

See 11.6.2

**E6: Speed Camera (2 – Cllrs Lumb & Roberts)**

None

**10968 Correspondence**

Cllr Ransome had received a communication from a resident that currently exercises his guide dog on the Memorial Field that he would like to use the Recreation Ground for this purpose on occasion. This situation would be treated as an exception due to the dog being a guide dog. Concerns were expressed about ensuring the football pitch was avoided. **It was agreed Cllr Ransome would confirm exercise in this way was acceptable in this particular case, but on the condition any dog fouling must be cleared immediately.**

**ACTION: Cllr Ransome to communicate decision with resident.**

Communication had been received from residents in respect of another abandoned car in the Car Park & a potentially dangerous branch on a tree in the car park. Cllrs Burslem and Buttle had been of assistance on these issues.

**10969 Items for consideration for Inclusion on the next agenda**

Provision of Defibrillator in Carlton – Cllr Holden

Litter Collecting in Village – Cllr Roberts

Establishment of Village Archive – Cllr Roberts

Parish Clerk recruitment – Cllr Roberts

New Oasis Production – Cllr Pulham

Three Communities Link Project – Cllr Burslem

Proposed Exhibition in 2019 – Cllr Burslem

**10970 To consider excluding the public and press**

No considerations were necessary

**10971 Excluded items**

There were none

**10972 Date of the next meeting**

The next meeting to be held on Wednesday, 25th September 2019 at 7.00pm in the Village Hall committee room.

The Chairman closed the meeting at 9.04 pm

Signed: ..... Chairman      Dated: .....

**Kelsale-cum-Carlton Parish Council**  
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**MINUTES OF THE PARISH COUNCIL MEETING HELD ON WEDNESDAY 25<sup>th</sup> September  
2019  
AT 7:00PM IN KELSALE VILLAGE HALL, COMMITTEE ROOM**

**Present at the meeting:**

Cllr Alan Revell (Chair)	Cllr Ray Ellis
Cllr Edwina Galloway (Vice-Chair)	Cllr Chris Burslem
Cllr Claire Buttle	Cllr Rob Holden
Cllr Susan Major	Cllr Simon Ransome
Cllr John Pulham	
Cllr Keith Dickerson	Cllr Tim Roberts

**In attendance:** K Hannah and members of the public

**Welcome by the Chairman.**

**10973 Public Forum**

***Democratic Quarter-Hour/Public Question Time – Residents are invited to give their views and question the Parish Council on issues on this agenda or raise issues for future consideration at the discretion of the Chairman. Members of the public, whilst welcome to attend, may not take part in the meeting itself.***

Mr Hannah, the footpaths officer advised the meeting he would contact County Cllr Smith about Highways & Footpath issues currently outstanding including steps on the A12

A member of the public raised concerns connected with the proposed increase of static caravans at Carlton Meres and informed Cllrs they were speaking with local District Councillors about flooding, highways and the proposed increase in density amongst other issues. Members of the public were advised that the Planning Applications for 50 statics and a Play Unit at Carlton Meres are to be discussed later in the Agenda. **ACTION** Cllr Pulham to check with East Suffolk Planning whether all the statics on site are as they should be.

It was agreed after discussion that the PC should formally write to Park Holidays requesting that they inform and ensure that all their suppliers use A12/B1119 as was agreed and the traffic routing mentioned be implemented (once junction hatching is corrected to kerbing) and policed by CM management. **ACTION** Cllr Galloway to write to Park Holidays.

## **10974 Reports**

- (s) **Report by County Cllr Richard Smith** – County Cllr Smith gave his apologies but had sent a message stating he would find a contact for the Parish Council who could provide advice in respect of a request from a resident who uses a mobility scooter and finds it difficult to safely access the Recreation Ground requested a dropped kerb.
- (t) **Report by District Cllr Stephen Burroughes** –District Cllr Burroughes gave his apologies as he had a conflicting meeting at East Suffolk Council. District Cllr Burroughes submitted an East Suffolk report which was circulated to Cllrs in advance of the meeting.

**The Chair formally opened the meeting at 7.20 pm**

**10975 To receive apologies for absence** – Cllr Martin Lumb

**10976 To accept apologies for absence** – accepted

**10977 To record absence without apologies** – None

**10978 Declarations of Interest** – None.

**10979 To consider any dispensations** – None.

## **10980 To consider the Approval of the draft minutes of the Parish Council meeting held on 28<sup>th</sup> August 2019**

The draft minutes had been circulated and the version now on the website were approved with abstentions from those that did not attend. Proposer: Cllr Buttle  
Seconder Cllr Holden

## **10981 Parish Clerk's Report**

There was no Parish Clerks report as we have no Parish Clerk

## **10982 Clerk's Report on urgent decisions**

There was no Parish Clerks report on urgent decisions as we have no Parish Clerk

## **10983 Matters arising from the Clerk's report**

There were no matters arising from the Parish Clerks report as we have no Parish Clerk

## **10984 Matters arising from the Parish Council meeting held on Wednesday 28<sup>th</sup> August 2019**

**10.1 Rendham Road signage** -Mr Hannah provided an update and advised the meeting there were still issues with incorrectly routed traffic (especially HGVs) in Rendham Road. Cllrs were also able to confirm this was a problem. Mr Hannah is maintaining contact with Highways to progress resolutions.

**10.2 Verges Working Group** – Cllr Buttle advised the meeting that she has maps of the area and is progressing this. A meeting is to be arranged between Norse and the biodiversity group to discuss verges and cutting.

**10.3 Fingerpost** – Cllr Roberts advised the meeting that a successful event unveiling the sign was attended by County Cllr Smith & District Cllr Burroughes. The Parish Council would like to thank nearby residents and the Magpie Bakery for the hospitality provided. The sign which has been accepted a Non-Designated Heritage Asset by East Suffolk has been entered for a Quality of Place award.

**10.4 Beaumont Cottages** – Cllr Lumb submitted a report which was circulated in his absence. Cllr Lumb advised that he had a meeting with Flagship Housing who undertook to put in bollards and no parking signs at the top green in Beaumont due to parking and safety issues that had arisen. Connected with this issue Flagship indicated they will be writing to some households about parking on the middle green. Flagship confirmed they owned and maintained all the greens and verges in Beaumont Cottages, and stated they would look favourably on allowing new parking spaces to be built on their land but had no money to assist with this, so funding would need to be sourced elsewhere. Cllr Lumb was also aware some residents would like play equipment to be installed there but that this would be contentious.

**10.5 Lane Signage** - Cllr Buttle confirmed she had collected the signs, and Cllr Holden and Mr Hannah hope to install these at the weekend (weather permitting) when they renovate the next bench.

**10.6 Annual Bonfire** - Cllr Buttle updated the meeting in respect of progress and stated that a meeting was due to take place with a local firm to take over the provision of hot food at the event. There were a number of changes taking place but it is still believed we will cover costs. There is a second meeting on Monday 30<sup>th</sup> September to check on progress.

**10.7 Main Road Hedge Cutting** - Cllr Buttle advised the meeting this work was now done. The Parish Council thanked the contractor for such good work.

**10.8 Fromus Bank at Church Lane** – The Environment Agency are meeting with Cllr Major next Tuesday morning (1st October) to inspect the Gull. They have arranged this inspection in the past to ensure The Gull is clear in time for winter. Cllr Major also has asked Messrs Pulford to quote to clear/trim the top part of the Recreation Ground leading to the bridge in Church Lane - the part which is owned by the Parish Council. Cllr Major has suggested for simplicity she pay for this work and the PC reimburses her as expenses. The work would be done after the gates are opened to give access to the bonfire pile on 12th October and the cuttings can then simply be added to it. Last year the Parish Council paid £200 in October as reimbursement to Cllr Major for Flood Prevention measures. This amount was as a consequence of this area not being cleared for several years. The estimate for this year is approximately £100 and the Parish Council approved this expenditure.

**10.9 Recreation Ground Fencing & repairs** – Cllr Buttle advised the meeting this work which has been agreed, is in the pipeline.

**10.10 Chainsaw Sculpture Carlton Green** – Cllrs Holden & Buttle – The sculptures are complete and awaiting being secured in their final places. The sculptor made 2 pieces from the wood rather than the 1 we were expecting so the large seat with rabbits and ladybirds will be moved to the green at Carlton and the badgers will be secured in the recreation ground. They have been added to the insurance. The badgers are being kept in storage until they can be properly installed. Cllr Ellis informed the meeting that they had changed the siting of the base to allow for a manhole cover that was discovered. The Parish Council thanked Cllr Buttle for arranging the sculptures and Cllr Ellis for arranging the base.

**10.11 Bench Maintenance** – Cllr Holden & Mr Hannah have completed renovating the bench by the Lych Gate and have 2 more to renovate which they hope to complete over the next 2 weekends. The bolts have been an issue and it was agreed that up to £100 could be spent on dealing with the bolts which seem to have seized on the benches. The Parish Council thanked Mr Hannah & Cllr Holden for all



their work.

**10.12 Recreation Ground Picnic Benches** – Cllr Holden advised the meeting the 7 tons of shingle ordered was spread over the old petanque pitch by himself Cllr Galloway and some residents, and the 3 picnic benches had been put together by himself and Cllr Ransome, installed and they were in use already. Cllr Holden drew attention to the fact that both the picnic benches and the newly renovated benches should have some form of treatment applied before winter. An amount to be spent on preservative has already been agreed for the benches but not spent.

**10.13 Village Archive** - Cllr Roberts provided more detail to move this forward in a paper produced for the meeting. It was agreed before any expenditure was considered that he would approach the trustees of the Village Hall to ask their views on installing computer equipment which could be used to receive archive material. This equipment would need to be secured to a wall. Cllr Roberts estimated the cost of a computer, scanner, cables etc would be in the region of £200.

#### **10985 Parish Council Matters**

**11.1 Parish Clerk** – Cllr Roberts provided an update and after discussion it was agreed to start the interview process next week. Cllr Galloway was thanked for her work in trying to provide 'cover' whilst the Parish Council has no Clerk. After discussion it was also agreed that as it has not been possible to retrieve the remaining papers from the last Parish Clerk that a solicitors letter would be issued.

#### **11.2 Priorities for 2019/20 –**

- **Carlton Green Defibrillator** – It was agreed that Cllr Holden would submit a paper to the next meeting with the detailed costing he had now obtained (£2,030 +VAT) as this is a high priority. It was agreed that it would be checked with SALC if the funding could come from reserves.

- **Proposed Exhibition** - Cllr Burslem had circulated a paper on the proposed Heritage Exhibition in advance. Cllr Ransome agreed to assist with the event. It was agreed the Parish Council were in favour of this initiative. Cllr Burslem asked that the estimated cost of this event of £189.74 plus hall hire and refreshment be budgeted for in 2020/21.

**11.3 Litter.** Cllr Roberts informed the meeting the Parish council had been thanked by Bin Bag Buddies for the equipment. Cllr Roberts also stated he was waiting delivery of litter picking supplies from Norse.

**11.4 New Oasis Production & Distribution** – Cllr Pulham stated that although he was happy to compile the magazine quarterly as before, he would no longer be involved in production and distribution. The Parish Council agreed after discussion that the magazine should be printed and had obtained quotations from Leiston Press for 500 copies, full colour, 16-page A5 folded format in various styles. It was agreed that although we had a number of costings the exact version agreed was not obtained so a revised quotation was required. This was to be on the basis it would be collated, folded, stapled and delivered to an agreed address in the village the resident of which had agreed to assist in distribution. It would be 130gsm cover and 80gsm inner on silk. The annual cost would be in the region of £850 and it was agreed this expenditure would be checked with SALC for this year and included in the budget for next year. It was agreed Cllr Pulham would email Leiston Press the pdf direct.

#### **11.5 Three Communities Link Project – deferred to October 2019 PC Meeting**

**11.6 Road safety at Lodge Cottage A12 – Resident Enquiry of Highways May 19** -Cllr Galloway provided an update on an issue raised by a resident about the A12. She had received a communication from Highways advising the Parish Council that they have a similar job down the road that required traffic lights so they have agreed to replace the damaged reflective bollards near the resident at the same time. This is not something that Highways normally do, however due to the disruption 2 separate visits could cause on the A12 they will carry out these works at no cost to the Parish Council. The works will be carried out in the next few weeks.

**11.7 Policies- review** – Cllr Galloway advised the meeting a number of the Parish Councils Policies required review. The first brought forward was in respect of Freedom of Information and a draft revised document has been made available to Cllrs in addition to Guidance in advance of the meeting. It was agreed to adopt the updated policy.

#### **10986 Planning Matters**

**12.1 Planning Report** - The Planning Report had been circulated in advance.

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

**Ref. No: DC/19/3196/FUL\*** Use of land for the stationing of 50 No. static holiday caravans; children's play area, recreation space and associated facilities: Carlton Meres Country Park Carlton Lane Kelsale Cum Carlton IP17 2QP (\*application noted at previous meeting as appeared on Planning Portal that day, an extension to be requested)

**Ref. No: DC/19/3430/FUL Construction of Multi Use Games Area (MUGA):** Carlton Meres Country Park Carlton Lane Kelsale Cum Carlton IP17 2QP

It was agreed after much discussion that the Parish Council were unanimously **OPPOSED** to **DC/19/3196/FUL** and **OPPOSED** by majority to **DC/19/3430/FUL** (2 no objection)

**ACTION Cllr Galloway to advise East Suffolk Council of the Parish Councils decision and its reasons as soon as possible.** The basis for the objections is as per the Parish Councils response which is publicly available on the Planning Portal.

**DC/19/3485/TPO** Woodlands 10 Church Close Kelsale Cum Carlton Suffolk IP17 2PA T1 & T2 Sycamores – crown reduce by 30%, reshape and balance. Trees have pronounced lean, one over and outbuilding. T3 Sycamore is dead – Fell

It was agreed this application would be drawn to the Tree Officers attention in case he wanted to make any comments.

#### **10987 Financial Matters**

**13.1 Financial Statement since the August meeting. See Updated Finance Report of 25<sup>th</sup> September**

#### **Village Hall Room Hire Invoices**

The previous meeting was informed that as a result of Village Hall invoices being reviewed there had been a catch up, a further update is that invoice number 1084 for £14 room hire on 19<sup>th</sup> December 2018 has been written off by the Village Hall as a goodwill gesture. It is understood we are now up to date.

## Village Hall Broadband

The following information had been circulated: When broadband was first installed in the Village Hall in 2015 the Village Hall agreed to pay a third. The trustees of the Village Hall based this on an initial figure supplied and have continued to pay £180 towards the cost pa, which is based on the original cost of £46.65 pm. In summary moving matters forward the 2019 costs were as shown in the left-hand column up to September:

	<u>Previously per month</u>		<u>Now per month</u>	
	<u>Exc. VAT</u>	<u>Inc. VAT</u>	<u>Exc. VAT</u>	<u>Inc. VAT</u>
Telephone line	£27.50	£33.00	£11.70	£14.04
Broadband	£55.94	£67.12	£38.00	£45.60
<b>Total</b>	<b><u>£83.44</u></b>	<b><u>£100.12</u></b>	<b><u>£49.70</u></b>	<b><u>£59.64</u></b>

We have now have a 2-year contract as per the figures on the right. That is closer to where we were in 2015. The Village Hall minutes confirm they agreed 1/3 which is being interpreted as a fixed amount of £180. The Parish Council agreed on this occasion to invoice the Village Hall £180 but to state when submitting the invoice, the situation would be reviewed in a years' time to agree a future funding basis.

There has been an issue with the paper billing of the broadband account which meant that 6 months' worth of payments had not been made, this has now been remedied. Paperwork is being prepared for this payment to be changed and collected by Direct Debit in future. This has to be a separate Direct Debit to the telephone line. It was agreed to proceed on this basis.

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

### 13.2 To approve and sign the bank statements

Cllrs were advised that although the August Bank Statement was received and signed there had not been time to prepare a financial reconciliation to be brought to the September meeting.

### 10988 Kelsale Village Centre Enhancement & Conservation Area Group

Cllr Dickerson submitted a report in advance of the meeting. It was agreed that points a. recycling bins (estimate £300) b. waste bins (estimate £100) were to be included in the budget for 2020/21. It was agreed to move forward and understand more about d. electric charging point, and to proceed with e. planting the bank to the car park with wild flowers. The principles of h, i and j were also agreed. C. the cycle rack was discussed and Cllr Burslem agreed to arrange funding of 50% of the cost of installation if it was done by the end of October 2019 with the Parish Council paying the other half. Cllr Revell was going to approach someone to do the work as it was agreed it was a high priority in July. Cllr Roberts informed the meeting he would chase up the contractor engaged to maintain the surface of the car park. It was also agreed the noticeboards needed attention.

### 10989 To Receive Reports from Portfolio Holders and Liaison Representatives

#### A - Liaison with others on behalf of KcC

None

#### A1 - Carlton Meres Liaison (2 – Cllrs Roberts & Pulham)

None

**A2 & A3: Community, Energy & Health (2 – Cllrs Dickerson & Roberts)**

Cllr Dickerson provided a detailed report following on from a meeting he and Cllr Major attended with the Saxmundham Patient Participation Group.

Cllr Roberts has been investigating the Good Neighbour Scheme and it was agreed it would be on the next Agenda. A 2 part questionnaire will need to be created and will need a number of responses (60-80) to make the scheme worthwhile. It will need to be added to NextDoor etc to try and obtain maximum resident participation.

**A4 & A5 Component responsibilities of KcC Biodiversity Group**

Cllr Dickerson provided a detailed report and after discussion will report back to the Group about moles on the Recreation Ground. It was agreed that the leaflets proposed on biodiversity and footpath trails will be costed to be included in the 2010/2021 budget. The Biodiversity Group requested that they give a presentation at the annual Parish Meeting in 2020 rather than an outside speaker. It was agreed to accept the request.

**A6: Kelsale & Yoxford Ward Liaison (2 – Clerk & Cllr Roberts)**

None

**A7: East Suffolk Council (2 – Clerk & Cllr Roberts)**

None

**A8: Suffolk Association of Local Councils (2 – Clerk & Cllr Roberts)**

None

**A9: Saxmundham Town Council (2 – Clerk & Cllr Roberts)**

None

**A10: KcC Schools (1 – Cllr Galloway)**

A meeting has now taken place with the new Head. Attention was drawn to the dilapidated Parish Council noticeboard at the school and we have been asked to remove it as soon as possible as the School is installing a noticeboard the other side of the fence which the Parish Council are welcome to use. Cllr Holden has already examined the noticeboard and agreed to remove it with Mr Hannah. Cllr Ransome has agreed to refurbish it in order that residents can use it in Carlton, near the green. The Parish Council have also been supplied with Parents Evening Dates to engage with parents at the school about Play equipment etc and to see what demand there is for change. Cllr Holden & Cllr Buttle will consider a short questionnaire which may also be put in the next New Oasis.

**A11 Footpaths & Rights of Way (1 – Kenneth Hannah)**

See Public Forum part of meeting

**A12 & A13: Grit & Dog bins (1 – Cllr Roberts)**

None

**A14: Kelsale Village Hall & Centre (1 – Cllr Lumb)**

Cllr Lumb is progressing the risk assessment requirements and had a meeting today with the Trustees. They have agreed to proceed with work to replace the fire alarm system and Cllr Roberts is assisting them by trying to obtain grants.

**A15: Parochial Church Council (1 – Cllr Galloway)**

The churchwarden liaised with Cllr Galloway and asked that the Parish Council (and Mr Hannah) be thanks for refurbishing the bench by the Lych Gate.

**A16: Grant donors & facilitators (1 – Cllr Roberts)**

None

**A17: Suffolk Constabulary (1 – Cllr Lumb)**

None

**B – What only Kelsale cum Carlton Parish Council can do**

**B1: Sizewell (1 – Cllr Galloway)**

The response was submitted.

**B2: East Suffolk Consultations (1 – Cllr Galloway)**

None

**B3: Suffolk County Council Consultations (1 – Cllr Galloway)**

None

**B4: East Suffolk Council Mandatory Planning Consultee All Councillors (Cabinet Responsibility)**

As per Planning Section

**B5: Planning Group (5 – Cllrs Holden, Lumb, Ellis, Pulham & Ransome)**

As per Planning section

**B6: Emergency Planning (2 – Cllrs Roberts & Lumb)**

None

**B7: Trees & Green Spaces (3 – Cllrs Buttle, Holden & Revell)**

**B8: Safeguarding (1) Vacant**

**C – Community Events**

None

**C1: Bonfire Party Team (6 – Cllrs Buttle, Pulham, Revell, Ransome, Holden & Major)**

See main agenda/matters arising

**C2: Christmas Lunch (2 – Cllrs Buttle & Galloway)**

None

**D – Keeping residents informed**

**D1: Parish Newsletter (1 – Cllr Pulham)**

Being compiled please see main agenda items

**D2: Parish Council Website (2 – Clerk & Cllr Galloway)**

None

**D3: Leaflets, bulletins & Noticeboards (2 – Clerk & Cllr Buttle)**

None

**E – Parish Council Initiatives**

**E1: (including A4 & A5) Biodiversity Group (1 – Cllr Dickerson)**

See A4&A5

**E2: Neighbourhood Plan Steering Group (2 – Cllrs Galloway & Buttle)**

None

**E3: Defibrillator Access (1 – Cllr Holden)**

Paper to be bought to next meeting

**E4: Kelsale Village Enhancement & Conservation Area Group (3+ – Cllrs Revell, Dickerson, Ransome, Major, Pulham & Burslem)**

See 10988

**E5: Benches (1 – Kenneth Hannah)**

See 10.1

**E6: Speed Camera (2 – Cllrs Lumb & Roberts)**

None

**10990 Correspondence**

A resident has contacted the Parish Council to ask for playground equipment and resurfacing of the play area in the Recreation Ground in Kelsale to be reviewed. It was agreed that Cllr Roberts would check to see if there was any Cil payment due as due to the high cost of such equipment fundraising would be required.

**10991 Items for consideration for Inclusion on the next agenda**

Provision of Defibrillator in Carlton – Cllr Holden

Parish Clerk recruitment – Cllr Roberts

Three Communities Link Project – Cllr Burslem

Good Neighbour scheme – Cllr Roberts

**10992 To consider excluding the public and press**

No considerations were necessary

**10993 Excluded items**

There were none

**10994 Date of the next meeting**

The next meeting to be held on Wednesday, 30th October 2019 at 7.00pm in the Village Hall committee room.

The Chairman closed the meeting at 9.55 pm

Signed: ..... Chairman      Dated: .....

**Kelsale-cum-Carlton Parish Council**  
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**MINUTES OF THE PARISH COUNCIL MEETING HELD ON WEDNESDAY 30th October 2019  
AT 7:00PM IN KELSALE VILLAGE HALL, COMMITTEE ROOM**

**Present at the meeting:**

Cllr Alan Revell (Chair)	Cllr Ray Ellis
Cllr Edwina Galloway (Vice-Chair)	Cllr Chris Burslem
Cllr Claire Buttle	Cllr Rob Holden
Cllr Susan Major	Cllr Simon Ransome
Cllr John Pulham	Cllr Martin Lumb
Cllr Keith Dickerson	Cllr Tim Roberts

**In attendance:** K Hannah and members of the public

**Welcome by the Chairman.**

**10995 Public Forum**

***Democratic Quarter-Hour/Public Question Time – Residents are invited to give their views and question the Parish Council on issues on this agenda or raise issues for future consideration at the discretion of the Chairman. Members of the public, whilst welcome to attend, may not take part in the meeting itself.***

A member of the public raised issues relating to the site licence and work being undertaken at Carlton Meres Holiday Park. The site licence which has now been obtained shows that the number shall not exceed 363 units. There are 321 units (statics) and 10 pods which brings the total to 331. The application for 50 would take it over 363. There appears to be work already proceeding. This is an agenda item.

**10996 Reports**

**(u) Report by County Cllr Richard Smith** – County Cllr Smith was not present.

- (v) **Report by District Cllr Stephen Burroughes** – District Cllr Burroughes submitted an East Suffolk report which was added to the website as an addendum to the Agenda in advance of the meeting. District Cllr Burroughes offered his assistance in respect of planning discussions related to Carlton Meres Holiday Park.

**The Chair formally opened the meeting at 7.25 pm**

- 10997 To receive apologies for absence** – None  
**10998 To accept apologies for absence** – N/A  
**10999 To record absence without apologies** – None  
**11000 Declarations of Interest** – None.  
**11001 To consider any dispensations** – None.

**11002 To consider the Approval of the draft minutes of the Parish Council meeting held on 25<sup>th</sup> September 2019**

The draft minutes had been circulated and the version now on the website were approved with abstentions from those that did not attend. Proposer: Cllr Pulham  
Seconder Cllr Dickerson.

**11003 Parish Clerk's Report**

There was no Parish Clerks report as we have no Parish Clerk

**11004 Clerk's Report on urgent decisions**

There was no Parish Clerks report on urgent decisions as we have no Parish Clerk

**11005 Matters arising from the Clerk's report**

There were no matters arising from the Parish Clerks report as we have no Parish Clerk

**11006 Matters arising from the Parish Council meeting held on Wed'sday 25<sup>th</sup> September 2019**

**10.1 Pedestrian steps accessing A12:** Mr Hannah advised the meeting the response from Highways was that they had visited the site on 7.8.2019 and they were in serviceable use and no further action was required at this point. **ACTION:** It was agreed Cllr Pulham would visit the steps in addition to the new Parish Clerk writing to Highways to ensure the dissatisfaction with this issue was registered.

**10.2 Carlton Meres Static Caravan status:** A further update was provided by Cllr Pulham in addition to the comments made by members of the public. **ACTION:** It was agreed a meeting to discuss and air concerns would be arranged with Park Holidays (the owners) by Cllrs Pulham, Lumb and Mr Hannah. The new Parish Clerk to be advised of the date.

**10.3 Carlton Meres Supplier Routing & Signage:** Cllr Galloway advised the meeting she had written to Park Holidays as requested at the September meeting and the Parish Council had been circulated with the response. **ACTION:** The HGV sign was still sited incorrectly and it was agreed the new Parish Clerk should formally write a letter as this matter has been discussed in excess of a year now without resolution.

**10.4 Kelsale Main Road & Bridge Street Mobility Scooter Access:** District Cllr Burroughes advised this was a matter for a Highways Budget and should wait from County Councillor Smith to comment at a subsequent meeting. **ACTION:** This is to be progressed in due course by the new Parish Clerk.

**10.5 Verges & cutting – Bio-diversity input:** Cllr Dickerson advised the meeting the Biodiversity Group had a meeting on the 10<sup>th</sup> and will arrange a meeting with Norse

after Christmas. Further work was being done on the best way to proceed for example looking at 'Plantlife' and this will be bought back to the next meeting.

**10.6 Fingerpost 'Quality of Place' application and SCC funding.** Cllrs Roberts advised the meeting the fingerpost had won the Community Category award and the presentation evening will be held on Wednesday 20<sup>th</sup> November at East Suffolk House, Station Road, Melton, Woodbridge, IP12 1RT. The presentations will start at 7pm, there will be a selection of snacks and soft drinks available from 6.30pm. **ACTION:** Cllr Roberts will update SCC how many people will be attending by Friday 1<sup>st</sup> November. There has been a delay in receiving the partial funding from SCC as the application form was sent to a Clerks email address the Parish Council no longer have access to.

**10.7 Beaumont Cottages:** Cllr Lumb advised that posts and parking signs were in place. There was still some parking on the green in the middle, but no complaints had been made.

**10.8 'Horse Riding' signage:** Cllr Holden confirmed completion of the 3 extra signs and advised the meeting the Parish Council had been thanked for the signs by residents.

**10.9 River Fromus (Gull):** Cllr Major advised the meeting that the Environment Agency had agreed to clear the river bank in December and she will ask them for a date in November. **ACTION:** It was agreed as per previous meeting that the contractor engaged to clear some of the nearby overgrown area will be asked to supply an invoice to the Parish Council for payment when the work is complete rather than Cllr Major pay and claim expenses. Cllr Ransome commented that an area near the allotments was also overgrown.

**10.10 Chainsaw Sculptures Badgers/Carlton Green:** Cllrs Holden & Buttle confirmed the new sculptures were all secured in their final places, a local resident was thanked for his help especially as it was purely for community benefit.

**10.11 Bench Maintenance:** Cllr Holden & Mr Hannah informed the meeting the 3 benches discussed at previous meetings had been refurbished and maintenance was ongoing with the remaining benches which required rubbing down and surface treatment.

**10.12 Recreation Ground Picnic Benches:** Cllr Holden confirmed completion but stated they would be temporarily removed for the Bonfire event.

**10.13 Village Archive and the views of the Village Hall:** This item is to be deferred to the November meeting in the light of the points raised by the Village Hall Trustees relating to security of equipment, requirements of other Village Hall hirers and electricity issues. Cllr Roberts to liaise.

**10.14 Village Exhibition:** Cllr Burslem advised the meeting preparation is going well for next year's exhibition.

**10.15 Playground Equipment & resurfacing:** Cllr Roberts is chasing for the information he required on CIL

## **11007 Parish Council Matters**

**11.1.1 Parish Clerk:** Cllr Roberts advised the meeting a new Cilca qualified Parish Clerk has



been appointed and Ms Marie Backhouse will commence service Wednesday 6<sup>th</sup> November at 9am. Ms Backhouse will work 18 hours per week normally being available Monday, Wednesday and part of Friday as Ms Backhouse is also Parish Clerk to Snape (1 years' service) in addition to Orford & Gedgrave (6/7 years' service). **ACTION:** Cllr Roberts is preparing the contract of employment in line with the offer. Cllr Galloway and Ms Flight were both thanked for helping the Parish in the absence of a Parish Clerk for much of this year.

- 11.2 Bonfire** Cllr Buttle advised the meeting that preparations were going well.
- 11.3 Community Partnerships Initiative** Cllr Roberts has agreed to attend the first meeting in November as the Parish Councils representative and will report back at the next meeting.
- 11.4 Carlton Green Defibrillator** Cllr Holden requested this be deferred to November meeting.
- 11.5 Three Communities Link Project** - Cllr Burslem advised the meeting nothing was happening with this initiative. **ACTION:** The Chair advised the meeting he was still hopeful of installing the bike racks, but a car was parked on the area on which they were to be sited and this was delaying the installation.
- 11.6 Policies review** – the updated Equality & Diversity and Health & Safety Policies as supplied by SALC were adopted.
- 11.7 Mature Residents Christmas Lunch 2019:** Cllrs Buttle and Galloway are arranging this event for 13<sup>th</sup> December. Invitations have been delivered by local residents who are thanked for their community spirit. Approx. 30 have been returned so far. This event will be in the Village Hall this year.
- 11.8 Christmas Tree 2019 ACTION:** It was agreed a budget of £120 including VAT was set and that Cllrs Buttle, Holden & Lumb would source, erect and decorate the tree on 11<sup>th</sup> December in advance of the Christmas Lunch on 13<sup>th</sup> December.
- 11.9 Asset List 2019 baseline** Cllr Galloway had circulated in advance a detailed updated/revised Asset List having spent some while checking through historic minutes and ensuring the list included current and historic figures which had previously not been included. The comments on the review received had been dealt with, Cllr Galloway drew attention to the fact she had realised that there was another addition of some maps and these will also need to be added. Cllr Galloway proposed and Cllr Roberts seconded the new asset list including the maps and it was unanimously approved. **ACTION:** The Asset list on Scribe, the website and the Insurance Company will need to be provided with the updated information.
- 11.10 Internal and External Audit Review**  
Cllr Galloway drew attention to the recommendations in the Internal Audit, namely:
  - a. Reference to GDPR to be made in the Councils Risk assessment. Cllr Galloway recommended that the review of the Risk Assessment should be undertaken by the new Parish Clerk as soon as possible.
  - b. A copy of any P60 be maintained in the Audit File as part of year end process. Cllr Galloway has requested that the Parish Clerk to May 2019 provide a copy of her P60 for record keeping purposes.
  - c. The bank balance as at the 31<sup>st</sup> March be used for Bank reconciliation.
  - d. It is a requirement that the external Auditors report be reviewed at a meeting

which is to be recorded in the minutes along with any actions to be taken.  
Cllr Galloway had updated Cllrs with the results of the External Audit and this information had been added to the Noticeboards and the Website for transparency purposes. The Council reviewed the audit comment :The External Audit stated that the smaller authority did not comply with Regulation 15 of the Accounts and Audit Regulations 2015 as it failed to make proper provision during the year 2019/20 for the exercise of public rights, since the approval date was after the start of the period for the exercise of public rights and the period for the exercise of public rights was not correctly disclosed in that it referred to 26 July 2018. As a result, the smaller authority must answer 'No' to Assertion 4 of the Annual Governance Statement for 2019/20 and ensure that it makes proper provision for the exercise of public rights during 2020/21.  
**ACTION:** This point will be drawn to the attention of the new Parish Clerk.

#### **11.11 Remembrance Service Parade 2019**

The Chair advised the meeting he will arrange for the wreath and will be attending the service to lay the wreath on behalf of the Parish Council. All Cllrs are invited to attend (details on website)

#### **11.12 Priority List in preparation for 2019/20 Budget**

**ACTION:** It was agreed that with the appointment of a Parish Clerk we can now start the budget review process for the remainder of 2019/20 and to consider it for 2020/21. We will need to consider the level of the precept for 2020/21 and consider what is a fixed regular cost and what may be viewed as one of projects and whether they can come from reserves. It was agreed all would consider priorities in this light. Figures have already been circulated to all Cllrs to aid this process.

Cllr Ransome advised the meeting he had refurbished the noticeboard removed from outside the school and it had cost approx. £40 albeit there would be cost to installing it at Carlton Green. He suggested that this approach of 'self-help' would be more beneficial to the Parish than paying contractors for some work

#### **11008 Planning Matters**

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

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

None

**ACTION** None

#### **11009 Financial Matters**

**13.1 Financial Statement since the September meeting. See Updated Finance Report of 30<sup>th</sup> October**

**All requests for payment were approved.** Proposer: Cllr Ransome, Seconder: Cllr Pulham

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

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

#### **11010 Kelsale Village Centre Enhancement & Conservation Area Group**

The next meeting will be arranged shortly.

#### **11011 To Receive Reports from Portfolio Holders and Liaison Representatives**

##### **A2 & A3: Community, Energy & Health (2 – Cllrs Dickerson & Roberts)**

Cllr Dickerson advised the meeting that a suggested meeting between the PPG and Park Holidays has been declined.

**ACTION:** Cllr Roberts advised the meeting that he had not received a good response to the Good Neighbour Scheme but will try again via Social Media.

##### **A12 & A13: Grit & Dog bins (1 – Cllr Roberts)**

Cllr Roberts has been in discussions about 2 new grit bins

##### **A14: Kelsale Village Hall & Centre (1 – Cllr Lumb)**

Cllr Lumb is progressing the risk assessment requirements. The funding for the Fire alarm is in progress with one payment received so far.

##### **B – What only Kelsale cum Carlton Parish Council can do**

**B1: Sizewell** - Cllr Dickerson attended an event and circulated comments.

##### **D – Keeping residents informed**

##### **D1: Parish Newsletter (1 – Cllr Pulham)**

The autumn edition has been published and distributed. Contributions for Christmas edition are welcome as are any helpers. Cllr Dickerson has agreed to assist with delivery arrangements.

#### **11012 Correspondence**

A letter has been received by the Parish Council in respect of the bins by the Lychgate and the paving slabs underneath. **ACTION:** This had been passed to the Village Enhancement & Conservation Area Group in order that they may consider if they may be able to make any funded suggestions for improvement.

Cllr Roberts advised he has been in communication with several organisations in respect of a Coach parked near Beaumont Cottages.

#### **11013 Items for consideration for Inclusion on the next agenda**

Budget (Parish Clerk)  
Planning Group (Cllr Pulham)  
Defibrillator in Carlton (Cllr Holden)  
Village Archive (Cllr Roberts)

#### **11014 To consider excluding the public and press**

No considerations were necessary

#### **11015 Excluded items**

There were none

#### **11016 Date of the next meeting**

The next meeting to be held on Wednesday, 27th November 2019 at 7.00pm in the Village Hall committee room.

The Chairman closed the meeting at 9.15 pm

Signed: ..... Chairman      Dated: .....

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

**Present at the meeting:**

Cllr Alan Revell (Chair)	Cllr Tim Roberts
Cllr Edwina Galloway (Vice-Chair)	Cllr Chris Burslem
Cllr Claire Buttle	Cllr Rob Holden
Cllr Susan Major	Cllr Simon Ransome
Cllr John Pulham	
Cllr Keith Dickerson	

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

**Welcome by the Chairman.**

**11017 Public Forum**

*Democratic Quarter-Hour/Public Question Time – Residents are invited to give their views and question the Parish Council on issues on this agenda or raise issues for future consideration at the discretion of the Chairman. Members of the public, whilst welcome to attend, may not take part in the meeting itself.*

A resident handed a written complaint to the Chairman.

A resident left the room at 19.05pm

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

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

**11018 Reports**

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

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

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

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

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

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

**11022 Declarations of Interest** – None.

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

**11024 To consider the Approval of the draft minutes of the Parish Council meeting held on 30<sup>th</sup> October 2019**

The draft minutes had been circulated and the version now on the website were approved with abstentions from those that did not attend. Proposer: Cllr Roberts Seconder Cllr Dickerson.

**11025 Parish Clerk's Report**

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

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

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

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

There were no matters arising from the Parish Clerks report.

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

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

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

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

**ACTION:** Clerk

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

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

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

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

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

**ACTION:** Clerk

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

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

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

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

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

**10.7 Village Archive and the views of the Village Hall:** Cllr Roberts reported that the Village Hall Committee has kindly offered the use of a cupboard to store some archive items. Cllr Burslem reported that during the 1<sup>st</sup> Quarter 2020 he plans to attend

three Wednesday Coffee Mornings, details and information to be confirmed in the New Oasis, with scanning and photographic equipment in the hope that more material may be brought forward by residents for inclusion in the community's developing archive.

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

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

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

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

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

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

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

**County Cllr Smith left at 20.10.**

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

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

**10.16 Internal & External Audit Review:**

**a) Risk Assessment:**

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

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

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

**c) Bank Balance:**

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

**d) Exercise of Public Rights:**

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

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

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

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

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

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

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

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

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

## **11029 Parish Council Matters**

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

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

**11.2 Carlton Green Defibrillator:** Cllr Holden reported that he has produced a breakdown of the costs. Cllr Pulham suggested that it may be worth contacting 5 of the local companies for funding. All Councillors agreed with this.

**ACTION:** Cllr Pulham to draft a letter to the local businesses and to send to the Clerk.

**11.3 Policies Review – Safeguarding:** Cllr Galloway proposed that we adopt the updated Safeguarding policy, this was seconded by Cllr Ransome and agreed by all.

**11.4 Grant Aiding Parish Projects:** Cllr Pulham passed around a booklet relating to Parish Infrastructure Investment Plans (PIIPs) and an Infrastructure items which can be provided or maintained by PC's leaflet. Cllr Pulham explained that when planning permission is granted for a project then that project has to pay CIL money. At the moment the amount of CIL payment is £110 per square metre. On the proposed Ambleside development this could be a considerable sum. Cllr Pulham estimated this could be as much as £75k which would need to be spent within 5 years. Cllr Galloway suggested that the Cllrs read through the Priorities List and bring any ideas to a future PC meeting.

## **11030 Planning Matters**

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

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

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

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

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

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

## **11031 Financial Matters**

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

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

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

The Bank Statement to 30<sup>th</sup> October and a financial reconciliation were brought to the

meeting and approved and signed by the Chair.

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

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

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

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

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

Cllr Dickerson reported that he had attended a PPG meeting; at the meeting it was mentioned that some practices are struggling to recruit new Doctors, about £1000 was spent on advertising but they received no applications for the post. It was suggested that a 'Good Neighbour Scheme' could be extended to include responding to social isolation.

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

#### **D3: Leaflets, bulletins and Noticeboards**

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

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

#### **E1: Biodiversity Group**

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

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

#### **D1: Parish Newsletter**

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

#### **B1: Sizewell**

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

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

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

#### **C2: Christmas Lunch**

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

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

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

Bin bag buddies – cost of equipment (Cllr Roberts)



**11034 Correspondence**

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

**ACTION:** Clerk to arrange payment.

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

No considerations were necessary

**11036 Excluded items**

There were none

**11037 Date of the next meeting**

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

The Chairman closed the meeting at 21.11.

Signed: ..... Chairman Dated: .....

**Kelsale-cum-Carlton Parish Council**  
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**MINUTES OF THE PARISH COUNCIL MEETING HELD ON WEDNESDAY 11th DECEMBER  
2019  
AT 7:00PM IN KELSALE VILLAGE HALL, COMMITTEE ROOM**

**Present at the meeting:**

Cllr Alan Revell (Chair)	Cllr Tim Roberts
Cllr Edwina Galloway (Vice-Chair)	Cllr Chris Burslem
Cllr Claire Buttle	Cllr Rob Holden
Cllr Susan Major	Cllr Simon Ransome
Cllr John Pulham	Cllr Ray Ellis
Cllr Keith Dickerson	

**In attendance:** 5 members of the public.

**Welcome by the Chairman.****11038 Public Forum**

***Democratic Quarter-Hour/Public Question Time – Residents are invited to give their views and question the Parish Council on issues on this agenda or raise issues for future consideration at the discretion of the Chairman. Members of the public, whilst welcome to attend, may not take part in the meeting itself.***

Three members of the public and a resident wanted to discuss a planning application; the other resident wanted to inform the parish Council about 'speed-watch'.

A resident informed the Parish Council that 'speed-watch' was discussed about 2-3

years ago. The Police have been contacted about the speeding vehicles and as a result of this they agreed to monitor the situation. The Police were contacted again and the agreed to place a VAS (Vehicle Activated Speed sign) along the road. The VAS was in place for a total of 5 days, and the data collected revealed that over 50% of the vehicles using the main Carlton Road were over 35mph. 6000 – 7000 cars used that road over the 5 days.

Cllr Revell responded to the comment and stated that the VAS in place had been financed by the Parish Council. The resident was thanked for highlighting this situation, and a way forward was to inform the residents that a 'speed-watch' team was to be considered.

A resident said that a team would need to consist of at least 6 people, if possible, he would also be interested in seeing the data collected from our VAS.

Cllr Ellis suggested that another post is purchased to place the VAS on so that it serves a different area of the village.

Cllr Burslem commented that a speed reviewing team works well for a short period of time, a way to change the look of the road so that drivers are aware of the speed change should be developed.

Cllr Revell responded that the Parish Council will continue to work with the need to slow traffic down in the village.

A member of the public commented that he is the owner of the piece of land where the planning application on Rosemary Lane refers to. It is to be the last house they build and intend to use it as a retirement home for him and his wife which is near to their son whom lives further down the lane. Any questions that are raised they hope to be able to answer.

A resident of Rosemary Lane is concerned that the amount of traffic this building development could create is too much for the lane. The lane has all the water and sewage pipes running under it and these may be damaged by the weight of the lorries. Cllr Revell commented that as a Parish Council it has been agreed over the past 4/5 years to object to more development in Rosemary Lane as it is too small.

A member of the public who was the agent for the planning application in Rosemary Lane confirmed that the issues of concern re the building traffic could be considered when planning the build.

Cllr Revell said that this planning application is to be discussed further, later in the meeting.

A resident of Rosemary Lane was not aware of the planning application as there was no visible site notice. The closing date for comments to ESC is the 27<sup>th</sup> December 2019.

The agent is to contact ESC and ask for the site notice to be placed in a visible position.

### **11039 Reports**

**(y) Report by County Cllr Richard Smith** – County Cllr Smith sent his apologies.

**(z) Report by District Cllr Stephen Burroughes** – District Cllr Burroughes was not present.

**The Chair formally opened the meeting at 19.30.**

**11040 To receive apologies for absence** – Cllr Lumb

**11041 To accept apologies for absence** – Accepted

**11042 To record absence without apologies** – None

**11043 Declarations of Interest** – Cllr Ellis commented that he was the previous owner of the land in Rosemary Lane where the planning application is placed. He is not a relative or has any connection with the present owner.

Cllr Galloway asked Cllr Pulham if he had any contact with either party regarding the

planning application; Cllr Pulham replied that he had no contact or worked for anyone connected with the planning application.

**11044 To consider any dispensations – None.**

**11045 To consider the Approval of the draft minutes of the Parish Council meeting held on 27<sup>th</sup> November 2019**

The draft minutes had been circulated and the version now on the website were approved with abstentions from those that did not attend. Proposer: Cllr Pulham, Seconder Cllr Galloway, Cllr Ellis abstained.

Cllr Dickerson commented that he would like a mention of the meeting with Saxmundham Doctors to be mentioned, (A3) and also the grass cutting in the Churchyard is an annual event not just a one off.

Clerk to make the amendments and to circulate to all Cllrs.

**11046 Parish Clerk's Report**

The Clerk reported that she had contacted the Community Highways Engineer and he had suggested that we place the dropped kerb for the mobility scooter on the online report tool. He commented that the cost for this will be around £2,000. The PC may source funding for this from the ESC and SCC.

**11047 Clerk's Report on urgent decisions**

None

**11048 Matters arising from the Clerk's report**

There were no matters arising from the Parish Clerks report.

**11049 Matters arising from the Parish Council meeting held on Wednesday 27 November 2019**

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

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

**10.2 Carlton Meres Static Caravan status:** Cllr Pulham had contacted the Clerk regarding the letter to Carlton Meres, it was suggested that County Cllr Smith act as an intermediary.

**ACTION:** It was agreed that the letter to Carlton Meres be placed on hold until the response from ESC re the formal complaint had been sorted.

**10.3 Kelsale Main Road & Bridge Street Mobility Scooter Access:** The Clerk had been given an approximate cost for this from the Community Highways Engineer and asked to report this using the online tool. It was agreed that this should be placed on the priority list for the budget.

**ACTION:** Cllr Roberts to research funding possibilities through County Cllr Smith, District Cllr Borrowghes and the Simpson Fund.

**10.4 Fingerpost 'Quality of Place' application and SCC funding.** Cllr Roberts reported that the award should be placed on a railway sleeper or a piece of York stone beside the fingerpost. One quote has been sought and that was £140 + cement etc.

**ACTION:** Cllr Roberts to request another quote for discussion and decision at the next PC meeting in January.

**10.5 River Fromus (Gull):** Cllr Major advised the meeting that the Environment Agency should be attending to clear the river in January.

**ACTION:** Cllr Major to continue to liaise with the EA.

**10.6 Bonfire:** Cllr Buttle commented that the report had been sent to Cllr Pulham for the newsletter.

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

**ACTION:** Cllr Roberts to collect the information for the next meeting.

**10.8 Three Communities Link Project:** Cllr Revell reported that the area has been taped off for the bicycle racks to allow easy access. Cllr Holden volunteered to assist Cllr Revell with completing the bicycle racks.

**ACTION:** Cllr Revell to liaise with Cllr Holden.

**10.9 Internal & External Audit Review:**

**a) Risk Assessment:** The Clerk had circulated a couple of Risk Assessments for approval.

Cllr Pulham proposed that the PC adopts both Risk Assessments, this was seconded by Cllr Roberts and agreed by all.

**b) P60:** The Clerk has a copy of the P60 from E Flight.

**c) Bank Balance:** The Clerk has amended the necessary paperwork.

**d) Exercise of Public Rights:** Clerk to organise this at the appropriate time.

**10.10 Priority List in Preparation for the 2019/20 Budget:** Cllr Revell reported that an updated priority list will be brought to the meeting in January. Individual project owners will be encouraged to source funding, but the PC will consider funding if it cannot be sourced externally.

**ACTION ALL:** Project owners will need to find funding from external sources, and keep the Clerk informed of progress.

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

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

**10.11 Enhancement of the Lychgate Area:** Cllr Ransome reported that currently the bins in the Lychgate area are randomly placed. A suggestion would be to place the bins between the gate and the trees, with a small fence. Cllr Pulham commented that as this area is used for photos, it would be good to have it screened off. Cllr Revell said that alongside the fence and hedgerow would be a suitable place; have you contacted the Church with your suggestion? Cllr Ransome said that he had not contacted the Church, he will work out a cost for the project and place it on the priority list.

**ACTION:** Cllr Ransome to cost the project and inform the Clerk.

**10.12 Carlton Green Defibrillator:** Cllr Pulham reported that as yet he had not contacted the 5 businesses as he was concerned with the GDPR implications of mentioning another business on the letter. It was suggested that crowd funding could be used as a source of funding for the defibrillator. The Poachers Pocket is the likely site for the defibrillator.

**ACTION:** Cllr Pulham and Cllr Holden to consider sources of funding. An offer of a donation was received from a member of the public at the meeting.

**10.13 Good Neighbour Scheme:** Cllr Roberts reported that the Rural Coffee Caravan will be attending the village on a Saturday in January. The leaflets will be arriving for the Xmas lunch.

**ACTION:** Cllr Roberts to write a report for the newsletter regarding the Good Neighbour Scheme.

**10.14 Carlton Community Noticeboard:** Cllr Ransome said that a date to put up the noticeboard would be arranged shortly. The PC will be able to use this noticeboard.

**ACTION:** Cllr Ransome to liaise with Cllr Buttle and Cllr Holden to arrange a convenient date.

**10.15 Sizewell:** Cllr Galloway reported that the joint Parish Council letter had been signed and T Beach had been contacted to inform him of this. Cllr Galloway will be attending a Community Forum next Monday evening.

**10.16 Christmas Lunch:** Cllr Buttle commented that all the preparations were going well. Cllr Roberts said that he would pass the leaflets re Warmer Homes to Cllr Buttle when they arrived.

#### **11050 Parish Council Matters**

**11.1 Bin Bag Buddies:** Cllr Roberts commented that the equipment from Norse for the Bin Bag

Buddies was considered to be a donation to assist them with keeping the village tidy, since then a phone call has been received and an invoice for £96 for the equipment will be sent.

This invoice is for a considerable amount of equipment which would cost much more if sourced elsewhere.

Cllr Roberts proposed that the PC pay for the Bin Bag Buddies equipment, this was seconded

by Cllr Ransome and agreed by all.

**11.2 Village Noticeboard:** Cllr Burslem reported that the telegraph pole near his house is growing litter, there is no community noticeboard in the village centre. Cllr Burslem proposed that the PC considers a noticeboard, although cost is an issue. Cllr Revell suggested that Cllr Burslem prices this project and sends it to the Clerk to be placed on the priority list for consideration.

**ACTION:** Cllr Buttle to email Cllr Burslem some prices for noticeboards. Cllr Burslem to price the project and email the Clerk.

#### **11051 Planning Matters**

**12.1 Planning Report -** The Planning Report had been circulated in advance and there were no changes since circulation. Letters of appeal for Pitfields had been received, the PC had no further comments to make.

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

**DC/19/4641/FUL – Land off Rosemary Lane, Kelsale-cum-Carlton, Suffolk, IP17 2QS.**

Permission requested for the construction of a dwelling and associated matters.

The Clerk reported that this application had been circulated to all the Cllrs and two responses had been received both objecting.

Cllr Pulham reported that the planning group had discussed the application and could find no reason to object. There is a pressure to ESC for more housing. The traffic issues will only be for a short time. The site is not over-looked, and it does not look over another property. Biodiversity issues – the land was unused and covered with brambles.

Cllr Ransome commented that the design statement is a good attempt and making the house fit in with others surrounding it, but it could be moved slightly, and the chimney block is not substantial enough, it could do with being larger. Cllr Holden reported that the Poachers Pocket are concerned about the potential road closure as last time there was building work done, the road was closed for 3 days. This is a loss of takings.

Cllr Revell said it was agreed at a past PC meeting, that the PC would be against any further development of Rosemary Lane. Developments set a precedent for the rest of the Rosemary Lane. The proposed property is much larger than any other in that area. Cllr Galloway said that the PC should be protecting the village as this is more building on the countryside, the PC should support the residents in Rosemary Lane.

Cllr Dickerson commented that there is a physical limits boundary, which should not be dismissed. There are some site allocations given.

Cllr Burslem asked if we should support planning regulations or the residents.

Cllr Buttle asked if the residents had made any comments.

The agent asked if he may speak. He said that residents may write in although a pre-application had been approved. A construction management plan can include the a plan to avoid large vehicles down Rosemary Lane. ESC local plan is in the process of being agreed, it has already been approved by the inspectors, this will set the boundary. If there are houses on either side planning will get approved. People who are not concerned with the planning application do not tend to contact ESC. This site is too small to be a 'called for' site.

Cllr Revell asked for a vote to be taken on this planning application.

Support for the application: 1

Objection to the application: 6

Abstention: 2

Overall decision following the vote was for the Parish Council to object.

Cllr Revell thanked the members of the public for attending.

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

Cllr Pulham said that in April 2018 the amount of £441.96 had been received from a CiL payment.

**ACTION:** Cllr Galloway to contact previous Clerk to see where the CiL money was spent.

#### **11052 Financial Matters**

**13.1 Financial Statement since the November meeting. See Updated Finance Report of 11<sup>th</sup> December.**

**All requests for payment were approved.** Proposer: Cllr Burslem, Seconder: Cllr Galloway.

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

The Bank Statement to 31<sup>st</sup> November and a financial reconciliation were brought to the meeting and approved and signed by the Chair.

#### **11053 To Receive Reports from Portfolio Holders and Liaison Representatives**

##### **E4: Enhancement Group**

Cllr Ransome reported that the group will be meeting after Christmas.

##### **D1: Parish Newsletter**

Cllr Pulham informed the Council that the draft copy of the newsletter was available for people to read. Other items for the newsletter included: The Remembrance Service; Xmas Lunch; Speed-watch. Cllr Pulham asked if there was a volunteer whom may assist him with the diary page.

#### **11054 Items for consideration for Inclusion on the next agenda**

Priority list – items to be sent to the Clerk in advance of the meeting.

#### **11055 Correspondence**

A booklet had been received from the East Anglian North one and two windfarms, should anyone wish to take them for a read.

#### **11056 To consider excluding the public and press**

No considerations were necessary

#### **11057 Excluded items**

There were none

**11058 Date of the next meeting**

The next meeting to be held on Wednesday, 29th January 2019 at 7.00pm in the Village Hall Committee room.

The Chairman closed the meeting at 21.00.

Signed: ..... Chairman

Dated: ..