

Kelsale-cum-Carlton Parish Council
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MINUTES OF THE PARISH COUNCIL MEETING HELD ON WEDNESDAY 31ST JANUARY 2018 AT
7:00PM IN KELSALE VILLAGE HALL, COMMITTEE ROOM

Present: Cllr John Pulham (Vice Chairman)
Cllr Edwina Galloway
Cllr David Baker
Cllr Keith Dickerson
Cllr Tim Roberts
Cllr Susan Major
Cllr Claire Buttle
Cllr Ray Ellis
Cllr Martin Lumb

In attendance: District Cllr Fisher. There were five members of the public present.

In the absence of the Chairman it was agreed that Cllr Pulham (Vice Chairman) would chair this meeting

Welcome by the Vice Chairman

10560. Public Forum

A local resident from Rendham Rd raised concerns regarding the amount of litter within the Rendham Rd area. He stated he was aware that a litter collector was paid monthly and offered to carry out these duties for the same cost on this side of the A12. Cllr Roberts offered advice and suggested a community volunteer litter pick could be carried out. The Vice Chairman stated this gentleman could possibly be appointed as litter collector for this side of the A12. It was agreed this matter would be an agenda item at the February Parish Council meeting.

A member of the public raised concerns regarding Carlton Meres signage on the Rendham to Peasenhall Rd and stated this road was not suitable for this sign. It was agreed the Clerk would report this matter to SC Highways. **Action 10560.1 – Clerk to report sign to SC Highways.**

A local resident reported on matters relating to planning recently dealt with by the Parish Council. He gave details of a publication in which he wished to solely produce monthly being The Kelsale Thunderer. The member of the public circulated a copy of the proposed January edition.

A member of the public raised concerns regarding matters relating to the current Parish Council website. It was agreed the Clerk would look into this matter. **Action 10560.2 – Clerk to look into matters relating to the website.**

4 members of the public raised concerns regarding the recent development taking place at Carlton Meres Country Park. The Vice Chairman and Clerk provided clarification and Cllr Roberts stated he felt this was a licensing matter and SCDC Licensing Dept should be made to take action. It was agreed the Clerk, Cllr Major and Cllr Roberts would look into compiling a letter to Dr Therese Coffey, MP. **Action 10560.3: Clerk, Cllrs Major and Roberts to compile letter to Dr Coffey, MP in respect of planning breaches at Carlton Meres Country Park.**

The Vice Chairman thanked the members of the public for their comments and stated they were not able to vote but were welcome to contribute to the meeting.

10561. Reports

(a) Report by County Cllr Richard Smith

County Cllr Smith was not present. No written report had been received.

(b) Report by District Cllr John Fisher

District Cllr Fisher urged the Parish Council to definitely raise any concerns regarding Carlton Meres Country Park to SCDC. He reported that now SCDC had just recently approved the 2000 new homes at Adastral Park this should now take of the pressure of having to find a 5-year land supply. Finally, District Fisher provided information regarding the proposed charges for the emptying of the brown bins. The Vice Chairman thanked District Cllr Fisher for his report.

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(c) Report by District Cllr Philip Dunnett

District Cllr Dunnett had sent his apologies. No written report had been received.

The Vice Chairman formally opened the meeting at 8:00pm

10562. To receive apologies for absence

Apologies were accepted from Cllrs Revell (Chairman), Taylor and Burslem.

10563. Declarations of Interest

Cllr Baker declared a Pecuniary Interest in SCDC's Consultation regarding the potential sites for development in respect of site 458.

Cllr Ellis declared a Pecuniary Interest in SCDC's Consultation regarding the potential sites for development in respect of site 450.

a) To consider any dispensations

None received.

10564. To consider the Approval of the draft minutes of the Parish Council meeting held on Wednesday 13th

December 2017

The draft minutes of the Parish Council meeting held on Wednesday 13th December 2017 had been circulated

to all Councillors prior to the meeting. These were **Unanimously Proposed for Approval, 2 Abstentions.** The

minutes were duly signed by the Vice Chairman as a true record.

10565. Parish Clerk's Report

The Clerk reported she had received correspondence from SCDC stating that Planning Application DC/17/5077 - Pitfield, Bridge St, Kelsale was going to be referred to SCDC's Planning Committee for the

decision to be made in respect of this application as the Case Officer was minded to Refuse.

In Cllr Burslem's absence the Clerk raised concerns regarding the progress and time it was taking for the new

Parish Council website to be implemented.

10566 Matters arising from the Clerk's report

The Parish Council agreed the Clerk should respond to SCDC in order to request that Planning Application DC/17/5077 should be considered by SCDC's Planning Committee and it was **Unanimously Agreed** it would be beneficial if this property was lived in all year round.

In light of Cllr Burslem's comments read by the Clerk in respect of the Parish Council website Cllr Galloway reported the new website was progressing very well to which she provided details. Cllr Dickerson requested if possible there could be a page for the Bio-Diversity Working Group within the new website.

10567. Matters arising from the Parish Council meeting held on Wednesday 13th December 2017 and to Update

the Action List

The Action List was updated accordingly.

Cllr Buttle and District Cllr Fisher provided an update regarding the tree sculptures that were to be

sited within the Recreation Ground. Cllr Buttle advised she had applied to Adnams for some funding to cover some costs towards this project to which gave details. District Cllr Fisher also provided additional information regarding funding for the project. It was agreed the Clerk should write a thank you letter to SAVVY. **Action 10567.1 – Clerk to compile thank you letter to SAVVY.** It was also suggested that the Clerk should write a thank you letter to Mr Pritchard-Barrett in order to thank him for his services provided in respect of this project. Cllr Baker reported the footpath from Dorleys Corner was still in a very bad condition. **Action 10567.2 – Clerk to write to SC Highways and request that this footpath including the skirting is cleared.** Cllr Buttle suggested a banner could be ordered from Leiston Press in order to advertise the Neighbourhood Plan Open Weekend/Village Exhibition. There were **No Objections** to this request and it was agreed Cllr Buttle would circulate the proposed wording to be put on the banner to all Councillors. **Action 10567.3 – Cllr Buttle to circulate wording for banner and order from Leiston Press.**

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10568. Parish Council Matters

7.1 – Clerk’s Resignation – To agree the necessary steps to be undertaken

Further to the Clerk’s recent resignation she advised her notice period would cease on 31.3.18. It was agreed the vacancy notice should be advertised on both SALC’s, LCPAS’s and the Parish Council’s websites. It was also agreed a recruitment sub Working Group consisting of Cllrs Revell, Roberts, Dickerson, Galloway and Pulham would be formed to take this matter forward. **Action 10568.1 – Clerk to compile vacancy notice and circulate to sub Working Group members for comment.**

7.2 – To carry out a review of the Parish Council’s Planning Group process/procedure/training and to agree the way forward

The Clerk gave details regarding the pros and cons in respect of Planning Groups and Planning Committees. Cllr Roberts gave details regarding a draft planning policy in which he had compiled. Cllr Pulham suggested the Planning Group should remain as a Group but any applications that appeared to be controversial should be considered at a formal meeting of the planning group. Cllr Ellis stated that in his view it had already been agreed that when a contentious application was received the Clerk would notify all Councillors to view the application and comment as necessary. A member of the public suggested each member of the Planning Group could have a local area allocated to them. This was generally thought to be a good idea. It was agreed the Planning Policy compiled by Cllr Roberts once amended should be circulated to Jayne Cole at LCPAS and Stephen Brown at SCDC in order for this to be Adopted at the February Parish Council meeting. A member of the public suggested that when this document had been Approved it needed to be advertised to which it was agreed a Parish Council Policy Page would form part of the new website.

7.3 – Annual Parish Meeting – Speaker to be agreed

Cllr Galloway suggested that Shawsgate Vineyard could be asked to be the guest speaker. There were **No Objections** to this suggestion and it was agreed Cllr Galloway would provide the Clerk with their contact details. **Action 10568.2 – Cllr Galloway to provide the Clerk with Shawsgate Vineyard contact details.**

It was also suggested that David Edgerly could be asked to speak in respect of this matter.

7.4 - Proposed improvements to car parking at Kelsale Primary School

It was agreed this item would be deferred until the February Parish Council meeting. Cllr Lumb gave details regarding possible additional parking that could be made available within Beaumont Cottages.

7.5 – To appoint a Footpaths Officer

It was agreed this matter would be deferred to the February Parish Council meeting. Cllr Lumb volunteered to assist in this role along with the member of the public whom lived on Rendham Road and had also showed interest in litter picking in Carlton.

7.6 – Condition of road signs within the Parish

The Vice Chairman reported that many road signs within the Parish were not in very good condition. He suggested these should be redone in the same font as the road sign at West View. It was agreed the Clerk would raise this matter with David Chenery, SC Highways. It was also suggested this matter could be raised at the Annual Parish Meeting. **Action 10568.3 – Clerk to contact SC Highways regarding condition of road signs.**

7.7 – New Oasis Distribution Portfolio Holder

The Vice Chairman confirmed that Cllr Major had now resigned from this role and reported that he was willing to also take on this role. **Action 10568.4 – Clerk to amend list of Portfolio Holders.**

10569. Planning Matters

(See separate Planning Appendix)

The Vice Chairman gave details regarding applications received and decisions made by SCDC since the last meeting.

A member of the public raised concerns regarding the recent application for Carlton Green Farm and stated this proposal was in fact not within the curtilage of Carlton Green Farm to which he gave details and to which it was agreed the Case Officer at SCDC should be made aware. Concerns were also raised that no notice in respect of this application had been sited at the proposed site.

10570. Financial Matters

(a) Financial Statement since last meeting

Income/Receipts

Nil

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Expenditure: (Direct Debits/Standing Orders)

BT (Monthly line rental)	£ 28.44
Jo Jones Salary	£ 514.55
Nest (Jo Jones Pension) (2 months)	£ 54.00

Bank Balances:

Current Account as at 31 st December 2017	£11,403.07
Business Saver Account as at 31 st December 2017	£12,051.50

(b) Payments made since the last meeting:-

None

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

Jo Jones Expenses	£ 52.96
Patrick Norman Wages (Litter Collector)	£ 85.00
HMRC (Jo Jones)	£ 128.40
Cllr Galloway (Replacement Bulb – telephone kiosk)	£ 11.98
Anne Brown (SNIPS Competition Winner)	£ 5.00
Keith & Jill Watson (SNIPS Competition Winner)	£ 5.00
Kelsale Village Hall (Hall Hire)	£ 12.00
TOTAL	£ 300.34

Approval for the above payments was **Unanimous**.

Cllr Lumb left the meeting

(d) To carry out a review of the Standing Orders & Financial Regulations

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

There was a brief discussion regarding reports provided from various groups and Portfolio Holders at each meeting. It was suggested these reports could be circulated to all Councillors prior to each meeting and attached as an appendix to the minutes.

10571. To receive a report from the Village Centre Enhancement Group

Cllr Dickerson reported the clothing bank had now been sited and the Chairman had ordered the cycle racks.

10572. Neighbourhood Plan Steering Group – To receive an update

The Clerk reported an Open Meeting/Village Exhibition was going to be held on Saturday 12th/Sunday 13th May 2018 to which she provided details. She confirmed each of the Working Groups had been asked to compile a list of up to six questions to be asked within a questionnaire which would go out to members of the community.

10573. To Receive Reports from Portfolio Holders and Liaison Representatives

Bio Diversity Working Group

Cllr Dickerson gave details regarding the recent meeting held. He stated there would be two articles to be included within the next edition of the New Oasis.

Cllr Buttle gave details regarding a work party to be held on Monday 5th February 2018 at 10am on the

Recreation Ground. She advised the aim was to clear a pathway through the wooded area and cover it with wood chip which is in a pile by the main gate.

Power 4 KCC

Cllr Roberts confirmed Power 4 KCC's AGM would be held prior to the APM.

Emergency Officer

Cllr Roberts gave details regarding Energy Grants available and recommended a Portfolio Holder should be implemented for this area.

Parish Council Website

It was agreed that Cllr Galloway would ask Melbek to supply a separate e-mail addresses for all councillors. **Approved Unanimously**. Cllr Ellis suggested all e-mails could be sent to all councillors in order for them to comment if they wish or file away. **Action 10573 – Cllr Galloway to request separate e-mail addresses.**

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Tree Liaison Officer

Cllr Buttle advised the application to fell the damaged trees within the Recreation Ground had been **Granted** by SCDC. She confirmed that Paul Bush would now be asked to complete the work and any remaining wood would be made available for members of the community. Cllr Buttle suggested ideas for replacement trees including costings and it was **Unanimously Approved** these trees should be replaced, as suggested.

Vehicle Activated Speed Sign

Cllr Baker stated to set up a spreadsheet with the data recorded he would need to purchase MS Excel. Cllr Roberts volunteered to provide Cllr Baker with an Excel package.

10574. Correspondence

(a) To consider correspondence received from the Forget Me Not Club

The Clerk gave details regarding the correspondence received requesting the Parish Council to consider giving a donation from the Bonfire Proceeds for £150.00. This donation was **Unanimously Approved**.

10575. Any Other Matters Arising (For information only)

There were none.

10576. Date of the next meeting

The next meeting of Kelsale-cum-Carlton Parish Council will be held on Wednesday 28th February 2018 at 7:00pm.

There being no further discussion the Vice Chairman thanked the Parish Council for their attendance and formally closed the meeting at 9.30pm

Signed: Chairman

Dated:

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Planning Appendix (31st January 2018)

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

Planning Ref: DC/18/0215/PN3

Address: Carlton Green Farm, Rendham Road, Kelsale-cum-Carlton

Proposal: Prior notification for a Proposed Change of Use of agricultural building to a dwelling house.

This application is currently being circulated amongst the Planning Group.

Planning Ref: DC/18/0106/FUL

Address: Red House Farm, East Green Road, Kelsale-cum-Carlton

Proposal: Erection of single storey rear extension (5.2m High)

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

Planning Ref: DC/17/5402/FUL

Address: Homeleigh, Bridge St, Kelsale

Proposal: Single storey porch extension (to include WC)

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

Planning Ref: DC/17/5077/FUL

Address: Pitfield, Bridge St, Kelsale

Proposal: Change of use from holiday let to 1 x 3 bedroom dwelling (C3 use)

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

Planning Ref: DC/17/5282/FUL

Address: Hillview Cottage, Curlew Green, Kelsale

Proposal: For the removal of an existing flat roof extension (rear elevation) and dilapidated porch (side extension) and for the re-instatement of a wider porch to the side of the property and construction of a new single storey flat roof extension and two storey extension (rear elevation) to facilitate a new kitchen and living area with bedroom above. (Associated internal works).

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

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

Planning Ref: DC/17/2648/ARM

Address: Part land North of Kelvin, Rosemary Lane, Kelsale

Proposal: Approval of Reserved Matters on application DC/14/2648/OUT -

Outline Planning Application for 2 no dwellings - Submitting site layout, building plans, tree plan and elevations to gain approval for access, appearance, landscaping, layout and scale.

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

Planning Ref: DC/17/2649/ARM

Address: Address: Part land North of Kelvin, Rosemary Lane, Kelsale

Proposal: Approval of Reserved Matters of DC/15/2683/OUT -

Outline planning application for two further dwellings (submitting site plan, elevations, floor plan and tree plan to seek approval for access, appearance, landscaping, layout, scale)

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

Planning Ref: DC/17/4850/FUL

Address: Ashgrove Farm, Rendham Road, Kelsale-cum-Carlton

Proposal: Request to change the head unit (hub and blades) of the existing 5kW HY5 wind turbine at Ashgrove Farm with equivalent Britwind R9000 5kW wind turbine components.

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

Planning Ref: DC/17/4531/PN3

Address: Barn at East Green Farm, East Green Road, Kelsale

Proposal: Conversion of southern two thirds of the building to form 3 dwellings.

3 members out of 4 were **in Favour** of this application and 1 remained **Neutral**. No decision has been made by SCDC, to date. This application was **Granted** under Permitted Development Rights.

Planning Ref: DC/17/4741/FUL

Address: Barn End, Ash Grove Farm, Rendham Rd, Carlton

Proposal: Internal renovation and single storey extension to existing dwelling.

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

Planning Application: DC/14/1728/CLE

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

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

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

Kelsale-cum-Carlton Parish Council

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**MINUTES OF THE PARISH COUNCIL MEETING HELD ON WEDNESDAY 28th FEBRUARY 2018
AT 7:00PM IN KELSALE VILLAGE HALL, COMMITTEE ROOM**

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

In attendance: District Cllrs J Fisher and P Dunnett. There were six members of the public present.

Welcome by the Chairman

10577. Public Forum

Mr Ken Hannah, a local resident from Rendham Rd, had mentioned his willingness to collect litter from the part of the parish lying to the west of the main A12 by-pass. He had already made his first collection of litter which was substantial. He confirmed that he would not need to be remunerated, but he would like some official recognition so that he would be covered by the Council's insurance arrangements. This was **Unanimously Agreed**, and he was advised from where to obtain any necessary bags and pick-ups for his purpose.

A member of the public repeated further concerns about the amount of traffic using the Rendham Road to access Carlton Meres, some of which was heavy traffic. It was agreed further steps would be taken to contact SC Highways to erect appropriate signage but it would be difficult to prevent private cars from driving along that road.

The Planning Group had invited East Green Residents to attend the meeting that night to hear the Planning Policy & Procedure circulated and the debate. Mrs MacKinnon outlined some of residents' concerns in respect of the recent East Green Planning Application. Cllr Ellis also raised questions about the

infrastructural issues, specifically including increase in traffic, lack of mains drainage, precedent for future development in agricultural land and the 2 miles of single track road with no structured passing spaces. Mrs MacKinnon asked who the Parish Council represented. A resident from East Green

continued the same enquiries that had been dealt with in previous meetings about why the Planning Group took no notice of the residents' wishes to oppose the planning application at East Green Farm. Cllr Pulham replied indicating that the matter of support or opposition was not a simple question of an opinion, but was a technical issue dependent upon planning grounds, and if there were none it would not be correct or even realistic to seek to oppose the application.

A member of the public raised concerns regarding matters relating to the current Parish Council website. The person was reminded that the website was still a matter of "work in progress" following years of neglect, but it should be completed shortly.

Members of the public raised concerns regarding the recent development taking place at Carlton Meres Country Park. The Chairman and Vice Chairman indicated they felt this was a licensing matter and SCDC Licensing Dept should be asked to take action. It was agreed the Clerk, Cllr Major, Cllr Roberts and Cllr Pulham would draft letters to Dr Therese Coffey, MP as well as to SCDC Licensing and Planning departments but that this should also be discussed in greater detail as it was an Agenda item.

The Chairman thanked the members of the public for their comments and stated they were not able to vote but were welcome to contribute to the meeting.

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10578. Reports

(a) Report by County Cllr Richard Smith

County Cllr Smith was not present. No written report had been received.

(b) Report by District Cllr Philip Dunnett

District Cllr Dunnett raised a query about an email which had been circulating following the recent fire which partly destroyed Saxmundham station. It was felt the email may have come close to identifying the suspected culprits of what was believed to be an arson attack. Cllr Dunnett felt these premature comments might hamper proper investigation, that all persons are innocent until proven guilty, and accordingly such emails should not happen in future. Specifically, whilst such emails should probably not be encouraged, there is the enduring right of 'Freedom of speech'. Consequently, unless a Councillor has the express permission of their Council to express an opinion on behalf of the whole Council, then they are acting outside of permissible actions and should respect the responsibilities being a Councillor brings with it. Namely, not to express an opinion that may be their own personal one and then by direct reference, connect it with their Council or the role that they may have on the Council.

(c) Report by District Cllr John Fisher

District Cllr Fisher reported on the merger of Suffolk Coastal with Waveney Council, into East Suffolk DC, and outlined the changes that might be needed to the structure of Electoral wards. The merger will take effect in April. The new electorate will comprise 202,037 members and on that basis:

- **2023** forecast of 202,037 electorate – represented by a total of 55 Councillors (a ratio of 3,673:1)
- **2023** forecast of 864 electors in Kelsale-cum-Carlton which will likely be 1 of 9 Parishes in a Councillors remit

Further, in answer to a question to Councillors Fisher & Dunnett by Councillor Burslem regarding Carlton Meres, they agreed to have a discussion with the Planning department and report back.

The Chairman formally opened the meeting at 8:00pm

10579. To receive apologies for absence

Apologies were accepted from Cllr Carolyn Taylor & Jo Peters (Parish Clerk).

10580. Declarations of Interest

Cllr Ellis declared a Pecuniary Interest in matters concerning development and Carlton Meres as he has submitted an application for static caravans on his site off Rosemary Lane.

a) To consider any dispensations

None received.

10581. To consider the Approval of the draft minutes of the Parish Council meeting held on Wednesday 31st January 2018

The draft minutes of the Parish Council meeting held on Wednesday 31st January 2018 had been circulated

to all Councillors prior to the meeting. These were **Unanimously Proposed for Approval**. The minutes were duly signed by the Chairman as a true record.

10582. Parish Clerk's Report

In the absence of the Clerk due to impassable heavy snowfall, the Clerks report was deferred until the next meeting.

10583. Matters arising from the Clerk's report

Not Applicable

10584. Matters arising from the Parish Council meeting held on Wednesday 31st January 2018 and to Update the Action List

Clerk's Vacancy - It was reported that two applications had been received for the position and steps would be taken to advertise the vacancy more widely. The closing date is 9th March 2018. Cllr Galloway had proposed previously 'Competency Based Interviews' which would be adopted. It was acknowledged that Parish Clerk Training costs must be allocated in 2018-19 Budget, and that it would be wise to explore the 'interim' Parish Clerk capability advertised on Jayne Cole website. Action: Chairman & Vice Chairman to discuss with Parish Clerk a structured handover to successful applicant. Cllr Roberts advised he was seeking an 'Activity Calendar' from the Clerk.

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A question arose about the Parish Council re-joining SALC and it was agreed that if the cost was less than £500 per annum, the Parish Council should re-join. This would be in addition to membership of LCPAS.

It was reported that Shawsgate Vineyard were not available to speak at the APM. Cllr Galloway suggested Raw Milk Farm in Bungay, Cllr Roberts suggested David Edgerley or William Kendall. It was agreed Cllrs Roberts, Dickerson & Galloway to resolve speaker issue & report back.

Cllr Buttle provided an update regarding the tree sculptures that were to be sited within the Recreation Ground.

Agenda:

Item 7.2 – Planning Procedure

Cllr Roberts introduced the pre-circulated (and current modified) version of the planning procedures and acknowledged they were derived from those adopted by another Parish Council. The Planning Procedures had been in front of the Parish Clerk, SALC & Jayne Cole for a 'sanity check' and to ensure they were workable for the Parish Council.

After a wide-ranging discussion Cllr Pulham stated he had reservations that the whole council was reserving for consideration only the larger complicated applications, to be voted on in plenary sessions, despite the fact that the larger council would probably not have undertaken site visits, interviews or training. It was nevertheless **Unanimously Agreed** that a trial period of six months could take place.

In response several Councillors made comments supportive of Full Council consideration of some Planning Applications (as proposed), citing “responsibilities to residents” Cllr Galloway & Cllr Dickerson, outlined their view that it was “Cabinet Responsibility” and “the role of the Parish Council was to represent residents”

Before the proposal & vote, Councillor Dunnett made the point that East Suffolk is **the Planning Authority** and is solely responsible for making the decision.

Further, in answer to a question as to how the decisions were agreed he added that **if as a result of quantitative and/or qualitative comments from a Parish Council an application is ‘referred to Committee’ then it is essential that the Parish Council turn up.**

Item 7.3 Car Parking at Kelsale Primary School

In the absence of any action since the loss of County Cllr Gower, Cllr Pulham, proposed that Cllrs Galloway, Pulham & Taylor meet to discuss the problem of parking outside the school as it was still unresolved.

Item 7.4 – Footpaths Officer

It was agreed after an initial discussion in the Public Forum that Ken Hannah should be appointed as Footpaths Officer. See above. (Public Forum). Ken Hannah may be contacted at kenlhannah@gmail.com.

Item 7.5 – To adopt a Formal Complaints Policy

It was agreed the Complaints Policy should be deferred to the next meeting when the Parish Clerk would be there to present the agenda item.

Item 7.6 – Parish Council Website

Cllr Galloway presented 2 papers, one providing an update on the website and the other regarding email addresses. The proposals as submitted were **Unanimously Approved**. Future email correspondence will be via Gmail once established.

Item 8.1 - Carlton Meres Development

Councillor Major presented a paper which reported the concern of the GP Practice in Saxmundham and the strain to the practice due to the amount of treatment they provide to residents from the caravan park where currently 56 residents are registered with them. Where care and treatment is needed by unregistered residents from the park NO REIMBURSEMENT is received by the practice and time and care is subsequently reduced for Kelsale (& other local) residents as a consequence of limited resources. With no mail now being delivered to residents at the site the Practice also has real problems with contacting, when necessary, residents on the park.

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It is also believed that to comply with regulations, residents in the caravans need only be away for two weeks to be deemed ‘holiday makers’ thus NOT NEEDING TO PAY ANY COUNCIL TAX.

The park has stated it has plans to extend to create a total of 700 lodges/caravans which would be an increase of 150. Cllr Pulham informed the meeting that he had reviewed all the documents, 43 years ago a Certificate of Lawfulness was issued and only one issue is enforceable which is the double decker. There are no occupancy restrictions except for zone 6 where Jan-Mar is limited. Cllr Pulham stated that his firm was acting for a resident of Carlton Meres so had background he could provide on the way lodges were sold.

It was noted that Rendham Rd residents had asserted that:

a) Carlton Meres have put up their own ‘brown tourist route style’ direction sign at the northern end of Rendham Rd taking traffic the ‘wrong way.’ into Carlton Meres, including cement mixers and static

caravans of trailers.

b) Carlton Meres have also removed other signage from the northern end of Rendham Rd regarding access restrictions.

IT WAS AGREED, after discussion, that the Parish Council should write to the local MP Therese Coffey – Sec. of State for the Environment and also to SCDC expressing concern and requesting the matter be dealt with - to remedy this difficulty for the Medical Practice and the injustice to the residents of Kelsale and Carlton.

Item 9 – Financial Matters

All financial matters expect the Asset Register which was deferred until the next meeting were **Unanimously Approved**. It was agreed the Parish Council would contribute 50% of the cost of the annual insurance for the Village Hall & Centre subject to them obtaining comparative quotes.

Item 10 – Report from Village Centre Enhancement Group

A discussion took place about siting the bike rack in the Low Rd car park. It was agreed this would be positioned on the left as you enter the car park.

Item 11 - NPSG

Nothing to report.

Item 12 – Portfolio Holder reports

A new Portfolio was suggested and Approved to look after Community Energy Matters and Health by Cllr Roberts & Cllr Dickerson who will draft a Portfolio Description and circulate for comments prior to the next meeting.

Cllr Roberts raised the opportunity for the Parish Council and other community groups to utilise the EDF Social Volunteering initiative. Councillors were asked to think creatively and consult widely about initiatives/work that might be suitable in; the Parish Council, the Parish Church Council & the Village Hall & Centre Trust remits and forward ideas to Cllr Roberts. Cllr Roberts to check who insures the volunteers

Cllr Baker advised that Speed Camera data was still unavailable due to the lack of a Microsoft Excel Licence

Action: Cllr Roberts to liaise.

Cllr Pulham advised that the New Oasis would be published in 3 weeks.

Date of next meeting

The next meeting will take place on Wednesday 28th March at 7:00pm.

The Chairman thanked all present for their attendance and closed the meeting at 9:15pm

Signed.....Chairman
2018

Dated

Kelsale-cum-Carlton Parish Council
31 Kings Road, Leiston, Suffolk, IP16 4DA,
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(Draft)

MINUTES OF THE PARISH COUNCIL MEETING HELD ON WEDNESDAY 28th March 2018 AT 7:00PM IN KELSEA VILLAGE HALL, COMMITTEE ROOM

Present	Cllr Alan Revel (Chairman)	Cllr Ray Ellis
	Cllr Edwina Galloway	Cllr Tim Roberts
	Cllr David Baker	Cllr Chris Burlsem
	Cllr Claire Buttle	Cllr John Pulham
	Cllr Keith Dickerson	Cllr Carolyn Taylor
	Cllr Lumb not present Cllr Major not present	

In attendance: Julia Catterwell (SCDC), Stephen Brown (SCDC), Anthony Taylor (SCDC) Gillian Benjamin(SCDC), County Cllr Richard Smith, District Cllrs Fisher & Dunnett.

There were six members of the public present.

Welcome by the Chairman

10585. Designated Public Place Orders (DPPOs) in Kelsale

The Chairman welcomed Julia Catterwell from SCDC to the meeting. Julia Catterwell explained that Kelsale is one of 10 areas with existing DPPOs in the Suffolk Coastal area. DPPOs cover areas where no alcohol is allowed to be consumed by members of the public. These orders currently exist in Kelsale Churchyard, bus shelters, Recreation Ground, Car Park, Carlton Green and the village centre. Julia explained that these orders are now under review as the requirement to have a DPPO has changed. Evidence of need will now be required. If it is deemed that a DPPO is required there will be a cost implication and Julia provided details of the cost options. She confirmed that a consultation will be carried out. It was agreed that this matter would be included as an agenda item at the June Parish Council meeting. The Chairman thanked Julia for her contribution. **Action: Clerk to add DPPOs - Kelsale as an agenda item for the June Parish Council meeting.**

10586. Development Process for Creating a Neighbourhood Plan

Stephen Brown, Anthony Taylor and Gillian Benjamin were all welcomed by the Chairman. Stephen provided information of how a Neighbourhood Plan relates to SCDC's Local Plan. He provided details of a review of the Local Plan which will take place in the summer and result in an update of existing policies affecting Neighbourhood Plans. He explained that it is unlikely that the existing designated areas will change. The Local Plan consultation will also cover private landlord information which was submitted under the call out for sites in 2017. He explained how sustainability checks will be carried out and confirmed that this information would be available during the summer 2018. He highlighted the importance of setting up a robust, clear and transparent framework for assessing sites and stressed the need for flexibility. Cllr Dickerson raised concerns regarding the increase in the number of new homes proposed for the parish over the past few years. In response, Stephen stated that he thought that low density housing would better suit Kelsale-cum-Carlton. Cllr Burslem raised the question of the inclusion of affordable housing in planning. He stated that if a policy could be implemented by SCDC in respect of enforcing affordable housing going forward it would solve the problem of developers ignoring this need. Cllr Galloway asked would the emerging NP only have any meaningful weight once it has been Adopted to which Stephen provided clarification. Cllr Pulham and the Chairman asked for clarification regarding applications which go to appeal. He also raised concerns about the Planning Inspectorate. Stephen explained that the Planning Inspectorate have in the past been using lack of supply of land as an excuse but that now more land has been made available, this should prove beneficial in the future. A member of the public raised concerns regarding the lack of local medical infrastructure not being taken into consideration regarding planning applications. Stephen stated that SCDC did take any evidence provided regarding future infrastructure into consideration when making decisions. There was then a brief discussion regarding the status of the Kelsale-cum-Carlton Neighbourhood Plan and

whether it should be a Complex plan or not. This decision is pertinent to how much funding the NP would receive. Gillian suggested that a path that could be taken would be to include extra business needs and provided details of how this could be done. The Clerk asked Stephen for clarification regarding plot 570. He was unable to answer the question as he was not aware of this transaction. The Chairman thanked everyone for attending.

10587. 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. There were 6 members of the public present. They were interested in what progress has been made regarding traffic issues regarding the use of Rendham Road at Carlton Meres. The Chairman confirmed that the letter to Dr Therese Coffey, MP had not yet been actioned. A member of the public stated that his wife had written a letter to the MP and stated that her response was to refer the matter back to the District Council Ward Member. A member of the public raised concerns regarding the recent refusal of an application for this site. Cllr Pulham provided information regarding the application which was refused by SCDC. Concerns were raised regarding timeframes in respect of planning applications to which Cllr Dunnett provided clarification. Further concerns regarding traffic on Rendham Road were raised and the Clerk stated that the No Left Turn sign is not a Highways sign and therefore is not legally enforceable. The Chairman stated that a Weight Limit sign should be implemented on Rendham Road and asked the member of the public to email the Clerk with his concerns. Cllr Baker suggested that the member of the public should approach Carlton Meres directly as a local neighbour to see if any solutions can be brokered. After a brief discussion, it was agreed that the Parish Council will write to Carlton Meres to request that they advise their customers and contractors to not turn left onto Rendham Road. The Clerk agreed to telephone Matt Purdon regarding this matter. Cllr Dunnett also suggest that the member of public should continue to gather photographic evidence going forward. The Chairman thanked the members of public for their comments. **Actions: Clerk, Cllrs Roberts and Major to action letter to Therese Coffey MP. Parish Council to write to Carlton Meres to request that they advise customers and contractors not to turn left onto Rendham Road. Clerk to telephone Matt Purdon to reinforce this message.**

10588. Reports

(a) **Report by County Cllr Richard Smith**

Cllr Richard Smith reported on the recent funding issues affecting Northamptonshire County Council and how this relates to other local councils around the country including Suffolk. He also reported on the recent appointment of a new Chief Executive Officer to Suffolk County Council and provided details. Interviews for the Growth, Highways and Infrastructure post had been carried out but no suitable candidate had been found. He stated that there had been further delays to matters relating to Sizewell C and provided details on why these had occurred. County Cllr Smith then went on to pay tribute to the Clerk and wished her every success in the future. The Chairman thanked County Cllr Smith for his report. Cllr Pulham asked if there had been any update regarding the parking issues at Kelsale Primary School. Cllr Smith stated that he was unaware of any issues relating to this matter and would follow up with Headteacher Carolyn Taylor.

(b) **Report by District Cllr John Fisher**

District Cllr John Fisher reported that work on the merger is still ongoing.

(c) **Report by District Cllr Phillip Dunnett**

District Cllr Dunnett reported that new ECB funding amounting to £6,500 would be available for community projects from April 2018.

The Chairman thanked everyone for their contributions.

The Chairman introduced the new Parish Clerk, Mrs Elizabeth Flight and welcomed her to the meeting.

The Chairman formally opened the meeting at 8:00pm

10589. To receive apologies for absence

Apologies were accepted from Cllrs Major and Lumb

10590. Declarations of Interest

Cllr Ellis declared a Pecuniary Interest in respect of site 450 from the Local Plan consultation document.

Cllr Baker declared a Pecuniary Interest in respect of site 458

Cllr Ellis declared a Pecuniary Interest in Planning Application DC/18/0534/FUL

a) To consider any dispensations

None received.

10591. To consider the Approval of the draft minutes of the Parish Council meeting held on Wednesday 28th February 2018

The draft minutes of the Parish Council meeting held on Wednesday 28th February 2018 had been circulated

to all Councillors prior to the meeting. Subject to a minor amendment these were **Proposed for Approval by Cllr Galloway, Seconded by Cllr Buttle. 9 in Favour, 1 Abstention.** The minutes were duly signed by the Chairman as a true record.

10592. Parish Clerk's Report

I have been asked by former Cllr Jeni Aird to offer sincere thanks to Cllr Tim Roberts for requesting for Mr Finbow to assist in clearing and gritting during the recent severe snowfalls.

10593 Matters arising from the Clerk's report

The Clerk requested that approval be given for a further 10 hours paid time to enable her to complete the 2017/18 End of Year Accounts. Approval was Proposed by Cllr Dickerson and Seconded by Cllr Pulham and carried unanimously. **Action: Clerk to write a letter of thanks to Nat Finbow for his help with snow clearing and gritting carried out during the recent bad weather.**

10594. Matters arising from the Parish Council meeting held on Wednesday 28th February 2018 and to Update

the Action List

The Action List was updated accordingly.

7.1 – Replacement Parish Clerk – The Chairman welcomed Mrs Liz Flight. It was reported that a handover had been taking place over the past week. The Chairman thanked Cllr Roberts for all his hard work carried out throughout the interview process.

7.2 - Proposed improvements to car parking at Kelsale Primary School – Cllr Taylor to liaise with County Cllr Richard Smith. Cllr Taylor reported that an additional classroom will be built ready to use by September 2019 and work will start in October 2018. She explained that there are not enough funds to cover additional car parking to which she provided details. She reported that she has also secured £85,000 for a new heating system. She explained that Suffolk County Council are unable to provide any funds for any traffic control measures. Cllr Pulham stated the Parish Council should explore other available options in order to assist the Primary School. Action List to follow up.

7.3 – Parish Council Website – Cllr Galloway reported that the new e-mail addresses have now almost been set up. There was no further update. This is a work in progress.

7.4 – To approve and adopt a Formal Complaints Policy – A copy of this document had been circulated to all Councillors prior to the meeting. Cllr Galloway stated the SALC policy was more effective than the proposed policy. It was agreed this policy should be deferred to the April PC meeting.

10595. Planning Matters

Planning Applications (See separate appendix for details of applications received and updated decisions since the last meeting)

8.1 To consider the following planning application:-

Cllr Ellis left the meeting

Planning Ref: DC/18/0534/FUL

Address: Caravan and Camping Site, Mill Farm, Rosemary Lane, Kelsale

Proposal: Use of existing caravan and camping club site to extend the 4/5 month tenting season with up to 5 static caravans. I have regular guests that camp in tents during the height of the summer and they would like to holiday in the spring/autumn. Therefore, I would own and manage booking of these static caravans.

Cllr Pulham stated the Planning Group were In Favour of this application. Cllr Galloway stated she had received some complaints regarding this application. There was a brief discussion and a formal vote was taken. 6 in favour, 1 against and 2 abstentions. The Proposal was carried.

10596. Financial Matters

Financial Statement since last meeting

Income/Receipts

Nil

Expenditure: (Direct Debits/Standing Orders)

BT (Monthly line rental)	£ 29.52
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BT (Broadband Fee)	£ 195.36
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Jo Jones Salary	£ 514.55
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Nest (Jo Jones Pension)	£ 27.00
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Bank Balances:

Current Account as at 28 th February 2018	£ 7,948.87
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Business Saver Account as at 28 th February 2018	£12,051.50
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(b) Payments made since the last meeting:-

Payments made since the last meeting:-

None

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

To Consider/Approve the following cheque payments:-

Jo Jones Expenses	£ 35.00
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Patrick Norman Wages (Litter Collector)	£ 70.00
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HMRC (Jo Jones)	£ 128.40
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Cllr Roberts (Cllr Expenses - cancelled rail ticket - Interviews)	£ 48.20
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TOTAL	£ 281.60
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Proposed for approval by Cllr Taylor, Seconded by Cllr Pulham. Proposal carried with 1 abstention.

(d) To carry out the following reviews:

9.1 - To carry out a review of the Parish Council's Asset Register – Proposed Cllr Roberts, Seconded Cllr

Dickerson. Proposal carried unanimously.

9.2 – To carry out a review of the Parish Council Risk Assessment – Proposed Cllr Dickerson, Seconded Cllr

Pulham. Cllr Pulham suggested the Clerk should also add the Footpaths Officer to this document.

9.3 – To review and adopt the General Data Protection Law Risk Assessment – Cllr Roberts to work with the Clerk in respect of this matter going forward. The Proposed Data Breach check insurance was Proposed Cllr Pulham, Seconded by Cllr Galloway. Proposal carried unanimously.

9.4 -To carry out the Annual Review of the Internal Financial Control System – The Annual Review was carried out and Unanimously Approved by the Council.

9.5 - To carry out the Annual Review of the Effectiveness of the Internal Audit – The Annual Review was carried out and Unanimously Approved by the Council.

10597. To receive a report from the Village Centre Enhancement Group (see separate appendix)

It was reported that the Bike rack will be installed in the near future. Regarding the screening of recycling bins, the Chairman will obtain costings and possibly apply for funding from the District Council's ECB.

10598. Neighbourhood Plan Steering Group – To receive an update (see separate appendix)

11 - Cllr Burslem reported that the open day/exhibition was due to be held 12/13th May 2018. The outcome of this meeting would be to find out the issues.

10599. To Receive Reports from Portfolio Holders and Liaison Representatives

New Oasis

Cllr Pulham reported that New Oasis has now been distributed.

Biodiversity action plan

There was a report on a recent meeting held. Cllr Taylor offered the school grounds for information to be collected on as they have a lot of different types of wildlife.

Emergency officer

Cllr Roberts extended his thanks to everyone for all their assistance in the snow.

Tree Warden

It was reported that the trees have now been felled. Cllr Ellis very generously donated £100 towards the stakes in return for a van load of logs that he had collected.

Footpaths Officer

Ken Hannah reported he had cleared half the Parish on other side of A12 of litter and taken photos of broken posts. The Chairman thanked him on behalf of PC.

VAS

Cllr Baker now has a copy of Excel.

10600. Correspondence

None

10601. Any Other Matters Arising (For information only)

Cllr Buttle reported that Benhall PC would like to borrow a marquee in which to hold the Big Lunch. There were no objections. **Action: Cllr Buttle to check that the insurance policy with Benhall PC**

will cover the cost of a replacement marquee.

Cllr Galloway has received a letter from Eileen Cuthbert asking if the Parish Council want to hold an event to celebrate democracy with EqualiTeas & UK Parliament Week. There was no decision made in respect of this request.

10602. Date of the next meeting

The Annual Parish Meeting will be held on Wednesday 18th April 2018 at 7:00pm in Kelsale Village Hall and the next meeting of Kelsale-cum-Carlton Parish Council will be held on Wednesday 25th April 2018 at 7:00pm.

There being no further discussion the Chairman thanked the Parish Council for their attendance and formally closed the meeting at 10.05pm.

Signed: Chairman

Dated:

Planning Appendix (28th March 2018)

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

Planning Ref: DC/18/0534/FUL

Address: Caravan and Camping Site, Mill Farm, Rosemary Lane, Kelsale

Proposal: Use of existing caravan and camping club site to extend the 4/5 month tenting season with up to 5 static caravans. The Planning Group had **No Objections** to this application. No decision has been made by SCDC to date.

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

Planning Ref: DC/18/0215/PN3

Address: Carlton Green Farm, Rendham Road, Kelsale-cum-Carlton

Proposal: Prior notification for a Proposed Change of Use of agricultural building to a dwelling house.

This Planning Group had **No Objection** to this application. This application was **Refused** by SCDC on 6th March 2018.

Planning Ref: DC/18/0106/FUL

Address: Red House Farm, East Green Road, Kelsale-cum-Carlton

Proposal: Erection of single storey rear extension (5.2m High)

The Planning Group had **No Objections** to this application. This application was **Granted** by SCDC on 6th March 2018.

Planning Ref: DC/17/5402/FUL

Address: Homeleigh, Bridge St, Kelsale

Proposal: Single storey porch extension (to include WC)

The Planning Group had **No Objections** to this application. This application was **Granted** by SCDC on 21st February 2018.

Planning Ref: DC/17/5077/FUL

Address: Pitfield, Bridge St, Kelsale

Proposal: Change of use from holiday let to 1 x 3 bedroom dwelling (C3 use)

The Planning Group had **No Objections** to this application. This application was **Refused** by SCDC on 27th February 2018.

Planning Ref: DC/17/5282/FUL

Address: Hillview Cottage, Curlew Green, Kelsale

Proposal: For the removal of an existing flat roof extension (rear elevation) and dilapidated porch (side extension) and for the re-instatement of a wider porch to the side of the property and construction of a new single storey flat roof extension and two storey extension (rear elevation) to facilitate a new kitchen and living area with bedroom above. (Associated internal works).

The Planning Group had **No Objections** to this application. This application was **Withdrawn** by the applicant.

Planning Ref: DC/14/1728/CLE

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

Proposal: Application for lawful use for the (2 storey) mobile home on land at the existing mobile home park. The Planning Group **Strongly Objected** to this application. No decision has been made by SCDC, to date.

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(Draft)

**MINUTES OF THE PARISH COUNCIL MEETING HELD ON WEDNESDAY 25th April 2018 AT
7:00PM IN KELSALE VILLAGE HALL, COMMITTEE ROOM**

Present at the meeting:

Cllr Alan Revell (Chairman)	Cllr Tim Roberts
Cllr John Pulham (Vice Chairman)	Cllr Chris Burslem
Cllr Edwina Galloway	Cllr Carolyn Taylor
Cllr Claire Buttle	Cllr David Baker
Cllr Keith Dickerson	
Cllr Martin Lumb	

In attendance: District Cllr Fisher.

There were two members of the public present.

Welcome by the Chairman

10603. 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.

There were two members of the public present. Councillors were invited by the public to provide an update regarding the issues surrounding Carlton Meres. The Chairman duly provided an update. The Footpaths Officer provided details of the amount of litter that had been collected in the area. At this point Cllr Pullham proposed that the Footpaths Officer, Mr Hannah, should be invited to have a place at the table from this point onwards to enable him to regularly report to the parish council. Cllr Roberts seconded this proposal and this proposal was carried unanimously.

10604. Reports

(d) Report by District Cllr John Fisher

District Cllr John Fisher reported that after the merger of Suffolk Coastal and Waveney councils, ward boundaries will change. The new District will have 55 councillors (compared to the combined current total of 90) representing 29 wards. This will result in each councillor representing a bigger area. Cllr Burslem asked if there will be a corresponding increase in budget to administer the larger wards. Cllr Fisher responded saying that this will not be the case. There is an opportunity for councils to comment between the 3rd July and 27th August regarding the merger. The Chairman asked that the parish council put in a response to voice their concerns about the merger.

Action: Clerk to put this item onto the agenda for the next parish council meeting.

The Chairman thanked everyone for their contributions.

The Chairman formally opened the meeting at 7:00pm

10605. To receive apologies for absence

Apologies were accepted from County Cllr Richard Smith, SCDC Councillor Dunnet, Cllrs Major and Ellis.

10606 Declarations of Interest

None

(a) To consider any dispensations

None received.

10607 To consider the Approval of the draft minutes of the Parish Council meeting held on Wednesday 28th March 2018

The draft minutes of the Parish Council meeting held on Wednesday 28th March 2018 had been circulated to all Councillors prior to the meeting. Subject to a minor amendment these were **Proposed for Approval by Cllr Pulham and Seconded by Cllr Roberts. 9 in Favour, 1 Abstention.** The minutes were duly signed by the Chairman as a true record.

10608 Parish Clerk's Report

- (a)** The end of year accounts have been completed and sent to Internal Audit. Once the audit has been completed the new clerk will receive a full financial handover from Jo Peters.

- (b) The clerk has possession of a mandate change form from Barclays Bank. Two new authorised signatories (Cllr Pullham and Cllr Taylor) to be added. Example signatures from both Cllrs are needed. Two Cllrs names (Geoffrey Fordham and Jenny Aird) to be removed. The Clerks details to be amended. The signature from the Chairman needed to complete this process.
- (c) There has been a request from Cllr Burslem to include a discussion in this meeting for the formation of a separate working group to deal with the non-planning issues that have arisen by the proposed Carlton Meres expansion.
- (d) On the 25/04/2018, a member of the public asked the clerk to raise the following issues at this meeting.
 - i. When is the grass on the village green going to be mowed? It is now difficult to walk on.
 - ii. The ground on the village green has become uneven and has been affected by mole hills, making the terrain hazardous. Action needs to be taken to rectify this.
- (e) The Clerk has been invited by Siobhan Martin, Head of Internal Audit to attend a briefing regarding GDPR. This briefing will take place on 14th May at 2.00pm. The Clerk will report back at the next meeting.
- (f) The Clerk received an email from Karla Supple, Communications Officer from Waveney & Suffolk Coastal District Council to inform the parish council of funding that is available for properties that need to install first time central heating. Eligibility may be linked to income. However up to 100% of cost is available to eligible households. They have asked us to promote this scheme to residents in our area.
- (g) The Clerk contacted Matt Purdon at Carlton Meres (as per actions list) and he has agreed to keep the parish council updated on news regarding the ongoing traffic issues.
- (h) The Clerk has renewed the membership of Community Action Suffolk.
- (i) The parish council received a thank you email from Suffolk Flora Preservation Trust for the donation they received.
- (j) The Clerk sent a thank you letter to Nat Finbow for his help during the recent heavy snowfall (as per actions list).

10609 Matters arising from the Clerk's report

Item (c) above: There was a discussion regarding the formation of a separate group to deal with the non-planning issues regarding the Carlton Meres expansion. It was agreed to discuss this fully under Planning Matters later in the meeting. (Please see item 10611, Planning Matters below for full details)

Item (d) above: Cllr Buttle confirmed that she has spoken to Norse and they are waiting for their contract to be issued from SCDC. She agreed to follow up and report back at the next meeting.

Action: Cllr Buttle to contact Norse and find out more information and will also contact mole exterminator to deal with the mole problems.

Item (e) above: Action: Clerk to report on the GDPR briefing at the next meeting.

Item (f) above: Action: Clerk to find out more information regarding this matter to give to Cllrs Pulham and Roberts for the next meeting.

10610 Matters arising from the Parish Council meeting held on Wednesday 28th February 2018 and to Update the Action List

The Action List was updated accordingly.

7.1 It was agreed after a brief discussion that the parish council will re-join the Suffolk Association of Local Councils (SALC) at a cost of £396.92. This was proposed by Cllr Taylor, Seconded by Cllr Lumb and the proposal carried unanimously.

Action: Clerk to raise cheque, complete paperwork and send to SALC.

7.2 The Clerk reported that membership of the Local Council Public Advisory Service (LCPAS) is now due for renewal at a cost of £100.00. After a brief discussion it was agreed to renew membership. This action was Proposed by Cllr Dickerson, Seconded by Cllr Roberts and the proposal carried unanimously.

Action: Clerk to raise cheque, complete paperwork and send to LCPAS.

7.3 Cllr Galloway reported on progress regarding the new website. The site is now nearly ready to 'go live'. The 1st June is the preferred date for the parish council to take control of the site. Cllr Galloway stated that a full user manual will be available to enable the Clerk to up/download text and documents. All new GDPR compliant email addresses have been created. After a brief discussion it was agreed that these new accounts will be used from Thursday 26th April 2018 onwards for all council business. Cllr Roberts agreed to email all councillors with a list of the new email addresses to enable them to copy and paste into their new accounts. The Clerk agreed to create a new group email list with the new addresses for correspondence going forward.

Action: Cllr Roberts to email councillors with list of new email addresses.

Action: Clerk to create new email group with new email addresses for corresponding to councillors.

7.4 A new Formal Complaints Policy was circulated before the meeting. After a brief discussion, it was agreed to approve and adopt said policy. This action was Proposed by Cllr Galloway, Seconded by Cllr Roberts and carried unanimously. The Chairman duly signed the policy.

Action: Clerk to file signed copy and upload electronic copy onto the new website.

10611 Planning Matters

Planning Applications (See separate appendix for details of applications received and updated decisions since the last meeting)

At this point in the meeting the Chairman invited councillors to further discuss the idea regarding the formation of a separate liaison group to deal with issues arising from the Carlton Meres expansion. Cllrs Roberts and Pulham stated that it would be a good idea to have a formal link between the council and owners of the site in order to create a better future relationship. The Chairman stated that if such a group existed, it will enable continuity going forward. Cllr Pulham suggested that the owner of the park should be invited to join the group. Cllr Galloway suggested that local residents should also form part of the group. At this point Cllr Burslem asked that it be noted that Cllr Major has expressed an interest in being a member of the group. There was further discussion concerning whether Carlton Meres has breached planning regulations. Cllr Pulham stated that planning consents have been adhered to by Carlton Meres and no breaches have taken place. He added that only Zone 6 has consent for occupation for 10 months of the year. The remainder of the park has consent for occupation for 12 months of the year. After more discussion it was agreed that the remit for the next meeting would be to work out the scope of the group. There will be no need to create

a separate ongoing agenda item for this group. Instead reports will be given via Portfolio Holders. Cllr Roberts suggested that this group could feed into the Neighbourhood Plan. Cllr Pulham suggested that a dedicated copy space be reserved specifically for Carlton Meres in the New Oasis newsletter. Cllr Lumb suggested that the remit of the group be extended to reviewing the impact of other leisure parks in the area and not concentrating solely on Carlton Meres.

Action: Clerk to include an item regarding the discussion of the aims, scope and, composition of the new liaison group be included on the agenda for the next meeting.

10612 Financial Matters

(a) Income/Receipts

Financial Statement since last meeting	
SCDC - ECB Grant (Tree Sculptures)	£2,000.00
SCDC - CIL Payment	£441.96

<u>Expenditure: (Direct Debits/Standing Orders)</u>	£29.52
BT (Monthly line rental)	

Bank Balances:

Current Account as at 31 st March 2018	£6,563.05
Business Saver Account as at 31 st March 2018	£12,057.51

<u>(b) Payments made since the last meeting:</u>	None
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(c) To Consider/Approve the following cheque payments:

Leiston Press (Neighbourhood Plan Open Day banner)	£115.20
JT Pegg & Sons Ltd (Cycle Racks)	£360.00
Patrick Norman Wages (Litter Collector)	£70.00
Jo Jones (End of Year Accounts Payment – 10 hours)	£94.90
Kelsale Village Hall & Centre (Hall Hire)	£24.00
Cllr Claire Buttle (Jo Jones Leaving gift expenditure)	£243.50
Cllr Alan Revell Gala Tent (spare parts for marquee)	£54.92
Cllr Tim Roberts Expenses (APM 2018)	£72.27
Salary – Elizabeth Flight (April)	£461.44
HMRC (Tax/NI) – Elizabeth Flight (April)	£115.11
Expenses – E Flight	£43.47
TOTAL	£1,654.81

Cllrs Revell, Roberts and Buttle declared an interest in the above.
Proposed for approval by Cllr Pulham, Seconded by Cllr Dickerson. Proposal carried with three abstentions.

(d) To carry out the following reviews:

There were none

10613 To receive a report from the Village Centre Enhancement Group

Cllr Dickerson reported that the bike racks had been purchased and now need

installing. The Chairman agreed to seek a price for installation from the contractors who are providing screening for the recycling area.

Action: Chairman to seek price for installation of the bike racks.

10614 Neighbourhood Plan Steering Group – To receive an update (see separate appendix)

Cllr Burslem reported that the open day/exhibition is due to be held 12/13th May 2018. He also said that good progress had been made on the panels for the exhibition. During the day there will be a video playing comprising old photographs and documents on a loop to add interest. Although it was agreed that a structured approach was needed, Cllr Burslem did not want information gathering to be too formal. He stated that a draft mission statement and a set of questions have been developed and other methods of gathering data from the public will also be used on the day. Cllr Taylor offered to provide contributions from the school children. She agreed to provide a visual display of the children's work. Cllr Burslem appealed for volunteers to help out over the weekend. Cllrs Lumb and Buttle offered to help set up.

The outcome of this exhibition will be reported at the next meeting.

Action: Cllr Burslem to report on the outcome of the Neighbourhood Plan exhibition at the next meeting.

10615 To Receive Reports from Portfolio Holders and Liaison Representatives

New Oasis

Cllr Pulham appealed to members to provide articles for the next issue. The deadline for submissions is 1st June. There was a brief discussion regarding whether revenue from advertising in New Oasis has been collected. The Clerk agreed to look into this.

Action: Clerk to investigate advertising revenue and instate a new system for collection if necessary.

Biodiversity action plan

Cllr Dickerson reported that the group has surveyed 3 large ponds in Kelsale and found Great Crested Newts in all three ponds plus over 40 other species. Cllr Dickerson said that they have an agreement in principle from SCDC and Suffolk Wildlife Trust to create part of Tiggens Lane into a nature conservation area.

Emergency officer

Nothing to report

Tree Warden

Cllr Buttle reported that the contractor who had agreed to complete the tree carvings is proving to be elusive. She has been trying to contact him for a start date for the past 5 months. After a brief discussion, it was agreed that she will tell him that the carvings need to have been completed by the end of the summer half term holiday. If the work is not completed by this date, Cllr Fisher has an alternative contact.

Action: Cllr Buttle to approach contractor with final date.

Footpaths Officer

Nothing to report

VAS

Nothing to report

10616. Correspondence

None

10617 Any Other Matters Arising (For information only)

- a) **Annual Parish Meeting feedback.** Cllr Revell thanked Cllr Roberts for all his hard work organising the event. Unfortunately attendance was poor this year. After a brief discussion it was agreed that this may have been due to the single page flyer not having been distributed. Therefore this will need to be done in the future to encourage better attendance. There was some feedback from attendees. It was felt that the presentations need to be shorter overall and that the guest speaker should only be asked to speak for a maximum of 20 minutes. There were some complaints from the public that they had not had an opportunity to read the minutes in advance of the meeting. The Chairman has since sought advice on this and had been told that it is acceptable practice to approve the Annual Parish meeting minutes at the next parish council meeting and to then put them up on the noticeboards and ensure that they are uploaded onto the website. This will ensure that they will be taken as read at the APM next year. Cllr Burslem stated that the signing in procedure was poor resulting in not all names being captured. A book or formal signing in sheet is needed for the next meeting. Cllr Pulham suggested that a potential speaker for next year should be someone from the film archive.
- b) **Rear Footpath at the back of the church.** The Chairman reported that this is in poor condition and has been made worse by horse riders. A member of the public has requested that some bark be laid to alleviate slipperiness. The Chairman asked what the legal position is regarding riding horses on a footpath. Cllr Baker did some on the spot research and confirmed that horses are not allowed on designated footpaths. On a related issue, Cllr Burslem reported that he has had a complaint from a member of the public regarding the mess made by the horses on the roads.
Action: Cllr Baker to talk to the riders to ask them to keep off footpaths and clear up any mess from their horses.
- c) **Kerbs in the village.** Cllr Roberts has written to SCDC regarding the poor state of the kerbs in the village. At this point Cllr Dickerson asked that this item should be added to the agenda for the next meeting for a full discussion.
- d) **Restoration of finger post (Maple Farm).** It was agreed that this should be re-sited and restored.
Action: Cllr Roberts to obtain a quotation to re-site and restore the finger post.
- e) **Stock of road signs in Tiggens Lane.** These need to be removed as they are causing an obstruction.
Action: Clerk to write to Kier to ask them to remove the signs
- f) **Used car sales in car park.** The Chairman reported that a used car business that operates from Saxmundham is also selling cars directly from the Kelsale car park due to a lack of storage space on his premises. He stated that there are always around 2 to 3 cars parked in the car park at any one time. He said that the owner of this business needs to be contacted to ask him to stop this action going forward.
Action: Chairman to obtain the address of the business and write a letter asking him to desist.

10618 Date of the next meeting

The Annual General Meeting will be held on Wednesday 30th April 2018 at 7:00pm in Kelsale Village Hall. This will be followed by the Parish Council Meeting immediately afterwards.

There being no further discussion the Chairman thanked the Parish Council for their attendance and formally closed the meeting at 09.30pm.

Signed: Chairman
.....

Dated:

Planning Appendix (28th April 2018)

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

Planning Ref: DC/18/1460/FUL

Address: Alderlee Main Road Kelsale Cum Carlton Suffolk IP17 2NS

Proposal: Erection of 10 Dwellings at land adjacent to 'Alderlee'. Main Road, Kelsale

The Planning Group is still discussing this proposal. No decision has been made by SCDC to date.

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

Planning Ref: DC/18/0534/FUL

Address: Caravan and Camping Site, Mill Farm, Rosemary Lane, Kelsale

Proposal: Use of existing caravan and camping club site to extend the 4/5 month tenting season with up to 5 static caravans. The Planning Group had **No Objections** to this application. No decision has been made by SCDC to date.

Planning Ref: DC/14/1728/CLE

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

Proposal: Application for lawful use for the (2 storey) mobile home on land at the existing mobile home park. The Planning Group **Strongly Objected** to this application. No decision has been made by SCDC, to date.

Kelsale-cum-Carlton Parish Council

31 Kings Road, Leiston, Suffolk, IP16 4DA,

Tel: 07733 355657 E-mail: kelsaleparishclerk@gmail.com

www.kelsalecarltonpc.org.uk

**MINUTES OF THE PARISH COUNCIL MEETING HELD ON WEDNESDAY 30th May 2018 AT
7:00PM IN KELSALE VILLAGE HALL, COMMITTEE ROOM**

Present at the meeting:

Cllr Alan Revell (Chairman)	Cllr Tim Roberts
Cllr John Pulham (Vice Chairman)	Cllr Chris Burslem
Cllr Edwina Galloway	Cllr Carolyn Taylor
Cllr Claire Buttle	Cllr Susan Major
Cllr Keith Dickerson	

In attendance: None

There were 6 members of the public present.

Welcome by the Chairman

11626. 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 reported the outcome of a request to the Highways Dept regarding the erection of a weight limit sign at either end of Rendham Road. The cost of this exercise would be between £8,000 and £10,000. It was agreed that this figure was too high. The high cost is a result of an appraisal having to be done on the road to ensure that it is appropriate for a weight limit to be adopted, plus any traffic management costs that maybe involved as a result. After a discussion it was agreed that this matter should be put on the agenda for the next meeting.

Action: Clerk to add 'weight limit on Rendham Road' to the agenda for the next meeting

A member of the public reported that they have lodged a complaint with the local Government Ombudsman about the way that Suffolk Coastal District Council (SCDC) are handling planning applications in respect of Carlton Meres. As a result, the Ombudsman has instigated a review and any findings of the review will be enforced. As part of this review a full environmental impact will have to be completed.

Cllr Pulham reported that he is still pursuing Carlton Meres for their Site Licence which is currently being renegotiated and has been for some time. He said that as soon as the licence is available for viewing he will report back to the full Council.

A member of the public asked for an update on the letter regarding Carlton Meres that had been sent to Dr Coffey in May. Cllr Roberts reported that unfortunately Dr Coffey is ill and will not be working for the foreseeable future, but that he will continue to chase for an answer.

A protracted discussion regarding the legality of the parish council's planning group and how the parish council considers planning applications in general was had with a member of the public. A recent Planning Policy had been adopted by the parish council at the end of February and had been checked by a member of the LCPAS and deemed a very good example. However, the member of public was more concerned with the actual day to day planning considerations and needed more reassurance about this. It was agreed that advice would be sought from SALC on this and the matter discussed again at the next meeting.

Action: Clerk to seek advice from SALC regarding the legal and proper ways of considering planning applications by parish councils and add this item to the next agenda.

10627. Reports

- (e) **Report by District Cllr Fisher** – Cllr Fisher reported that District Councillors have been notified that a notice has been issued that Kelsale's proposed Conservation Area has now gone to consultation with the public. This will be a six week consultation and will run from 4th June to the 16th July. Cllr Dickerson reported that there will be an exhibition regarding the Conservation Area in the village in June. Regarding the merging of Suffolk Coastal and Waveney District Councils Cllr Fisher informed the parish council about two meetings taking place on 21st and 22nd June which will explain what these changes mean and how they will affect the area. All Councillors and Clerks are invited to attend.

The Chairman formally opened the meeting at 7:30pm

10628. To receive apologies for absence

Apologies were accepted from Cllrs Burslem & Baker. To date no formal apologies had been received by Cllrs Ellis & Lumb.

10629 Declarations of Interest

None

- (b) **To consider any dispensations**

None

10630 To consider the Approval of the draft minutes of the Parish Council meeting held on Wednesday 25th April 2018

The draft minutes of the **Parish Council** meeting held on Wednesday 25th April 2018 had been circulated to all Councillors prior to the meeting. **Proposed for Approval by Cllr Roberts and Seconded by Cllr Taylor. All in Favour, 1 Abstention.** The minutes were duly signed by the Chairman as a true record.

The draft minutes of the **Annual Parish Meeting** minutes held on Wednesday 18th April 2018 had been circulated to all Councillors prior to the meeting. **Proposed for Approval by Cllr Taylor and Seconded by Cllr Roberts. All in favour. 2 Abstentions.**

Action: Clerk to circulate the minutes approved on the 30th May 2018 to Councillors again before the next Annual Parish Meeting in 2019.

10631 Parish Clerk's Report

5.1 – Pay Scale Review

It had been brought to the attention of the Clerk that new Pay Scales had been published in March this year. The increase should have been applied on 1st April 2018. The new scale means an increase in salary from £8.85 ph to £9.32 ph. The Clerk requested that the new pay scale is applied and backdated to 1st April 2018. Proposed for approval by Cllr Roberts and Seconded Cllr Taylor. All in Favour.

5.2 – GDPR briefing report (Please see Appendix 2 below for full report)

The Clerk had attended a GDPR briefing on Monday 14th May at SCDC headquarters. The important points from the meeting are outlined below. Please read the full report in Appendix 2 below for all details.

- Privacy Notice to be written, approved and loaded onto the website as soon as possible.
- A decision regarding retention periods needs to be agreed.
Action: Clerk to add this to the agenda for the next meeting.
- A risk assessment needs to be carried out regarding possible data breaches, approved and uploaded onto the website as soon as possible
Action: Clerk to carry out risk assessment and present for approval.
- It was recommended that separation of information is maintained when undertaking Council business. Therefore it was recommended that Councils purchase their own computer equipment and loan out to Clerks to use whilst employed (see item 5.3 below).
- Everyone holding personal data needs to be registered with the ICO. The cost of registration is £40 per annum. The expenditure was Proposed for approval by Cllr Revell, Seconded by Cllr Roberts. All in Favour.
Action: Clerk to register with the ICO on behalf of the parish council.
- Identities of anyone contacting the Council with a 'subject access request' must be authenticated.
- The 'right to be forgotten' does not apply in the case of statutory regulations.

5.3 - Request to purchase 'council' lap top for Clerk to use

The Clerk requested that in light of the GDPR briefing recommendations (see 5.2 above) that a Council laptop is purchased together with any necessary encryption software. Cllr Roberts proposed that a budget of £1,000 be made available to cover all costs resulting from the implementation of GDPR. This was seconded by Cllr Revell. All in Favour.

Action: Clerk to liaise with Cllr Roberts to purchase a new laptop and software.

5.4 – SALC Training request for rest of current financial year

The Clerk requested that she is given permission to apply to attend relevant training courses with SALC to enable her to carry out her job more effectively. The total cost of the courses she would like to attend is £310.00 plus VAT (Total £372.00). There is

only £100 allocated to training in the budget. The remainder would need to be allocated to 'Other'. Proposed for approval by Cllr Roberts, Seconded by Cllr Revell. All in Favour.

Action: Clerk to book training with SALC asap.

5.5 – Suffolk Accident Rescue Service (SARS)

The Clerk was approached by the Suffolk Accident Rescue Service (SARS) asking if the Council would be prepared to offer them a donation. After a brief discussion it was agreed that a donation of £50.00 would be given.

Action: Clerk to raise cheque and send donation to SARS.

10632 Matters arising from the Clerk's report

- Cllr Buttle reported that she had contacted 2 people for quotes for mole clearance on the Recreation Ground. To date only one company had responded and was quoting £400 per year. This quotation was very high. It was therefore agreed that no action will be taken until the second quotation has been received.
- Cllr Galloway reported that the website will be going live on Monday June 4th 2018. Both Cllr Galloway and the Clerk will be uploading relevant documents in order to get this task finished.

10633 Matters arising from the Parish Council meeting held on Wednesday 25th March 2018 and to Update the Action List

The Action List was updated accordingly.

8.1 – Response to merger of SCD C and Waveney DC

A discussion was had regarding how the merger will affect the area. There will be about 12 parishes and separation from Saxmundham. It was agreed that the Clerk will put together a response and will include the following points:

- Concerns over the separation with Saxmundham
- Lack of cohesion with our local councillors. As there will be fewer of them it will be difficult to stay connected with them.
- The possibility of the loss of the Locality Budget.
- Absence of an overall infrastructure plan

Action: Clerk to draft letter to the New Council Programme Team to provide the parish council response to the merger.

8.2 – Aim, scope and composition of new Carlton Meres Liaison Group

The following was agreed:

Composition of the group to be: Ken Hannah, Bill Goodacre, Paul Harley (Associate member), Cllr Susan Major, Cllr Martin Lumb, Cllr John Pulham, Manager of Carlton Meres (tbc), a resident of Carlton Meres (tbc). Ken Hannah agreed to invite the Manager of Carlton Meres to join the group.

First Meeting: The leader of the group will be appointed once the group has initially met and decided who would be the most appropriate person. The initial meeting will be arranged via email.

Aims of the group:

- To initialise a two way dialogue between the local residents of Kelsale and Carlton and employees and residents at Carlton Meres to promote a better understanding of each other's needs.
- To promote a positive working relationship with Carlton Meres regarding their future expansion plans.
- To communicate the perceived effects of Carlton Meres on the local residents

- A commitment to treat Carlton Meres as an asset.
- To understand and promote the positive contribution Carlton Meres could make to the local community.

The group will meet separately from the full council meeting and will report back to the main parish council meeting when appropriate.

8.3 – Condition of kerbs in the village

Cllr Roberts explained that the flooding problems in the village has seriously eroded the quality of the kerbs and that action needs to be taken before it gets any worse. After a brief discussion it was agreed that any action regarding this will be postponed until the results of the Conservation Consultation have been collated.

Cllr Roberts reported that he had contacted Suffolk Coastal Norse regarding the lack of road sweeping in the village which has also added to the flooding problems in the village. It is hoped that road sweeping will be reinstated.

8.4 – Proposed new Safeguarding Policy to include vulnerable adults

This policy will be developed by the newly formed Safeguarding & Community Welfare Portfolio

8.5 – Project decision for CIL Funding

The Clerk reported that CIL Funding (£441.96) had been received and asked for suggestions on how to spend this money. It was proposed by Cllr Roberts to donate the full amount to the Village Conservation Fund. Seconded by Cllr Dickerson. All in Favour.

10634 Planning Matters

Planning Applications (See separate appendix for details of applications received and updated decisions since the last meeting)

DC/18/1460/FUL- Alderlee Main Road Kelsale Cum Carlton Suffolk IP17 2NS

A discussion took place as to whether the council should approve this planning application. It was agreed that although in principal the council supported the application, there had been a number of objections from members of the public. Therefore it was agreed to remain Neutral.

Action: Clerk to submit response from the council regarding this application before 6th June.

Planning Ref: DC/18/0534/FUL – Caravan & Camping Site, Mill Farm, Rosemary Lane, Kelsale

On first viewing it appeared that this application was a duplicate of one that was submitted earlier in the year. Cllr Pulham agreed to contact Cllr Ellis (who's land this is on) to find out if this application differs in any way to the previous one.

Action: Cllr Pulham to contact Cllr Ellis regarding this application.

10635 Financial Matters

A request was made on behalf of Cllr Buttle to have a payment for £15.50 to be added to the list for consideration. It was Proposed for approval by Cllr Revell, Seconded by Cllr Roberts. All in Favour, 1 Abstention.

(a) Financial Statement since last meeting

Income/Receipts

Ray Ellis - donation towards wood	£100.00
3 Communities Link - payment for bike racks	£300.00
Precept	£9,612.81
David Baker - sale of camera	£775.00
TOTAL	£10,787.81

Expenditure: (Direct Debits/Standing Orders)

BT (Monthly line rental)	£29.52
Elizabeth Flight - Salary (May)	£461.44

Bank Balances:

Current Account as at 31 st March 2018	£17,714.15
Business Saver Account as at 31 st March 2018	£12,057.51

(b) Payments made since the last meeting: None

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

Cllr Buttle - wildflower seeds	£15.50
Paul Bush - Tree Surgeon	£470.00
Cllr Burslem - Expenses NP Exhibition	£20.86
Leiston Press	£44.40
Kelsale Village Hall - room hire	£72.00
LCPAS - subscription renewal	£100.00
HMRC (Tax/Ni) – Elizabeth Flight (May)	£115.11
BT - Internet Services (Quarterly Bill)	£192.72
Patrick Norman (Litter Collector)	£70.00
Melvin Mann - car park, playing field, spraying weeds	£120.00
Suffolk Association of Local Councils - subscription renewal	£396.92
TOTAL	£1,602.01

(d) To carry out the following reviews: None

10.1 To approve the 2017/2018 year end accounts

A copy of the End of Year accounts had been circulated prior to the meeting. End of Year accounts were Proposed for approval by Cllr Taylor, Seconded by Cllr Revell. All in Favour.

10.2 To approve Sections 1 and 2 of the Local Council Annual Return. A copy of the Sections 1 and 2 of the Local Council Annual Return had been tabled at the meeting. The Local Council Annual Return was Proposed for approval by Cllr Roberts, Seconded by Cllr Taylor. All in Favour

10.3 Parish Council Insurance Renewal. The Clerk had tabled the Insurance Quote Note for 2018 at the meeting. Two Insurance quotes had been received:

- Came & Co from Inspire via Axa - £489.85 + £50 administration fee – Excess £250.00 – Public Liability £10 Million
- Zurich - £ 861.94 - Excess £250.00 – Public Liability £12 Million

It was agreed to renew with Came & Co from Inspire. Proposed for approval by Cllr Roberts, Seconded Cllr Galloway. All in Favour.

10636 To receive a report from the Village Centre Enhancement Group

It was agreed to wait fitting the bike racks and erecting the fencing in the recycling area until after the Conservation Consultation has taken place and the results collated.

10637 Neighbourhood Plan Steering Group – To receive an update (see separate appendix)

Cllr Galloway reported that the public consultation weekend had been very successful. Cllr Galloway had produced and circulated a comprehensive data analysis document prior to the meeting. This analysis will be used to help the Neighbourhood Plan going forward. At this

point Cllr Major gave a vote of thanks to all those people who helped and took part in the weekend's events. A special vote of thanks was given to Ian and Edwina Galloway for all their help and the data analysis.

10638 To Receive Reports from Portfolio Holders and Liaison Representatives

New Oasis

Cllr Pulham reported that the next publication of New Oasis will come out at the end of June. He asked for articles to be submitted as soon as possible. He also asked the Clerk to provide articles on GDPR, to provide a financial report and to report on the merger of SC and Waveney DCs

Action: Clerk to write articles about GDPR, finances and the merger of SC and Waveney District Councils.

Biodiversity action plan

Cllr Dickerson reported that proposals for a roadside nature reserve beside Tiggens Lane has been made. He asked about the possibility of creating a small wildlife pond at the end of the recreation ground. Cllr Revell suggested that the bottom football goal (currently unused) could be moved and the pond sited there. There was a brief discussion regarding whether the pond would be a hazard to children. Cllr Pulham said that adequate signage warning of the ponds presence should be enough to alert parents. Cllr Dickerson agreed to firm up his proposal at the next meeting. Cllr Dickerson also reported that they had surveyed 3 ponds in the village and had found Great Crested Newt in all. Cllr Dickerson suggested that a biodiversity search of the pond at Carlton Meres is carried out with the aim of enhancing interaction with them. He also requested that the parish council purchase an owl box. Cllr Taylor confirmed that she has sourced a box that has been donated by a local pensioner associated with the school meaning that only installation costs will be due. Cllr Dickerson confirmed that the Bio-Diversity information is now ready to go on the website and that he has 4 articles to submit for New Oasis.

Emergency officer

None

Tree Warden

None

Footpaths Officer

None

VAS

None

Recreation Ground

Cllr Buttle reported that she had applied for a £250 grant from Adnams and had been successful. She also reported that planting on the Recreation Ground had taken place. Cllr Revell thanked Cllr Buttle for all the time and effort she has put into the planting of the Recreation Ground.

10639. Correspondence

None

10640 Any Other Matters Arising (For information only)

- **Gazebos:**
Cllr Taylor asked to borrow the parish council's Gazebos for a function at the school on 6th July. This was agreed.
- **Kelsale Church Debris**
The Clerk reported that a member of the public had requested that something be done about the debris on the right hand side of entrance of the church in Kelsale. Cllr

Dickerson confirmed that this was a nature area that should not to be touched at present as it is subject to an agreed management plan.

- **Bank mandate**

The Clerk reported that the bank mandate amendments had been completed on an obsolete set of forms. Therefore Barclays Bank had requested that the whole process is repeated before the amendments can be finalised. The Clerk distributed that paperwork and gained sample signatures as required.

- **Councillor Vacancy**

Cllr Pulham confirmed that the current Councillor Vacancy will be advertised in the next copy of New Oasis and on the Website.

- **School parking**

After a brief discussion about this enduring problem, Cllr Taylor agreed to contact Flagship to see if they will agree to allow the land opposite the school to be used as temporary parking spaces. Cllr Taylor will report back at the next meeting. The Clerk will also liaise with Cllr Taylor to develop a hazard report and risk assessment and establish any legal non-compliance. This information once gathered will be sent to County Cllr Richard Smith for comments.

Action: Cllr Taylor to contact Flagship regarding temporary parking spaces and report back at the next meeting. Cllr Taylor and the Clerk to liaise regarding the Health & Safety implications.

- **Overgrowth at the back of the Recreation Ground**

Cllr Major raised a concern regarding overgrowth at the back of the Recreation Ground which was impeding her garden. Cllr Buttle agreed to liaise with Cllr Major regarding this issue.

- **Facebook Page**

Cllrs Roberts and Pulham would like to set up a website page for Kelsale-cum-Carlton to provide the public with more informal information. Caution was raised by the Clerk who suggested that such a site would be best run as a moderated closed group to ensure that unsuitable posts cannot be made. Cllr Taylor explained that the school has a Facebook page which is for information only. Comments cannot be made by anyone as it is 'read only'. Cllr Roberts is going to consider these issues before the page is set up.

10641 Date of the next meeting

There being no further discussion the Chairman thanked the Parish Council for their attendance and formally closed the meeting at 10.00pm.

The next meeting will be held on Wednesday June 30th at 7.00pm in Kelsale Village Hall.

Signed: Chairman

Dated:

Appendix 1

Planning Applications

Planning Appendix (28th April 2018)

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

Planning Ref: DC/18/1460/FUL

Address: Alderlee Main Road Kelsale Cum Carlton Suffolk IP17 2NS

Proposal: Erection of 10 Dwellings at land adjacent to 'Alderlee'. Main Road, Kelsale

The Planning Group is neutral. Cllr Galloway to contact residents regarding concerns and Clerk to respond to planning dept . No decision has been made by SCDC to date.

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

Planning Ref: DC/18/0534/FUL

Address: Caravan and Camping Site, Mill Farm, Rosemary Lane, Kelsale

Proposal: Use of existing caravan and camping club site to extend the 4/5 month tenting season with up to 5 static caravans. The Planning Group had **No Objections** to this application. No decision has been made by SCDC to date. Cllr Pulham to clarify why this application has reappeared.

Planning Ref: DC/14/1728/CLE

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

Proposal: Application for lawful use for the (2 storey) mobile home on land at the existing mobile home park. The Planning Group **Strongly Objected** to this application. No decision has been made by SCDC, to date.

Appendix 2

Clerks Report

1. Pay Scale Review.

It has been brought to the Clerk's attention that new Pay Scales were published in March this year, starting on 1st April 2018. The new scale means an increase in salary from £8.85 ph to £9.92 ph (backdated to 1st April 2018). The Clerk duly requests that this increase be applied from 1st April 2018.

2. Report on GDPR Briefing

The Clerk attended a briefing on Monday 14th May outlining the new GDPR guidelines. It was a very useful meeting and the following points outlined below are relevant to the parish council:

- A Privacy Notice which can serve as the parish council Privacy Policy is needed to state the council's intentions to abide by the new regulations and how it is intended to achieve this. A copy of this should be uploaded to the website. There should also be a link provided in all email footers regarding council business. A copy of a Privacy Notice has been drafted and is being tabled at the meeting.
- A decision needs to be made about retention periods. Legally financial records must be kept for a period of 7 years and minutes and agendas must be kept indefinitely. A decision regarding other information such as correspondence (both hard copy and electronic copy) will be needed and added to the Privacy Policy.
- A risk assessment of what impact a security breach may have and to ensure that measures are in place to mitigate any potential breaches will be needed. This will need to be uploaded onto the website.
- Separation of information for security reasons. Currently, the Clerk uses her own laptop to conduct council business – but it also contains private information and information regarding her husband's business. It was recommended that to avoid the possibility of a security breach that a separate laptop is purchased that is wholly owned by the parish council and loaned out to the Clerk whilst in post. If the Clerk leaves post, the laptop will be loaned to the next Clerk. It was also recommended that encryption software is installed on the laptop and a method of password protecting documents that contain personal information.
- An Information Asset Register needs to be devised and be kept with the risk assessment. This will need to be uploaded onto the website.
- Everyone now needs to be registered to the ICO. Cost will be £40 annually.
- If anyone contacts the council with a 'subject access request', measures must be taken to authenticate the person. For example, ask for the request to be made in writing and to provide some sort of identification.
- There is a 'right to be forgotten' in the regulations but this does not apply to any statutory requirements.
- Any statutory regulations are exempt from GDPR i.e. holding the electoral register.
- This will take time to set up. First thing to be done is accurately analyse what information we keep and which bits we have a legal duty to keep.

A number of issues to consider:

- Parish Councillors names, addresses and telephone numbers are in the public domain – but not anyone volunteering e.g. Ken Hannah – new Footpaths Officer. We would need to get permission for these details to be made public.

- Agendas/Minutes for council meetings, neighbourhood plan and Bio-Diversity steering group. Guest speakers – we will need to get permission for their names to appear on these public documents. If permission is not given, documents will have to be redacted before publication of the website.
- Signing In to public meetings, exhibitions etc. We need these names to provide an audit trail regarding numbers of visitors and that they were local (post code/address/email etc). To cover this, a formal signing in book that includes a copy of the Privacy Notice to the public to read and a tick box to check to say they agree to have their data used to analyse the composition of visitors (which we should then anonymise).

3. Request to buy Council laptop

Cllr Roberts has said that he can provide details to purchase a good laptop for £500.00. This could be taken from the Property & Equipment budget (currently has £1,000) allocated. Expenditure will need to be approved.

4. Request for training from SALC for Clerk

A training schedule with SALC was circulated prior to the meeting. The training when undertaken should fully equip the Clerk to undertake and fully understand the Clerk's duties. The full cost of this is £310.00 + VAT (£62.00). There is however only £100 allocated in this year's budget for training. Therefore if this is to go ahead the remaining amount will need to come from the 'Other' budget which has been allocated £1,500 for the year.

5. SARS

The Clerk has been approached by **Suffolk Accident Rescue Service (SARS)** asking if the parish council would consider giving them a donation to help them carry on their work in the community. A letter providing information on what they do is available to read at this meeting.

Kelsale-cum-Carlton Parish Council
 31 Kings Road, Leiston, Suffolk, IP16 4DA,
 Tel: 07733 355657 E-mail: kelsaleparishclerk@gmail.com
www.kelsalecarltonpc.org.uk

MINUTES OF THE PARISH COUNCIL MEETING HELD ON WEDNESDAY 20th June 2018 AT 7:00PM IN KELSALE VILLAGE HALL, COMMITTEE ROOM

Present at the meeting:

Cllr Alan Revell (Chairman)	Cllr Tim Roberts
Cllr John Pulham (Vice Chairman)	Cllr Susan Major
Cllr Edwina Galloway	Cllr David Baker
Cllr Claire Buttle	
Cllr Keith Dickerson	

In attendance: None

Welcome by the Chairman

10642. 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.

There was 1 member of the public present.

Mr Hannah, Footpaths Officer, sent his apologies but had asked the Chairman to raise a matter regarding the cutting of grass verges in the village in his absence. Mr Hannah had drawn attention to grass verges at the junction of Carlton Road and the A12 and Rendham Road and Peasenhall Road that were so overgrown they were causing a danger to motorists trying to exit these junctions. Cllr Roberts reported that a similar situation had arisen in Snape recently where there had been four road traffic accidents in one day. In this instance the Police had contacted Highways to ensure that the verges were cut. It was agreed that urgent action needed to be taken.

Action: Clerk to contact Highways as a matter of urgency to request that the verges are cut as soon as possible.

10643. Reports

(a) Report by County Cllr Richard Smith

County Cllr Smith was not present. No written report had been received.

(b) Report by District Cllr John Fisher

Cllr Fisher reported that the merger between Suffolk Coastal and Waveney District Councils will be going ahead. The District Councillors have submitted proposals to the boundary commission. The proposals will need to be ratified by Parliament. It is likely that they will be ratified but this may be affected if Parliament has been dissolved due to a General Election having been called. Cllr Fisher confirmed that the new boundaries will mean that on average there will be 1 Councillor serving 11 parishes, although for Kesale this is 13 parishes (including 2 very small parishes). He also confirmed that one locality budget will be shared with all parishes, although he conceded that some of the very small rural parishes do not have projects that need funding. Cllr Fisher also gave a brief update regarding progress at Carlton Meres. He confirmed that an officer is looking at this but no decisions have been taken to date. He also stated that regarding the traffic issues at Carlton Meres, the District Council is not able to do anything to help at this time.

(c) Report by District Cllr Phillip Dunnett

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

The Chairman formally opened the meeting at 7.20pm

10644. To receive apologies for absence

Apologies were received from Cllrs Ellis, Taylor, Lumb and Burslem, District Councillor Dunnett and County Councillor Richard Smith

10645. To accept apologies for absence

The Clerk reported that Cllr Ellis had written to her to explain that he cannot be present at another parish council meeting until September due to work commitments. It was agreed that Cllr Ellis' apologies would be accepted from now until the end of September. This was proposed by Cllr Roberts and seconded by Cllr Revell. All in favour.

Cllr Baker reported that Cllr Lumb had recently been in hospital and therefore was unable to attend the meeting. It was agreed to accept his apologies. This was proposed by Cllr Baker and seconded by Cllr Revell. All in favour.

Cllr Taylor was unable to attend the meeting as she is away on a school trip. It was agreed to accept her apologies. This was proposed by Cllr Roberts and seconded by Cllr Major. All in favour.

Cllr Burslem was unable to attend the meeting as he is away on holiday. It was agreed to accept his apologies. This was proposed by Cllr Roberts and seconded by Cllr Baker.

10646 To record absence without apologies

None

10647 Declarations of Interest

None

(c) To consider any dispensations

None

10648 To consider the Approval of the draft minutes of the Parish Council meeting held on Wednesday 25th April 2018

The draft minutes of the **Parish Council** meeting held on Wednesday 30th May 2018 had been circulated to all Councillors prior to the meeting. Cllr Dickerson reported that a small amendment is needed in the minutes. Under section 10640 Kelsale Church Debris, this should read 'is subject to an agreed management plan'. Amendment to be made by the Clerk. **proposed for Approval by Cllr Dickerson and seconded by Cllr Pulham. All in Favour, 1 Abstention.** The minutes were duly signed by the Chairman as a true record.

10649 Parish Clerk's Report

7.1 - Report on recent training - Notices, Agendas & Minutes/Standing Orders

The Clerk reported that she had attended two training courses. The first course 'Notices, Agendas & Minutes' has resulted in a number of small changes being made to the Agenda to bring it in line with current legislation. The second course, Standing Orders resulted in guidance being given regarding a new model Standing Orders document that has been published for 2018 to bring it in line with the new GDPR legislation. All councils have been advised to adopt the new model (developed by the National Association of Local Councils). With the agreement of the parish council, the Clerk will use the new model document to bring into line existing Standing Orders. Once completed, this will be circulated to Councillors and presented at a meeting for ratification.

Action: Clerk to amend current Standing Orders to bring them in line with the newly published model document.

7.2 - Introduction of new Expense claim forms

The Clerk requested that Councillors start using newly designed Expense and Mileage claim forms when they are requesting reimbursement for expenditure that was circulated before the meeting. This will make the process easier for the Clerk to administer and will aid the calculation of VAT to be claimed back over the financial year. She also stated that if anyone needed to help in using these forms to please contact her for assistance.

7.3 - Advertising revenue

The Clerk thanked Cllrs Galloway and Pulham for providing her with details of all the advertisers on the website and New Oasis. Invoices have been sent to all existing and new businesses for the next year. Currently this will result in an income of £275. This will increase if more businesses advertise. Cllr Galloway suggested that the revenue earned from advertising should be used specifically to update and enhance the website. Cllr Pulham was in agreement that all the advertising revenue should be pooled for this purpose.

7.4 - Developing links with the local press

The Clerk suggested that links with the local press should be developed with a view of raising the profile of the village and its achievements. The Chairman suggested that the Clerk should be the designated as the parish council Press Officer.

Action: The Clerk to research contacts in local publications with a view of submitting copy when appropriate.

7.5 - SCDC request regarding East Green road name

The Clerk reported that she had been contacted by SCDC concerning a wrongly

named road in East Green. In 2010 the District Council's electoral roll database had been updated with an incorrect name. Instead of 'East Green', the name 'East Green Road' had been entered erroneously. This has subsequently caused problems for some residents on the road with credit reference agencies. SCDC informed the Clerk that if all the residents agreed that the wrong road name had been uploaded onto their database, it could be changed but would need the signatures of everyone concerned. Cllr Galloway has collected signatures from all residents on the road agreeing to the change on the database.

Action: *The Clerk to scan the signatures and email a response to SCDC confirming that a change of road name is needed for the electoral roll.*

8 Clerk's Report on urgent decisions

This is a new agenda item and provides the Clerk with the ability to report on any action that may have been necessary between meetings. This may include expenditure for an urgent repair. There was a discussion regarding how much expenditure had been allocated to the Clerk for this duty. It was agreed that Clerk would examine the Standing Orders to extract this information and report back at the next meeting.

Action: *Clerk to include expenditure limit for the Clerk between meetings on the next agenda.*

10650 Matters arising from the Clerk's report

9.1 – To consider suitable 'retention' periods for documents held by the Council

After a brief discussion it was agreed that documents would be retained in line with other legal documents for a period of 6 years. The remainder of documents would be passed to Suffolk Records Office for archive. This was proposed by Cllr Revell and seconded by Cllr Roberts. All in favour.

9.2 – Risk assessment for data breaches

The Clerk reported that this action had not yet been completed. This will be completed and will have been circulated prior to the meeting in July.

9.3 – Registration with ICO – completed

The Clerk confirmed that registration with ICO had been completed and that the registration number had been received on 20/06/18. This means that the Privacy Notice can now be completed and uploaded onto the website.

Action: *Clerk to complete Privacy Notice and upload onto the new website.*

9.4 – Training booked with SALC

The Clerk reported that all the required training had been booked with SALC. There was a brief discussion as to whether members of the Planning Group or any other Councillor wished to attend a Planning workshop available in July.

Action: *Clerk to find out which Councillors would like to attend this training and book it ASAP.*

9.5 – Donation to SARS

The Clerk reported that a letter of thanks had been received from SARS for the parish council's donation to their charity.

9.6 – Website update

The Clerk reported that Cllr Galloway has been very helpful in uploading legal and archive documents onto the website. She also stated that Cllr Galloway was still receiving very positive feedback from users of the website. At this point Cllr Major proposed a vote of thanks for Cllr Galloway's hard work.

10651 Matters arising from the Parish Council meeting held on Wednesday 25th March 2018 and to update the Action List

10.1 Land at the back of the Recreation Ground in need of cutting back to avoid future flooding

Cllr Major reported that land abutting her property and a number of other houses is very overgrown and in need of cutting back to prevent the risk of flooding in the immediate future. She confirmed that she has instructed her Gardner to survey the land pertaining to her

property and he will be providing an estimate for any work that needs to be done. Cllr Buttle stated that she had contacted the Gardner used by the parish council and asked him to trim the trees down in the same area and this would be at a cost of £45.00. After a brief discussion it was agreed that Cllr Major will be reimbursed for any work completed by her own Gardner. This was proposed by Cllr Roberts and seconded by Cllr Revell. All in favour.

Cllr Major requested that the Clerk be instructed to write to the other residents on the appropriate roads asking them to ensure that they are aware that they have a duty to ensure that their land which borders the river does not present a danger of risk of flooding. Cllr Pulham recommended that a booklet published by the Environment Agency 'Living on the Edge' be downloaded and a link to the publication included in the letter.

Action: Clerk to request a list of households to write to from Councillors and create and distribute mailing.

10.2 – Trailer in the Car Park

It was reported that following on from the issue of cars being sold via the car park, a trailer had appeared and had remained there for a period of time without moving. Cllr Roberts offered to write a note to attach to the trailer asking the owner to remove it as soon as possible.

The Action List was updated accordingly.

10652. Parish Council Matters

11.1 – Weight Limit on Rendham Road

Mr Hannah, the Footpaths Officer was not present but gave a detailed report by email prior to the meeting. To move this issue forward, Cllr Roberts suggested that Mr Hannah and the Carlton Meres Liaison Group should formally approach Highways to investigate how a financially acceptable solution to this problem can be reached. Cllr Pulham on behalf of the Liaison Group agreed that this was a good approach and proposed to set up a meeting of the group to discuss this in the very near future. Once Highways have been approached and information gathered it should be brought back to the parish council. At this point the full support of the parish council will be given. This was proposed by Cllr Pulham and seconded by Cllr Galloway. All in favour.

11.2 - Advice from SALC regarding Planning Applications

As a result of the Clerk having sought advice from SALC regarding the correct procedure councils should use for reviewing planning applications, the Chairman proposed a new system be adopted. The whole parish council will need to review and discuss planning applications in the absence of a formal Planning Committee with delegated powers. The new process will consist of a review document being produced for all Councillors to complete for each planning application that comes in. (This will include tick boxes for ease of use plus an area for comment). This document will be uploaded onto Google Docs as a shared document that Councillors can all view and use. The Clerk will collate the information on the document and produce a Planning Report to be circulated before parish council meetings. This report will highlight any contentious or complex applications that may need more extensive discussion before a decision is taken on it. The Planning Report will be made available via the website for public access after the minutes have been ratified and signed. Site visits will still be required and will be undertaken by the more experienced members of the Council in planning matters who will comment in the shared document and make recommendations. From this point forward it is proposed that the Clerk will book site visits and keep a record of these. It is proposed to trial this process for six months and then review and improve where necessary. This was proposed by the Chairman and seconded by Cllr Roberts. All in favour.

There will be quite a bit of work required to get this system up and running, however after this the process should run smoothly.

Action: Clerk to set up new procedure, liaising with Councillors experienced in planning matters to formulate documentation and supporting where necessary Councillors to use the new procedure.

11.3 - Conservation area Public Exhibition 23/06/2018

Cllr Galloway reported that the Conservation area Public Exhibition to be held in the Village Hall on 23rd June 2018 is a Suffolk Coastal District Council consultation and they require no input from the parish council. Cllr Galloway has received information from SCDC publicising the event which has been uploaded onto the website. Some general information has been included in the New Oasis magazine. Cllr Roberts offered to put up some general information on social media to publicise further.

10653 Planning Matters

12.1 - Planning Applications Received

Planning ref: DC/18/2024/FUL

Address: Sandpit Cottage, Low Rd, Kelsale

Proposal: Erection of extension to provide additional bedroom and entrance lobby.

After a brief discussion the Parish Council **Approved** this application.

Action: *Clerk to inform SCDC of the Parish Council decision.*

12.2 Planning Decisions Confirmed

Planning Ref: DC/18/1460/FUL

Address: Alderlee Main Road Kelsale Cum Carlton Suffolk IP17 2NS

Proposal: Erection of 10 Dwellings at land adjacent to 'Alderlee'. Main Road, Kelsale
The Planning Group remained **Neutral** to this application.

No decision has been made by SCDC to date.

Planning Ref: DC/18/0534/FUL

Address: Caravan and Camping Site, Mill Farm, Rosemary Lane, Kelsale

Proposal: Use of existing caravan and camping club site to extend the 4/5 month tenting season with up to 5 static caravans.

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

Application permitted by SCDC 11/06/2018

Planning Ref: DC/14/1728/CLE

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

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

No decision has been made by SCDC, to date.

10654 Financial Matters

(b) Financial Statement since last meeting

(a) Income/Receipts

Financial Statement since last meeting

Adnams Community Trust Grant	£263.20
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Kelsale Village Hall - Broadband contribution	£285.94
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HMRC – VAT Reclaim	£5,683.79
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Total	£6,232.93
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Expenditure: (Direct Debits/Standing Orders)

BT (Monthly line rental)	£29.52
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Elizabeth Flight (Salary) - June 2018	£461.44
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Bank Balances:

Current Account as at 31 st March 2018	£17,883.65
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Business Saver Account as at 31st March 2018

£22,100.60

(b) Payments made since the last meeting:

None

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

Claire Buttle - Line Marker Spray - Reimbursement	£6.50
HMRC - PAYE (Elizabeth Flight)	£115.11
Leiston Press - Posters, Target Posters, Flyers - NP publicity	£102.40
Came & Company - Insurance Renewal	£539.85
Melvin Mann - Car Park & Playing Field - Maintenance	£105.00
Kelsale Village Hall - Room Hire 18th/25th April	£30.00
Patrick Norman - May Invoice	£85.00
ICO - Subscription	£40.00
Melbec - Website Construction	£840.00
Claire Buttle - Posts for recreation ground - Reimbursement	£148.79
Elizabeth Flight - General & Mileage Expenses	£101.84
Suffolk Accident Rescue Service - Donation	£50.00
Plus reimbursement to Village Hall for Broadband	Up to £100

TOTAL £2,164.49

Cllr Buttle stated that the cheque listed for reimbursement for £148.79, should in fact be paid directly to J T Pegg. The Clerk requested that she be supplied with the original invoice before this can be completed. This and other payments were Proposed for approval by Cllr Roberts and Seconded by Cllr Pulham. All in favour.

(d) To carry out the following reviews: None

13.1 – Overpayment of Broadband contribution by the Village Hall

The Clerk reported that the Village Hall had overpaid their contribution towards the Broadband by mistake. They paid a 50% contribution instead of a 30% contribution. It was agreed to approve this reimbursement up to £100 at this meeting (see 10654 (c) above)

10655 To receive a report from the Village Centre Enhancement Group

Cllr Dickerson reported that the VCEG were going to wait to complete any improvements in the village until after the Conservation consultation has been conducted. Cllr Roberts stated that improvements to the kerbs in the village will also wait until after the consultation.

10656 Neighbourhood Plan Steering Group – To receive an update (see separate appendix)

Cllr Galloway reported that a meeting of the Neighbourhood Plan Steering Group had taken place and it had been agreed that a more thorough breakdown of the composition of the population in Kelsale and Carlton needs to be undertaken in the first instance. Statistics will be gathered and analysis undertaken. In addition we are also dealing with the issues raised by Natural England and Historic England

10657 To Receive Reports from Portfolio Holders and Liaison Representatives

New Oasis

Cllr Pulham reported that the next publication of New Oasis is almost finished and will be published at the end of the week. He stated that the publication is now looking like a community owned magazine and this is a really positive step forward. Cllr Pulham is liaising with Carlton Meres to give them a chance to publicise their events in the magazine.

Biodiversity action plan

Cllr Dickerson reported that another three sites have been surveyed, bringing the total to 17.

The highlight was Cllr Galloway's pond which is home to a wide variety of wildlife, including Great Crested Newts. Cllr Dickerson will be proposing that another roadside nature reserve is designated at the junction of Main Road and Curlew Green as it contains 54 species of plants and wildlife. He stated that further developments for the pond on the recreation ground will be discussed at the July meeting

Emergency officer

Cllr Roberts reported that a number of opportunities for applying for grants had been made available in recent weeks. Most notably is a grant from the Screwfix Foundation offering funds for material improvements to buildings. He suggested that an old toilet at the back of the Village Hall could be refurbished to provide facilities for the community. Unfortunately the deadlines for some of these grants are very short. The Clerk suggested that she makes a list of available grants and their deadlines and frequency (e.g. annually, quarterly etc.) available to maximise that amount of time to prepare applications for the future.

Action: Clerk to produce a list of grant opportunities going forward.

Tree Warden

No report given.

Footpaths Officer

No report given.

VAS

No report given.

Recreation Ground

No report given.

10658. Correspondence

A letter of thanks had been received from SARS regarding the donation of £50.00.

10659 Items for consideration for inclusion on the next agenda

- Planning Procedures
- School Parking Drop off proposals
- Hedge Cutting
- Condition of street signs

10659. To consider excluding the public and press

No considerations were necessary

10660. Excluded item

There were none

10660 Date of the next meeting

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

The next meeting will be held on Wednesday July 25th at 7.00pm in Kelsale Village Hall.

Meeting closed at 09.00pm.

Signed: Chairman

Dated:

Kelsale-cum-Carlton Parish Council

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**MINUTES OF THE PARISH COUNCIL MEETING HELD ON WEDNESDAY 25th July 2018 AT
7:00PM IN KELSALE VILLAGE HALL, COMMITTEE ROOM**

Present at the meeting:

Cllr Alan Revell (Chairman)	Cllr Tim Roberts
Cllr Edwina Galloway	Cllr Susan Major
Cllr Claire Buttle	Cllr Burslem
Cllr Keith Dickerson	
Cllr Lumb	

In attendance: None

Welcome by the Chairman

10661. 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.

There were 7 members of the public present. The Footpaths Officer reported that progress was being made regarding getting a weight limit assigned on Rendham Road, Carlton. Highways had visited and conducted a survey and correspondence had been sent to members of the County and District Council and the management of Carlton Meres to request help with funding the project. He also stated that the notice of planning permission had gone up at Carlton Meres and that he had formally responded to the planning application asking for caveats to be included to ensure that commercial vehicles do not travel up this road. The Chairman stated that an 'unsuitable for heavy vehicles' sign could be purchased by the Parish Council in the first instance with a view of raising the funds for the full works to be completed by Highways. The Clerk was asked to contact Highways to find out the formal procedure of getting a weight limit assigned to a road and also to ask how to purchase an 'unsuitable for heavy vehicles sign'.

A member of the public asked for an update regarding the legality of the licences that Carlton Meres hold. The Chairman responded by saying that the Vice Chairman has been in contact with the management on several occasions and to date had been unsuccessful in having sight of the licences. The Chairman said that the Parish Council would continue to contact them.

Action: Clerk to contact Highways to find out the correct procedure of getting weight limit assigned to a road. Also find out how to purchase an 'unsuitable for heavy vehicles sign'.

At this point the Chairman thought it appropriate to move item 106672/11.2 into the public forum. Please see a report of this in the minutes below.

10662. Reports

- (a) **Report by County Cllr Richard Smith** – Cllr Smith reported that he had attended an audit meeting this week and had pleasure in announcing that the accounts for the Council have been approved. He explained that finance will now take centre

stage as consideration for next year's budget begins. He said that the government is giving councils less money in grants at the same time as putting caps on how much councils can raise in tax. He explained that two thirds of Suffolk County Council's net spend is on those areas of statutory requirement. Namely on vulnerable children and social care for the elderly. Suffolk County Council will be expected to make around £20 million savings in the next financial year and these savings are going to be difficult to identify. The result will be less money available for non-statutory spending such as Highways. Cllr Smith also reported that the Sizewell C Stage 3 Consultation will be going ahead from January to March 2019. He will be attending a meeting on Thursday 26th July where more information is expected to be disseminated. He stated that planning for another nuclear power station to be sited on Anglesey has been lodged and consists of 41,000 pages. He stated that it is possible that Anglesey will be second on the list of power stations to be built with Sizewell a possible third. Regarding timescales, he said that if Sizewell gets through the planning Inspectorate it is likely that construction could start in 2021 or 2022. Therefore, it is looking more likely than it has previously. Cllr Burslem asked for feedback regarding the Suffolk County Council full meeting where the Suffolk Cycling Strategy had been discussed. Cllr Smith stated although the motion had been supported, money cannot be guaranteed for anything other than cycle paths on newly built housing clusters. Cllr Roberts asked Cllr Smith for a private meeting to discuss some financial matters. Cllr Smith agreed to this.

- (b) **Report by District Cllr Phillip Dunnett** – Cllr Dunnett reported that the Draft Local Plan consultation which started on 20th July is now underway. He explained how important this document is. He urged the Parish Council not to concentrate on the second half of the plan but to carefully study the first part which contain the proposed policies. The Chairman reported that a public meeting had been convened on July 19th where a presentation had been made regarding the new Draft Local Plan to impress on members of the public the importance of this document. Cllr Burslem asked for an update regarding the progress of a problematic area of planning in Saxmundham. Cllr Dunnett explained what has been happening and that this may result in a legal challenge being made.

- (c) **Report by District Cllr John Fisher** – Did not have anything to add.

At this point Cllrs Smith and Dunnett asked for permission to leave the meeting

The Chairman formally opened the meeting at 7.50pm

10663. To receive apologies for absence

Apologies were received from Cllrs Ellis, Pulham, Baker and Taylor.

10664. To accept apologies for absence

It was decided to only receive and not accept apologies at this meeting.

10665 To record absence without apologies

None

10666 Declarations of Interest

None

(d) To consider any dispensations

None

10667 To consider the Approval of the draft minutes of the Parish Council meeting held on 20th June 2018

The draft minutes of the **Parish Council** meeting held on Wednesday 20th June 2018 had been circulated to all Councillors prior to the meeting. They were **proposed for Approval by Cllr Roberts and seconded by Cllr. Buttle. All in Favour, 2 Abstentions.** The minutes were duly signed by the Chairman as a true record. Cllr Dickerson asked that a slight amendment be made to the minutes under the Bio-

diversity portfolio. 'roadside nature reserve' will replace 'new conservation area'.

Action: Clerk to amend.

10668 Parish Clerk's Report

7.1 – Report on training undertaken:

7.11 – Clerks Financial Workshop 2/07/18

The Clerk explained that this workshop had revealed that tightening up of certain processes and procedures will be needed to ensure that all the correct actions regarding financial regulations have been put in place.

7.12 – Clerks training 5&12/07/18

The Clerk reported that this training has been invaluable and revealed that there are a few missing policies and procedures that will need to be introduced over the next few months to ensure that the Parish Council comes up to the required standard. She said that she feels empowered and confident to complete her role more effectively now.

7.13 – Planning workshop 09/07/18

This workshop provided very useful information that can be used when discussing planning applications in the future.

7.14 – GDPR workshop 11/07/18

The Clerk stated that although the needs that were identified as a result of the workshop seemed onerous, they were not, and she would concentrate on getting everything place over the next few months.

7.2 – Approval of final Privacy Notice

After a brief discussion a vote was taken on adopting the Privacy Notice that will be uploaded onto the website. The proposal was carried unanimously.

7.3 - Approval of Email, Internet & Social Media Policy

After a brief discussion a vote was taken on adopting the new Email, Internet & Social Media Policy. The proposal was carried unanimously.

7.4 – Approval of GDPR Risk Assessment

The Clerk explained that the previous GDPR risk assessment that had been adopted had not in fact been a risk assessment, instead it had been a list of considerations for a risk assessment. Using these considerations as a basis the Clerk had converted the information into a risk assessment. She stated that these documents need to be reviewed regularly if there are any changes and that if anyone thinks of something that has been missed, they should inform the Clerk for inclusion.

7.5 – To consider alternative solution regarding document storage

The Clerk explained that she had rethought the strategy for document storage going forward. Nearly all documentation that Councillors would need access to have been uploaded onto the website. There was a discussion about the storage of photographic evidence and after a brief discussion it was agreed that the Clerk and Cllr Roberts would arrange to meet to discuss how this could be done most effectively. The Clerk explained that regarding the new Planning Procedures to be undertaken, she will be producing a form for Councillors to complete with their responses. This process will be used and reviewed at a later date.

7.6 –To consider the expenditure limit for Clerk regarding urgent decisions between meetings.

There was a brief discussion regarding whether the Chairman should also have an expenditure limit. Cllr Fisher stated that it should only be the Clerk. It was agreed to leave this limit at £300 for now. This may be reviewed after the new Standing Orders have been adopted.

7.7 – Bonfire Event working group

The Clerk informed the Parish Council that she has joined the Bonfire Event Working Group.

7.8 - To consider the report supplied by Therese Coffey MP sent to Kelsale--cum-Carlton Parish Council.

The Clerk asked if everyone had read this report. They had. There were no comments

or questions.

10669 Clerk's Report on urgent decisions

No urgent decisions were taken.

10670 Matters arising from the Clerk's report

9.1 - Clerk to amend current Standing Orders to bring them in line with the newly published model document – **in progress**

9.2 - Clerk to scan the signatures and email a response to SCDC confirming that a change of road name is needed for the electoral roll – **completed**

10671 Matters arising from the Parish Council meeting held on Wednesday 20th June 2018

10.1 - Clerk to request a list of households to write to from Councillors and create and distribute mailing – **completed**

10.2 - Clerk to set up new procedure, liaising with Councillors experienced in planning matters to formulate documentation and supporting where necessary Councillors to use the new procedure – **in progress**

10672. Parish Council Matters

11.1 – To consider the consultation for the new Suffolk Local Plan (Cllr Revell)

The Chairman stated that the public meeting on Thursday 26th July had been very successful. However, he said that he will make an apology to be included in the next issue of New Oasis about the lack of a microphone on the night making it difficult for some people to hear easily. Cllr Roberts requested that in future the Village Hall Committee should issue a form requesting what facilities the hirer needs on the night. Cllr Lumb agreed to make this request at the next Village Hall Committee Meeting. At this point the Chairman asked Cllr Galloway to give her thoughts about how the Parish Council should respond to the Draft Local Plan. She said that before this is considered, a decision needed to be made about booking a 1:1 meeting that had been offered by those responsible for the plan. It was agreed that Cllrs Galloway and Buttle will attend. Cllr Galloway explained that the method of response expected was different to previous consultations for a Local Plan. Cllr Galloway stated that there are also some questions on the County Council website that can form part of the response. Cllr Roberts asked if we could be guided by Mr Ian Galloway who had kindly written and delivered the presentation at the public meeting. Cllr Galloway said that it is unlikely that he will have time and that it would be best to have responses from all the other Council members. At this point the Chairman extended his grateful thanks to Mr Ian Galloway for his undertaking in both producing and presenting the information at the public meeting. The Council are especially grateful for the amount of work that Mr Galloway had done in achieving this.

11.2 – To consider the response from Therese Coffey MP to the letter sent to her regarding Carlton Meres (Cllr Roberts).

The Chairman had felt it appropriate to move this item to the top of the agenda for inclusion in the public forum.

Cllr Roberts gave a brief explanation of the letter that had been received in response to the Parish Council's letter sent to Therese Coffey MP on 22nd May 2018. He explained that anyone with a 12-month tenancy at Carlton Meres should be required to pay Council tax as this would be deemed their main residency. He also said that if the park was deemed to be a 'significant' development then it would be eligible to pay the Construction Infrastructure Levy (CIL). The response had stated that it was a decision for the local District Council on how to apply these rules. There was a brief discussion about the need to identify how many residents have a 12-month tenancy and are on the electoral roll. Cllr Smith stated that the last information he had received

indicated that this amounted to around 5. Cllr Roberts asked for a response from Cllr Dunnett who said that he would be happy to take this back to Suffolk Coastal District Council to resolve. Cllr Roberts agreed to give all the information he has to Cllr Dunnett and then liaise directly with Carlton Meres for their response. As a member of the public had asked to see the site licence at Carlton Meres. The Clerk was asked to do a Freedom of Information request to Carlton Meres and ask to see their licences.

Action: Cllr Roberts to pass on information to Cllr Dunnett and liaise with Carlton Meres directly for their response.

Action: Clerk to do a Freedom of Information Request to ask to see the existing licences at Carlton Meres.

11.3 – To receive a report of the briefing regarding the proposed boundary changes to the merger of Suffolk and Waveney District Councils (Cllr Galloway).

Cllr Galloway reported that she had attended a briefing at SCDC headquarters in Melton to find out more information regarding the new proposed boundary changes. She explained that there is nothing that the Parish Council can do to argue against the proposals. With all the recent development in Saxmundham, it will have become too big to include Kelsale-cum-Carlton. There need to be equal numbers of people in the wards and they are pairing up wards on this basis. She said that if we oppose the changes, then the Parish Council need to come up with a viable alternative and she cannot think of one. She suggested that the connection with Saxmundham be retained using other methods.

11.4 – To consider providing a formal response to Suffolk Coastal District Council to support the Conservation Area with the proposed boundary adjustments (Cllr Galloway).

Cllr Galloway reported that we have been asked by Suffolk Coastal District Council to take a formal vote at the Parish Council Meeting on whether the proposed Conservation Area should be adopted or not. She stated that she had been informed that the public consultation had produced a good response that was overwhelmingly in favour. As a result of feedback from local residents they are considering including the allotments and the meadow as well. A vote was taken, and it was unanimously in favour.

Action: Clerk to provide a formal notification of the vote.

11.5 – To consider providing a grant for maintenance of the grounds in the churchyard (Cllr Major)

Cllr Major asked that a grant be made available to the church for maintenance of the grounds. There was a brief discussion and some confusion over which part of the churchyard would be covered by this. Cllr Dickerson requested that this is put on the agenda for the next meeting to allow discussion to take place at the next Bio Diversity meeting on Monday 30th July. In the meantime, the Clerk will distribute the Management plan to the Council.

Action: Clerk to circulate the Management Plan to all Councillors for information and discussion.

10673 Planning Matters

12.1 – Planning Report:

12.11 – to discuss planning applications received as per the Planning Report (please see separate document)

Each planning application was discussed in detail and a vote taken with reasons stated.

Action: Clerk to respond to Suffolk Coastal District Council by close of business on 26th July 2018 for each of the planning applications discussed.

12.2 – To consider the outcomes of the public meeting held on Thursday 19th July 2018 regarding future planning in the village. The Chairman requested that due to time constraints, this item should be transferred to the next agenda.

Action: Clerk to transfer this item onto the agenda for the next meeting.

10674 Financial Matters

(c) Financial Statement since last meeting

(a) Income/Receipts

Financial Statement since last meeting

Adnams Grant	£263.20
VH Broadband Payment	£285.94
Advertising Revenue	£70.00
Total	£619.14

Expenditure: (Direct Debits/Standing Orders)

BT (Monthly line rental)	£29.52
Elizabeth Flight (Salary) - June 2018	£582.40

Bank Balances:

Current Account as at 30th June 2018	£19,963.48
Business Saver Account as at 30th June 2018	£12,063.52

(b) Payments made since the last meeting:

None

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

Suffolk Coastal District Council - TEN Licence for Bonfire Event	£21.00
HMRC - PAYE (Elizabeth Flight)	£115.11
SALC - Clerk and Councillor Training	£223.20
Tim Roberts - Reimbursement for Clerk's Laptop & Software	£571.94
Car Park & Playing Field - Maintenance	£105.00
Kelsale Village Hall - Room Hire VC 9th/30th May & VH 12th May	£73.00
C E Ruth Ltd - Setting tree trunk into hole for carving	£104.40
Elizabeth Flight - Geneal & Mileage Expenses July 18	£242.74
Elizabeth Flight - Overtime (extra mainly due to training) 24.5 hours	£228.34
TOTAL	£1,684.73

A vote was taken to approve the above payments. All in favour, 1 abstention.

13.1 – to sign and approve the bank statements and bank reconciliations for April, May and June 2018 (Clerk) – this was agreed as good practice. The Chairman signed both the bank statements and bank reconciliations.

13.2 – to consider the introduction of new quarterly financial reporting procedures to include budget v actual (Clerk) – after a brief discussion it was agreed to have six monthly financial reports. A vote was taken and it was supported – all in favour.

10675 To receive a report from the Village Centre Enhancement Group

Cllr Dickerson reported that he will hold a meeting once the Conservation area has been finalised. He also said that a resident will be making some improvements to the railings on Low Road.

10676 Neighbourhood Plan Steering Group – To receive an update (see separate appendix)

Cllr Burslem reported that a meeting had been held last Wednesday.

10677 To Receive Reports from Portfolio Holders and Liaison Representatives

New Oasis – No report.

Biodiversity action plan – Cllr Dickerson stated that there will be a meeting held on Monday 30th July.

Emergency officer – Cllr Roberts reported that he had been making arrangements for the Village Hall to become a potential rescue centre. During the process however, problems had been identified regarding fire risks. He said that there is potential to get a fire alarm system installed and paid for to address this. He also stated that he has a supply of Video Door bells that are free to vulnerable people and the old. He asked for members of the Council to inform him if they thought they knew an eligible person who might be in need.

Tree Warden – No report.

Footpaths Officer

The Footpaths Officer reported that he had spoken with the person in charge of rights of way at Suffolk District Council who had given him some maps and information. He also said that the department will be starting to tackle some of the problem areas that he has identified, the first being the steps going to the A12.

VAS No Report

Recreation Ground – Cllr Buttle reported that she has received a new quote for mole clearing. Initial clearing will be £70 and then 4 visits per year at £50 per visit. It was agreed to engage the contractor.

Sizewell – Cllr Galloway stated that she would be attending an information meeting on Thursday 26th July 2018.

10678. Correspondence

17.1 Wildlife trail & herb growing in the village. Cllr Buttle confirmed that she had been in touch with the member of the public who had suggested this and that he was attending the next Biodiversity meeting to develop the idea.

17.2 – Autumn Tidy Up – Due to time constraints, it was agreed to transfer this item to the next agenda.

10679 Items for consideration for Inclusion on the next agenda

- School Parking Drop off proposals
- Hedge Cutting
- Condition of street signs
- FOI to CM for licence
- Road sign and Street Furniture Officer – (Cllr Buttle to ask a potential contact)
- Cycle Rack
- Autumn Tidy Up
- Grant for church
- Outcome of Public Meeting held on 9/07/2018

10680 To consider excluding the public and press

No considerations were necessary

10681 Excluded item

There were none

10682 Date of the next meeting

There being no further discussion the Chairman thanked the Parish Council for their attendance and formally closed the meeting at 10.15pm.

The next meeting will be held on Wednesday August 29th at 7.00pm in Kelsale Village Hall.

Signed: Chairman
.....

Dated:

Kelsale-cum-Carlton Parish Council
31 Kings Road, Leiston, Suffolk, IP16 4DA,
Tel: 07733 355657 E-mail: kelsaleparishclerk@gmail.com
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**MINUTES OF THE PARISH COUNCIL MEETING HELD ON WEDNESDAY 29th August 2018
AT 7:00PM IN KELSALE VILLAGE HALL, COMMITTEE ROOM**

Present at the meeting: 3 people

Cllr Alan Revell (Chairman)	Cllr Tim Roberts – left the meeting after item 01693/10.2
Cllr Edwina Galloway	Cllr Susan Major
Cllr Claire Buttle	Cllr Chris Burslem
Cllr Carolyn Taylor	
Cllr Martin Lumb	

In attendance: Mr Steve Potts, General Manager, Carlton Meres Holiday Park.

Welcome by the Chairman

10683. 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.

There were 2 members of the public present.

Both the Chairman and Mr Ken Hannah welcomed Mr Steve Potts, General Manager from Carlton Meres Holiday Park and thanked him for attending the meeting. Mr Hannah reported that he and Mr Potts had recently had a very successful meeting addressing the recent issues between the local community and Carlton Meres Holiday Park. They both confirmed that regular meetings will be taking place between them going forward. Mr Hannah stated that the recently formed Carlton Meres liaison group had not been very successful due to difficulties in finding time for members to meet. He has therefore agreed to act as spokesperson and liaison officer between the Parish Council and Carlton Meres and will report back to meetings when appropriate. Mr Potts confirmed that he had been made aware about the issues that had arisen between the park and the parish and is keen to ensure that these are resolved over time. As a first step he is keen to resolve the immediate traffic issues and has agreed to accompany Mr Hannah on a tour of the area to enable him to accurately assess any help that is needed. Mr Potts stressed that he has an 'open door' policy and welcomes input from the Parish Council going forward. He is keen to 'build bridges' and improve the communication and relationship that the park has with the local community. At this

point the Chairman asked if there were any questions. Cllr Buttle asked if there were any plans for the public to be allowed to share facilities at the park. Mr Potts responded by saying that he welcomes members of the public onto the park but that they will need to contact him in advance for the relevant passes to allow them on site. Cllr Galloway made the point that the terms of the planning application for the enhancement of the leisure facilities specifically states that the general public would not be allowed to use the facilities on the park. Mr Potts responded by saying that he had the authority to allow the public to use the facilities on an ad-hoc basis. Cllr Major raised a query regarding the stress on local medical facilities from residents. At this point Mr Potts stated that all site licences are for recreational use only and there are no permanent residents allowed on the site. He also said that the park had an agreement with the local surgery who had given the impression that they were happy to deal with temporary patients from the park from time to time. Cllr Roberts raised the issue regarding the proposed future significant growth in the size of the park and asked Mr Potts what their long-term plan is. Mr Potts responded by saying that at the present time only the refurbishment and improvement of the leisure facilities are planned. The company is currently in the process of completing a 5-year plan and once this is available he will be happy to share the contents with the Parish Council. Mr Potts stressed that the company is not currently looking towards further expansion. At this point there was a brief discussion regarding the erecting of road signs to discourage heavy goods vehicles using Rendham Road to access Carlton Meres. Cllr Roberts suggested that the cost of these signs could be shared between the Parish Council and Carlton Meres. Mr Potts indicated that he would be willing to consider this proposal.

Action: Ken Hannah to contact highways to ask them to provide details of the cost of signage and then let the Clerk know. Clerk to apply to the Locality Budget to help with the funding of the signs. Clerk to contact Mr Potts once the costs have been received to request a donation.

10684. Reports

- (d) Report by County Cllr Richard Smith** – Cllr Smith reported that there have been a number of briefings regarding Sizewell C and they will continue throughout September. He stated that the fact that there is still no workshop regarding traffic is a considerable concern. He reported that next year's County Council budget will need to establish savings in the region of £25 million. He stated that initially savings of £10 million have been pinpointed but that the remaining £15 million is going to be difficult to find. He said that the general public will really start to notice that savings are being made to front line services. At this point Cllr Taylor took the opportunity to tell Cllr Smith how devastated and disappointed she was to learn that funds for a planned extra classroom at the school had been withdrawn. She stated that the school is full and currently oversubscribed and in desperate need of an extra classroom. Cllr Taylor said that she will be lodging an appeal to have this decision reversed. Cllr Smith offered to help with this and asked that Cllr Taylor forward the email containing the reasons why the funding had been withdrawn and he will ask for this to be reviewed by the appropriate department on her behalf.
- (e) Report by District Cllr Phillip Dunnett.** Cllr Dunnett was not present at the meeting and no written report had been received.
- (f) Report by District Cllr John Fisher – progress.** Cllr Fisher reported that progress is being made regarding the merger of the District Councils. He stated that the next meeting is being held on 3rd September. After formal approval, there will be a shadow authority in place until the election next year. The new authority comes into being on 1st April 2019, but election of officers is not until 1st May which results in a short gap that will need to be bridged. Cllr Fisher also reported that the consultation for the Draft Local Plan has a deadline of 14th September for

everyone to respond. At this point Cllr Burslem raised an issue regarding highway repairs that should have been completed in Bridge St over a two-week period. The repairs were in fact not completed properly resulting in pot holes and other matters not having been addressed. Cllr Smith interjected stating that this is a County Council issue and that if Cllr Burslem sends him details of how the repairs were incomplete, he will raise this issue on his behalf with the relevant department.

Action: Cllr Burslem to supply the Clerk with the relevant information. The Clerk will forward onto Cllr Smith for consideration.

The Chairman formally opened the meeting at 7.45pm

10685. To receive apologies for absence

Apologies were received from Cllrs Ellis (sabbatical), Baker (family duties), Dickerson (abroad giving a talk), Pulham (unwell after dentist appt)

10686. To accept apologies for absence – apologies were accepted unanimously

10687 To record absence without apologies

None

10688 Declarations of Interest

None

(e) To consider any dispensations

None

10689 To consider the Approval of the draft minutes of the Parish Council meeting held on 25th July 2018

The draft minutes of the **Parish Council** meeting held on Wednesday 25th July 2018 had been circulated to all Councillors prior to the meeting. They were **proposed for Approval by Cllr Roberts and Seconded by Cllr Lumb. All in Favour, 1 Abstention.** The minutes were duly signed by the Chairman as a true record. Amendments to the minutes that had been raised prior to the meeting were accepted.

*At this point the Chairman agreed to move item **01693/10.2** the top of the agenda to allow Mr Potts and Cllr Roberts to comment before both having to leave the meeting. Cllr Roberts explained to Mr Potts that the Parish Council had sent a letter to Therese Coffey MP raising the issues around the strain that holiday parks such as Carlton Meres have on the local infrastructure and to challenge the way that monies are raised and distributed to compensate for this. He explained that the relevant government department had responded, and the response has been passed onto the head of planning at Suffolk Coastal District Council (SCDC) for consideration. The planning department are currently considering the implications contained in the response and it is likely to be passed to the financial team as well. Cllr Roberts stated that any response from SCDC will be shared with Carlton Meres. Mr Potts stated that he will also raise this issue with Park Holidays as well.*

10690 Parish Clerk's Report

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

7.1: New Planning Procedure

The Clerk went through the proposed new process of dealing with planning applications as they are received. Refer to the Clerks report for details. There was a brief discussion regarding the Planning Policy and how this will need to be amended to include the new process. Cllr Roberts suggested that a review of the policy is completed for the next meeting to allow it to be adopted for the next 12 months.

Action: Clerk to liaise with Cllr Roberts and Cllr Galloway to review the policy

and circulate before the next meeting. Clerk to add Planning Policy review to the next agenda.

7.2: Register of Interests – update of records

The Clerk explained that she does not have either paper or electronic copies of Councillors Register of Interests and that this information is a legal requirement. She explained that the link on the SCDC website where this information is normally available is a temporary one not displaying the information needed due to the merger of the District Councils. The Clerk has downloaded a copy of the form needed for completion, but it is password protected. After a brief discussion, it was agreed that both District Councillor Fisher and the Clerk will ask SCDC to supply the relevant information rather than asking Councillors to complete the form again.

Action: District Cllr Fisher and the Clerk to contact SCDC to request ROI for Kelsale-cum-Carlton Parish Council. They will be asked to either provide a link via the SCDC website or the forms for the PC to upload onto its website.

7.3: Draft Policies/Procedures for ratification

The following policies and procedures were adopted after unanimous votes:

- Health and Safety Policy
- Equality and Diversity Policy
- Disciplinary Procedure
- Grievance Procedure

Action: Clerk to pass copies of these policies/procedures to Cllr Galloway for upload onto the website.

7.4: Freedom of Information Request – Carlton Meres

The Clerk made a formal FOI request to Carlton Meres asking them to supply the Parish Council with details of all current site licences. Mr Potts, General Manager of Carlton Meres, reported that the request is with their legal team at the moment and that the Parish Council will receive the information in due course.

7.5: Lockable Safe

The Clerk reported that the current Insurance Schedule will not cover the amount of cash raised at the Bonfire Event without it being locked away in a safe until it is paid into the bank. After a brief discussion it was agreed the proceeds would be split and stored securely in an appropriate manner.

7.6: Horse-riding Warning Signs – Rosemary Lane

The Clerk reported that it had been agreed to erect horse-riding warning signs on Rosemary Lane back in 2017 and that this has not yet been completed. After a brief discussion it was agreed that the Clerk will try and source these signs more cheaply on the internet. Once they have been purchased, arrangements will be made for erecting them.

Action: Clerk to source warning signs via the internet.

7.7: Feedback regarding reported Highways issues

The Clerk reported on two highways issues, one of which has been resolved. The Clerk agreed to chase highways regarding the missing signs for the Poacher's Pocket.

Action: Clerk to chase up highways to resolve the issue of the missing signs for the Poacher's Pocket.

7.8: Spinney Pocket

The Clerk reported that an issue regarding Spinney Pocket had been resolved satisfactorily.

7.9: Scottish Power Statement of Community Consultation

The Clerk provided details of the proposed consultation by Scottish Power regarding the provision of offshore wind farms in the area during September.

7.10: Further changes to the 2018 Model Standing Orders (NALC)

The Clerk confirmed that she had received a new copy of the Model Standing Orders document with further amendments published.

Action: Clerk to use the new version to use as a model for amendment of PC Standing Orders.

7.11: New National Planning Policies

The Clerk provided details of new national planning policies that had been provided via SALC.

7.12: East Anglian Air Ambulance – Basic Life Support training session for community groups.

The Clerk informed the meeting about this above training session but realised that it overlaps with the planned defibrillator refresher event already arranged by Cllr Buttle in November.

10691 Clerk's Report on urgent decisions

The Clerk reported that she had authorised the spending of £44.00 to cover the cost of printing the response of the Parish Council to the anonymous letter that had been received during the previous month. Please see 10694/11.4 below.

10692 Matters arising from the Clerk's report

9.1: Clerk to amend current Standing Orders to bring them in line with the newly published model document. *This action is still in progress due to further amendments to the document (see 7.10 above).*

10693 Matters arising from the Parish Council meeting held on Wednesday 20th June 2018

10.1: To consider the consultation for the new Suffolk Local Plan – The Chairman reported that Mr Ian Galloway had produced a very impressive and comprehensive response to the Draft Local Plan on behalf of the Parish Council. The Clerk confirmed that she had not received any notifications from Councillors challenging the contents of Mr Galloway's response. In fact, she had only received very positive feedback. At this point the Chairman proposed a formal vote of thanks to Mr Galloway for producing this document. The vote was carried unanimously. **Action: Cllr Galloway to send the full response to the Clerk and the Clerk will formally respond to the County Council on behalf of the Parish Council.**

10.2: To consider the response from Therese Coffey MP to the letter sent to her regarding Carlton Meres – Action:

Cllr Roberts to pass on information to Cllr Dunnett and liaise with Carlton Meres directly for their response. This action was completed, and the Parish Council are awaiting a response.

10.3: To consider providing a formal response to Suffolk Coastal District Council to support the Conservation Area with the proposed boundary adjustments – Action:

Clerk to provide a formal notification of the vote. This action was completed and a thank you email has been received from Robert Scrimgeour.

10.4: To consider providing a grant for maintenance of the grounds in the churchyard – Action: Clerk to circulate the Management Plan to all Councillors for information and discussion. This action was completed. It was unanimously agreed to make a one-off donation for £300.00 to be put towards grass cutting in the churchyard.

10.5: To discuss planning applications received as per the Planning Report Action:

Clerk to respond to Suffolk Coastal District Council by close of business on 26th July 2018 for each of the planning applications discussed. This action was completed on 26th July 2018.

10.6 – Weight limit on Carlton Road update – This item was discussed under item

10694. Parish Council Matters

11.2 Road signs and Street Furniture Officer - update (CBut). Cllr Buttle reported that she had spoken to her contacts regarding the upkeep of road signs and street furniture in the village and they felt that this was something they did not want to do. After a brief discussion, Mr Ken Hannah volunteered to undertake this task. The Parish Council will reimburse him for any expenses incurred.

Action: *Clerk to email Mr Hannah with details of which signs and benches need attention.*

11.3 Autumn Tidy Up – carried over from last meeting. There was a brief discussion regarding the difficulty in generating interest for this type of pursuit from people living in the village. It was suggested that the Scout troop in Saxmundham be contacted to help in return for a donation. Alternatively, Cllr Revell stated that EDF are looking for local projects to be involved in. Someone else suggested that Carlton Meres are approached to see if they would help fund a contractor to carry out the work.

Action: *Clerk to contact the member of public who had raised this issue and inform them that the matter was discussed during the August meeting and the Parish Council have come up with a number of ideas that will be pursued.*

11.4 Parish Council response to anonymous letter (AR) The Chairman stated that a response to the anonymous letter was made very quickly. He thanked Cllr Galloway and Mr Ian Galloway for their help with drafting and distributing the letter in Carlton. The Chairman reported that nobody had come forward and there had been no response to his letter to the community. Cllr Lumb asked if this had been an appropriate response and that it could have resulted in the author making themselves even more invisible. Cllr Revell responded by saying that some sort of response was needed to show that the Parish Council does care about these issues. Cllr Taylor suggested that the Chairman write an article about this for publication in the next issue of New Oasis.

11.5 Vehicle Activated Speed Camera (VAS) – volunteer to take over responsibility (DB) The Clerk reported that Cllr Baker had informed her that he wished to stand down from his responsibilities regarding the VAS. After a brief discussion, Cllr Lumb volunteered to move the camera around the village. Cllr Roberts had expressed an interest regarding analysing the data from the camera to the Clerk.

Action: *Clerk to check with Cllr Roberts that he is still interested in analysing the camera data.*

11.6 Draft Local Plan Response (EG/CBut). Although this subject had been covered in item 10693/10.1 above, Cllr Galloway wished to report on the 1:1 meeting she and Cllr Buttle had had with members of the Local Plan team. Cllrs Galloway and Buttle were shocked to discover that the reason why Carlton Meres had not been included in the Draft Local Plan is because the team are not aware of its existence, nor of the impact such a park has on the local community. Carlton Meres is highlighted many times in the Parish Council's response to the Draft Local Plan to reiterate why it must be considered in the final version. Cllr Buttle had also asked the team what methods would be used in order to attract new businesses to the area, for example, special tax or business rates. The team responded that no extra incentives will be available.

11.7 Proposed defibrillator awareness session) (CBut). Cllr Buttle reported that this session has been organised as the Parish Council's contribution to the Centenary celebrations of the end of the 1st World War. The session is being held on Wednesday 14th November. A member of the Royal British Legion will be running a tombola to raise funds. The Parish Council will provide cheese and wine afterwards for those who have taken part. Cllr Burslem suggested that Cllr Buttle approaches Waitrose to ask for a contribution towards refreshments. Cllrs Revell and Major offered to make contributions towards the cost of refreshments and Cllr Revell suggested that any

shortfall could be met with money that had been raised from the Bonfire event earlier in the month.

11.8 Bonfire Update (CBut). Cllr Buttle reported that the first meeting of the Bonfire group will be taking place on Tuesday 11th September at 7.30pm in the social club. She stated that quite a bit of work had already been started; the fireworks had been ordered; a volunteer to supervise the lighting of the fireworks had been confirmed; the Temporary Event Licence had been applied for and received and the Risk Assessment was well underway. Cllr Buttle stressed that care must be taken when deciding and then communicating the start time of the event as there was some confusion over this last year.

11.9 Proposed Christmas Lunch for older residents (CBut/EG). Cllr Taylor confirmed that this event can take place at the school and the venue can take up to 60 people for a sit-down meal. Cllr Buttle stated that a set menu would be provided. A total of £400 has been given by the previous organisers of the event as an initial contribution. The Chairman said that the vegetables will be donated. Cllr Galloway reported that she has been urged to apply for a grant from the Welfare Trust to help with the costs as it is likely to be successful. If any extra funds are required, the Chairman said that monies raised from the Bonfire Event in November could be used for this. Cllr Galloway has acquired a list of potential invitees that she has ordered geographically. Cllr Taylor also has a relevant list and they will combine lists and come up with a definitive list of people to invite.

Action: Cllrs Galloway and Taylor to meet to formulate a list of invitees.

10695 Planning Matters

12.1 Planning report. Cllr Revell went through the planning report that had been produced and circulated by the Clerk prior to the meeting.

The following outstanding planning applications were discussed:

DC/18/2907/OUT – 2 dwellings off Carlton Lane.

A planning application for 1 dwelling had been rejected previously by the Parish and District Councils but been upheld on appeal. After a brief discussion it was agreed that despite the risk of another successful appeal it was important for the Parish Council to object to this application on the following grounds:

- The site has been deemed a non-designated heritage asset in an historical parkland setting which should be safeguarded.
- The land for the proposed development is outside the village envelope boundary but is inside the boundary of registered Historic Parkland.
- Access – Carlton Road is an extremely busy road with speeding concerns.
- This field was one of the original sites for the Saxmundham by-pass in 1988 and was ruled out for any sort of development at that time because it was thought important that a “green belt” should be preserved between Carlton and Carlton Green.

DC/18/3351/VLA – Pitfield Butchers Road Kelsale Cum Carlton Suffolk IP17 2PG.

After a thorough discussion of both sides of the argument a vote was taken on whether to accept or reject this planning application. The result of the vote are as follows:

- To approve the application – 1 vote
- To reject the application – 2 votes
- Abstentions – 3

Therefore, the Parish Council will object to this application on the following grounds:

- If this ‘holiday let’ is allowed to be converted into a dwelling, the Council worry that it could set a precedent which may open the door to further ‘lets’ being built and then converted into dwellings in the future thus circumventing the normal planning process resulting in the countryside being spoiled.

DC/18/3323/FUL – Walnut Tree House – Clerk to get an extension on the response date for this application. Cllr Revell declared an interest in this. To be discussed at the next meeting.

10696 Financial Matters

(d) Financial Statement since last meeting

(a) Income/Receipts

Financial Statement since last meeting

Advertising Revenue	£50.00
Power Networks - Refund	£1.15
Total	£51.15

Expenditure: (Direct Debits/Standing Orders)

BT (Monthly line rental)	£29.52
Elizabeth Flight (Salary) - August 2018	£461.44

Bank Balances:

Current Account as at 31st July 2018	£16,917.00
Business Saver Account as at 31st July 2018	£12,063.52

(b) Payments made since the last meeting:

None

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

HMRC - PAYE (Elizabeth Flight)	£115.11
Tim Roberts - Expenses incurred - various	£34.46
Patrick Norman - Litter Picking	£70.00
Melvin Mann - Car Park & Playing Field - Maintenance	£45.00
Kelsale Village Hall - Inv: 1019 Room Hire 6th & 20th June 2018	£24.00
Leiston Press - Invoice 36918	£44.00
Leiston Press - Invoice 36651	£179.60
Elizabeth Flight - Backpay August 2018	£29.25
Elizabeth Flight - General & Mileage Expenses July 18	£42.75
Grass Cutting for Church	£300.00
TOTAL	£584.17

The above cheques were approved unanimously

13.2 – to sign and approve the bank statements and bank reconciliations for July 2018 (Clerk) – Cllr Taylor kindly agreed to sign the bank statements and bank reconciliation.

10697 To receive a report from the Village Centre Enhancement Group

10698 Neighbourhood Plan Steering Group – To receive an update (see separate appendix)

Cllr Burslem reported that a Neighbourhood Plan Meeting had taken place on Wednesday 22nd August and minutes had been circulated to Councillors. He confirmed that there will be another exhibition in October. The event will be held in the school for one day only. Cllr Burslem appealed for people to supply him with old photographs of Carlton for the event.

10699 To Receive Reports from Portfolio Holders and Liaison Representatives

New Oasis – No report.

Biodiversity action plan

Cllr Buttle reported that at the last Biodiversity meeting it had been decided against putting a pond in the recreation ground as there are too many issues with safety. However, it was agreed to give serious consideration to Paul McCartney's idea of planting an herb garden in the recreation ground. She confirmed that the Management

plan for the church had also been discussed.

Emergency officer

Tree Warden – No report.

Footpaths Officer – No report.

VAS No Report

Recreation Ground – No report

Sizewell

Cllr Galloway reported that she had attended a meeting regarding Sizewell C and that there had been discussion regarding providing extra capacity on the railway at Saxmundham and that some rural crossings that are not currently being used very much will be closed.

10700. Correspondence

There was no correspondence

10701 Items for consideration for Inclusion on the next agenda

Planning policy & procedure.

CATS – grant application.

10702 To consider excluding the public and press

No considerations were necessary

10703 Excluded item

There were none

10704 Date of the next meeting

There being no further discussion the Chairman thanked the Parish Council for their attendance and formally closed the meeting at 10.15pm.

The next meeting will be held on Wednesday September 26th 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 26th September AT
7:00PM IN KELSALE VILLAGE HALL, COMMITTEE ROOM**

Present at the meeting: 3 people from Carlton Green

Cllr Alan Revell (Chairman)	Cllr Chris Burslem
Cllr Edwina Galloway	Cllr Keith Dickerson
Cllr Claire Buttle	Cllr Ray Ellis
Cllr Carolyn Taylor	Cllr John Pulham (Vice Chairman)
Cllr Tim Roberts	

In attendance: None

Welcome by the Chairman

10705 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.

There were 3 members of the public present and Mr Ken Hannah stated that he wished to update the Parish Council on several matters as he and his neighbours would have to leave shortly after. Mr Hannah said he had received a communication from Mr Potts of Carlton Meres asking that the August minutes be amended to reflect 'what he meant' as he felt he had not accurately described that the invitation to park facilities was extended to immediate neighbours only and not the wider community. It was agreed to amend the minutes accordingly to remove any confusion on this point.

The Chairman agreed to bring forward item 10712/7.6 below in order that Mr Hannah may comment. An update on funding for road signs near Carlton Meres was discussed and it was suggested the Sizewell Community Fund may be approached by the Clerk. As agreed Mr Hannah had been in touch with Park Homes and they were prepared to contribute but would want a copy of the costings in addition to an image of the proposed signage. **It was agreed to ask the Clerk to assemble this information and then to supply it to Mr Hannah and Park Homes.** Mr Hannah commented that Park Homes had supplied signs in other locations round the country and had been able to source them cheaper than Highways. It was observed that not all Highways Departments would accept signs made by manufacturers other than their own approved one.

Mr Hannah has been informed that the Site Licence is currently with SCDC for amendment to bring different zones into alignment so all the park will be closed 14th February to 1st March each year. Once this is completed KcCPC will then be able to access this. In a similar vein the revised Terms & conditions of the Site will be made available to Liz when they are ready.

10706 Reports

- (g) Report by County Cllr Richard Smith** – Cllr Smith was not present at the meeting and no written report had been received.
- (h) Report by District Cllr Phillip Dunnett.** – Cllr Dunnett was not present at the meeting and no written report had been received.
- (i) Report by District Cllr John Fisher** – Cllr Fisher advised that the consultation for the Local Plan had closed and that responses had been made which we will hear about in due course.

The Chairman formally opened the meeting at 7.10pm

10707. To receive apologies for absence

Apologies were received from Cllrs Susan Major (medical), Martin Lumb (medical), District Cllr Phillip Dunnett & County Cllr Richard Smith.

10708 To accept apologies for absence – apologies were accepted unanimously

10709 To record absence without apologies

None

10710 Declarations of Interest

None

(f) To consider any dispensations

None

10711 To consider the Approval of the draft minutes of the Parish Council meeting held on 29th August 2018

The draft minutes of the **Parish Council** meeting held on Wednesday 29th August 2018 had been circulated to all Councillors prior to the meeting. They were **proposed** for **Approval by Cllr Taylor and Seconded by Cllr Buttle All in Favour, 3 Abstention.**

10712 Parish Clerk's Report

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

7.1: Budgeting Workshop.

The comments made in the Clerks report were noted.

7.2: Financial Regulations – amended.

The amended Financial regulations were adopted after a unanimous vote.

Action: It was agreed unanimously that arrangements for the offsite storage of laptop back-up files will be discussed and agreed at the next meeting.

7.3: Clerks Salary Review.

Action: It was agreed that Cllrs Galloway & Roberts would obtain up to date Pay Scales and report back to the Chairman.

7.4: Resolution of issues with Barclays Bank.

It was agreed unanimously that the compensation of £300 received as a consequence of the issues should be put towards the Senior Residents Christmas lunch.

7.5: Standing Orders – amended.

The amended Financial regulations were adopted after a unanimous vote. The Chairman informed the Council his understanding was that the Parish Council had no Bylaws.

7.6: Applying for grants to fund the prospective weight limit signs on Rendham Road.- Please see item 10705 Public Forum above.

7.7: Images by Hand' – hand drawn maps.

It was agreed the Parish Council did not want to purchase maps.

7.8: Postcard.

It was agreed the Parish Council did not want to purchase a postcard

10713 Clerk's Report on urgent decisions

The Clerk authorised a payment for £59.00 for a sign to be printed and erected on the fence in the children's play area to prevent dogs from entering (and fouling). This action has been completed.

10714 Matters arising from the Clerk's report

9.1: District Cllr Fisher and the Clerk to contact SCDC to request Register of Interests information for Kelsale-cum-Carlton Parish Council. Action: District Cllr

Fisher and the Clerk to communicate again in order that District Cllr Fisher can provide further information.

9.2: Clerk to pass copies of ratified policies to Cllr Galloway for upload onto the website. **Action completed**

9.3: Clerk to source Horse-riding warning signs for Rosemary Lane on the internet. **Action outstanding.**

9.4: Clerk to use NALC Model Standing Orders to amend existing ones. **Action completed.** See Clerks report above item 7.5.

10715 Matters arising from the Parish Council meeting held on Wednesday 29th August 2018

10.1: Clerk to provide details to Ken Hannah of which street signs and benches need attention. **It was agreed that as Mr Hannah had not received the report on benches that the Chairman would check to see if he had a copy of a document produced by a previous Cllr.**

10.2: Autumn Tidy Up – Clerk to contact member of public who raised this issue. **Action completed.**

10.3: Vehicle Activation Camera – Clerk to check with Cllr Roberts that he agrees to analyse camera data. **Action completed.**

10.4: Christmas Lunch for older residents – Cllrs Galloway and Taylor to finalise list of invitees. This event is progressing and updates will be provided in due course. Cllr Burslem offered his help at the Event.

10716 Parish Council Matters

11.1: To ratify and adopt the Safeguarding Policy.

It was agreed after discussion that Cllr Taylor will consider comments and present a revised Policy to a future meeting.

11.2: To consider the Updated Statement of Community Consultation Scottish Power Renewables.

It was agreed to consider Cllr Galloway's response which has been pre-circulated together with any other comments made by Cllrs to the Clerk in order that the Clerk can respond to the Consultation on behalf of the Parish Council before the due date of October 29th.

11.3: CATS grant application.

It was agreed unanimously to make a donation of £100.

10717 Planning Matters

12.1: Planning Report. The Chairman went through the planning report that had been produced and circulated by the Clerk prior to the meeting.

The following outstanding planning Applications were discussed:

DC/18/3455/FUL -Extension to form new WC to former stables at Farm View Curlew Green

After discussion the following votes were cast:

To approve the application – 7 votes

To reject the application - 0

Abstentions – 2

DC/18/3005/FUL- Change of use to B2 The Hanger IP17 2 QW

After discussion the following votes were cast:

To approve the application – 8 votes

To reject the application - 0

Abstentions – 1

12.2: Updated Planning Register.

DC/18/3323/FUL - Walnut Tree House

This application was briefly discussed and it was confirmed that the Clerk had responded on behalf of the Parish Council.

12.3: The future of the planning group.

Members of the planning Group had been contacted by the Chairman & Clerk to ask if they were still willing to serve based on the changes in Planning structure over the past few months. Cllrs Pulham, Ellis and Lumb (by email) confirmed they were prepared to do so. Cllr Baker has resigned from the Parish Council with immediate effect.

12.4: To update the planning policy and procedures.

After discussion it was agreed that the planning policy and procedures should now be rewritten to take into account the fact that the Planning Group will still make site visits and recommendations to the Parish Council but that the whole Parish Council would vote on applications. It was agreed Cllr Pulham would rewrite, and then it would be passed to Cllr Roberts for his input, followed by Cllr Galloway and the Clerk likewise. It was agreed new procedures would be reviewed next March,

10718 Financial Matters**(e) Financial Statement since last meeting****Waiting on bank statement****(a) Income/Receipts**

Ref 100260- advertising revenue	£25.00
Interest	£6.02
Total	£31.02

Expenditure: (Direct Debits/Standing Orders)

BT (Monthly line rental)	£29.52
Elizabeth Flight (salary) – September 2018	£461.44
Bank Balances:	
Current Account as at 31 st August 2018	£16,080.86
Business Saver Account as at 31 st August 2018	£12,069.54

(b) Payments made since the last meeting: None**(c) To Consider/Approve the following cheque payments:**

HMRC – PAYE (Elizabeth Flight)	£23.40
Melbek Ltd – Webhosting: Inv 11537	£102.00
Patrick Norman – Litter Picking	£84.00
Kelsale Village Hall – Inv: 1032 Room Hire 18 th & 25 th July	£42.00
Leiston Press – Invoice 37297	£70.80
Elizabeth Flight-Backpay August 2018	£29.25
Elizabeth Flight -General & Mileage Expenses Sept 18	£78.50
MM-Grass Cutting/Weed Spraying	£120.00
TOTAL	£549.95

The above cheques were approved unanimously

13.2: In the absence of the Clerk due to illness it was agreed to sign and approve the bank statements and bank reconciliations for August 2018 at the next

meeting.

13.3: In the absence of the Clerk due to illness it was agreed to discuss arrangements for preparing the budget for 2019 at the next meeting.

13.4: To receive ideas for prospective projects to be carried out during the 2019 financial year.

The following ideas were suggested and there was a brief discussion:

- Cllr Dickerson stated that once the Conservation Area designation was in place (which would occur after November) some form of screening for the bottle banks and clothing bank in the car park would be planned and a meeting of the Village Enhancement Group would be convened for this purpose taking into account the Conservation Area Management Plan. It was suggested a budget of circa £200 may be required for previously agreed enhancement of the Centre of the Village.
- Cllr Roberts suggested enhancing the area in front of the Village Hall especially since works have been carried out on the path by Highways. It was observed that as the Village Hall own this land they would need to agree any action and be consulted as a matter of courtesy. It was suggested that if it was possible to obtain a grant to enhance this area it may be timely to encourage the Village Hall Trustees to discourage Parking in front of the Committee Room.
- Cllr Buttle stated that she and Cllr Galloway had been working on costings for putting a water Fountain, power and a herb garden in the Recreation Ground but that this is work in progress and no clear idea of budget is yet available. They will report back in due course. It was suggested that NJP Leiston may be able to provide competitive costings and the Galloper Fund may be able to assist with grant funding some of it.

10719 To receive a report from the Village Centre Enhancement Group

Please see item 13.4 first paragraph above.

The Chairman confirmed that he would proceed with the siting of the bicycle racks.

10720 Neighbourhood Plan Steering Group – To receive an update (see separate appendix)

Cllr Burslem informed the meeting that minutes of last week's meeting would be circulated shortly. He informed the meeting that he was keen to ensure all of Carlton was included in future engagement events and would be meeting with Cllr Taylor in her capacity of Head Teacher to discuss this. He wished to ensure a different approach was taken from previous engagement events. He expressed his disappointment that his article was not able to be published in the Autumn edition of the New Oasis and it was agreed in future a page would be set aside for the purpose of a regular update by Cllr Burslem on progress.

10721 To Receive Reports from Portfolio Holders and Liaison Representatives **New Oasis –**

Cllr Pulham informed the meeting that the Autumn Edition has been printed & collated and will be dropped off to the Distributors in the next few days for general circulation. The next Edition will be published just before Christmas.

Biodiversity action plan

Cllr Dickerson informed the meeting

- that the owners of the Nature Reserve on Tiggins Lane appreciated the interest in their Open Day.
- That Fran Cousins is being approached to discuss an updated Management Plan for a meadow at the Garden of Remembrance at the Church in Kelsale
- The biodiversity Group had suggested rather than a simple herb garden as discussed in 13.4 above that a sensory garden be planted.

Emergency officer

Cllr Roberts informed the meeting that there was to be an Emergency Rescue Planning Day in the Village Hall on 22nd October.

Cllr Roberts informed the meeting that he was checking that the Parish Council only had the specified yellow grit bins and that he was informed if there were any grit piles as opposed to grit bins.

Tree Warden – No Report

School – Cllr Taylor reported there was no change in SDC cancelling the funding for a new classroom.

Footpaths Officer – Mr Hannah had reported earlier in the meeting that he was liaising with SCDC over signs and rights of way and that the steps on the A12 were dangerous and he had reported them and was waiting for action.

VAS

Cllrs Lumb (when recovered) will relocate VAS and Cllr Roberts will download the statistics

Recreation Ground –

As a result of recent communications with the Clerk about facilities owned by the Parish Council it has been drawn to the Parish Councils attention that it does not own the Recreation Ground in Kelsale and that it is registered with the Charities Commission. Cllr Galloway recalled that Cllr Dickerson was appointed trustee in May 2011 and has been sole trustee since. **It was agreed that this situation should be remedied as there should always be 2 trustees.** Cllr Roberts suggested that this situation was not ideal and it be changed and that a Custodian Trustee of the Parish Council should be appointed. **It was agreed Cllr Pulham would look into this change.**

Cllr Galloway asked whether as the activities shown on the Charity Commissions website include provision of a football pitch whether the proposed removal of one set of goalposts caused any issues and was assured this was not the case as football could still be played albeit there was no team currently.

It was agreed that as Cllr Baker had now resigned from the Parish Council that he would be asked to return the keys for the Recreation Ground and the Billy Box in order that they may be passed to a new Portfolio Holder.

Cllr Buttle advised the Parish Council the Bonfire Event Planning was going well and she was looking to obtain some form of support to hold the advertising banner, but being mindful of the Conservation Area status. In response to questions about tasks previously performed by Cllr Baker at previous bonfire events Cllr Buttle confirmed an Electrician had agreed to check and run the Generator and assist with any power-based equipment and alternative arrangements had been made to collect the Guys from School.

Sizewell - No report

10722 Correspondence

A letter had been received from the Treasurer of The Parochial Church of Kelsale Cum Carlton thanking the Parish Council for the donation of £300 towards the grass cutting maintenance of the churchyard.

10723 Items for consideration for Inclusion on the next agenda

- Clerks salary Review & Budgeting Issues
- Safe Storage of Lap Top Back Up Files

- Appointment of further planning Group member
- Safeguarding Policy resubmission
- Review draft Planning Procedures
- Attracting new Cllrs to serve on Parish Council

10724 To consider excluding the public and press

No considerations were necessary

10725 Excluded item

There were none

10726 Date of the next meeting

There being no further discussion the Chairman thanked the Parish Council for their attendance and formally closed the meeting at 9.10pm.

The next meeting will be held on Wednesday October 31st at 7.00pm in Kelsale Village Hall.

Signed: Chairman
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Dated:

Kelsale-cum-Carlton Parish Council
31 Kings Road, Leiston, Suffolk, IP16 4DA,
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**MINUTES OF THE PARISH COUNCIL MEETING HELD ON WEDNESDAY 31st October AT
7:00PM IN KELSALE VILLAGE HALL, COMMITTEE ROOM**

Present at the meeting: 2 members of the public

Cllr Alan Revell (Chairman)	Cllr Chris Burslem
Cllr Claire Buttle	Cllr Ray Ellis
Cllr Carolyn Taylor	Cllr John Pulham (Vice Chairman)
Cllr Tim Roberts	Cllr Susan Major
Cllr Martin Lumb	Cllr Edwina Galloway

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.

10727 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 reported on several ongoing issues.

- A problematic email that had been sent to the Clerk regarding matters concerning Carlton Meres has been resolved.
- The draft Charter for use between the parish council and Carlton Meres written by Cllr Roberts has been presented to the General Manager. It is being passed to the Regional Director who plans to attend the next parish council meeting.
- Funding for signage for the weight limit signs on Rendham Road has been provisionally approved by the Regional Manager, although no commitment has been made to provide full funding for this project. Carlton Meres will contact Highways directly. The General Manager will contact the Clerk with the Regional Manager's details.

Action: Clerk to contact Highways about this matter to confirm that the parish council is working with Carlton Meres to provide a solution to this matter.

- There was a recent collision on Rendham Road between a tractor and a lorry providing proof that lorries are still using the road and that this poses a dangerous hazard.
- Work will start on the extension to the clubhouse, gardens, swimming pool and tennis courts at Carlton Meres next week. All contractors have been briefed not to use Rendham Road. Any breaches will be reported directly to Carlton Meres by the residents.
- The footpath signs that have been reported as damaged are now being repaired.
- The refurbishment of the road signs is progressing.
- Mr Hannah has emailed Cllr Dickerson to clarify which part of the cycle track needs clearing. There was a brief discussion with Cllr Fisher about this and the matter was resolved.
- Mr Hannah needs information regarding which benches are the responsibility of the parish council and where they are all located. The Chairman agreed to pass this information on to Mr Hannah.

Action: The Chairman to pass on the number and location of benches in the village.

- Cllr Roberts commented on the proposed Charter between the parish council and Carlton Meres and confirmed that this will be discussed at the next meeting.

At this point, the Chairman formally thanked Mr Hannah for all the work he has been doing to help the parish council.

10728 Reports

(j) Report by County Cllr Richard Smith

The Chairman welcomed County Cllr Richard Smith. Cllr Smith reported that he has been working hard at helping prepare the budget for the County Council and that it will be formally published on 14th November. He said that it is possible that as a result of this weeks Government budget, there may be more money available to councils, but this will not be known until the end of the year. Cllr Smith had no local matters to report on, although he said his involvement with the closure of the footbridge (for safety reasons) between Southwold and Walberswick had been time consuming. The following items were raised:

- Cllr Roberts asked for clarification regarding the number of available PCSO's in the County. Cllr Smith did not know the answer and referred Cllr Roberts directly to the County Constabulary.
- Cllr Burslem raised concerns regarding the number and severity of potholes

on Bridge St. Cllr Burslem said that he had contacted Cllr Smith directly about this matter and had not received a response. Cllr Smith apologised for not having responded directly. He had passed the matter to the relevant department for action. Cllr Smith advised Cllr Burslem to report the potholes online, where he would receive a direct response and a job reference number. However, Cllr Smith cautioned that the pot holes will have to fulfil Highways criteria for repair.

- Cllr Pulham raised a query regarding the ongoing parking problems at the school. He suggested that the area on the bottom of Beaumont should be resurfaced and a drop kerb put in place to provide extra parking spaces. He asked Cllr Smith if he could find out if Flagship, who own the land, would sanction this.

Action: Clerk to add school car parking to the agenda of the next meeting.

(k) Report by District Cllr Phillip Dunnett.

District Cllr Dunnett reported that at the next Cabinet meeting, Kelsale Conservation Area is on the agenda for adoption. He said that he could see no reason why it will not be adopted. The result is that this will be finalised by the end of next week. Cllr Dunnett also reported that the Boundary Commission have put forward their recommendations for the new wards under the new merged district council. He said that although they have adopted some of the suggestions put forward by parish councils, they remain mostly the same. He said that the merger itself is progressing slowly and confirmed that the new Local Plan will be the next item to be scrutinised. He said that the scrutiny committee had highly praised Kelsale-cum-Carlton parish council on their remarkable response to the consultation. Cllr Dunnett said that the journey of the plan will progress until January, when it will be checked and then adopted. Cllr Dunnett confirmed that he still has funds available for projects if needed. He said that if the parish council needs any funds, that they should apply soon as monies need to be allocated by the end of February 2019. There were no questions.

(l) Report by District Cllr John Fisher –

Cllr Fisher started by congratulating Cllr Galloway on the work that she completed regarding the Conservation area. He said that he also has funding available for projects if needed. The following issues were raised:

- Cllr Pulham asked if there was an existing planning application committee that scrutinises applications against the criteria of the Conservation Area, and if so, would it be possible for member of the parish council to join. Cllr Fisher said that he will find out and report back at the next meeting.
- Cllr Roberts asked if there were any firm proposals regarding the refurbishment of Saxmundham railway station. Cllr Dunnett responded and said that a site survey will be taking place shortly with the intention of formulating a plan going forward. He confirmed that the railway company and the SCDC have been having talks about this.

The Chairman formally opened the meeting at 7.45pm

10729. To receive apologies for absence

Apologies were received from Cllr Dickerson (abroad).

10730 To accept apologies for absence – accepted.

10731 To record absence without apologies - None

10732 Declarations of Interest

Cllr Roberts declared a non-pecuniary interested in planning application DC/18/3236/ROC – Pitfield.

Cllr Revell declared a non-pecuniary interest in the planning application - DC/18/3323/FUL – Walnut Tree House.

(g) To consider any dispensations

None

10733 To consider the Approval of the draft minutes of the Parish Council meeting held on 26th September 2018

The draft minutes of the **Parish Council** meeting held on Wednesday 26th September 2018 had been circulated to all Councillors prior to the meeting. They were **proposed** for **Approval by Cllr Roberts** and **Seconded by Cllr Buttle**. **All in Favour 9, Abstention 2**

10734 Parish Clerk's Report

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

7.1: To approve new Internal Financial Control Procedures

A vote was taken to approve the new Internal Financial Control Procedures – all in favour. The Chairman agreed to undertake 6 monthly audits of finance procedures starting in April 2019.

7.2: To consider the safe storage of laptop back up files

After a brief discussion it was agreed that the Clerk will look for a way of automating backups, possibly to the Cloud.

Action: Clerk to investigate methods for automating the backing up of parish council files and will report back at the next meeting.

7.3: To consider the Clerks salary review (held over from last meeting)

After a long discussion it was agreed to raise the Clerks salary by 1 pay point from 15 to 16 of the National Joint Council pay scales. Cllr Taylor recommended that this is reviewed again in March 2019 before the start of the new financial year. It was agreed to hold discussions regarding salary reviews as an 'Excluded' item in future and also not in the presence of the Clerk. A vote was taken to approve the moving up from point 15 to 16 – all in favour.

7.4: To report on the Grants and Funding Workshop (attended on 17/10/18)

The Clerk reported on the Grants and Funding Workshop that she attended on 17/10/2018. She felt that it was of great benefit and also now has an extended resource file on where and how to apply for grants and funds for future projects.

7.5: To consider the adoption of accounts package designed for parish councils.

The Clerk had circulated a business case for purchasing an accounts package called Scribe which is designed specifically for councils. The cost of a single user licence is £257 per year and she felt that it would pay for itself in the time saved on budget reporting, producing bank reconciliations, devising the budget and end of year procedures. A vote was taken, and it was agreed that the parish council will purchase this software for 12 months and then review – all in favour.

7.6: A reminder regarding disclosure of information that may be deemed confidential

The Clerk had been asked by a member of the parish council to issue a reminder to councillors of the need to safeguard confidential information by not divulging anything deemed to be confidential to anyone not on the council. She drew their attention to section 3 of the Suffolk Code of Conduct.

7.7: A reminder regarding emails and GDPR

The Clerk had been asked by a member of the parish council to issue a reminder to councillors to ensure that they use their council email addresses at all times when undertaking council business and when emailing a group that includes non-council members, they must remember to 'blind copy' the message to prevent personal emails being viewed.

7.8: Suffolk Coastal - Polling District & Polling Places Review 2018

The Clerk reported that she had been informed about the above review and has

posted notices on the village noticeboards to inform the public.

7.9: To report on cars parked permanently in Low Road car park

After a discussion about the best course of action, it was agreed that Cllr Pulham will draft a notice asking the owners of the vehicles parked permanently on the car park to desist. The notice will be passed on to the Clerk for distribution.

Action: Cllr Pulham to draft a notice and pass to the Clerk for distribution

10735 Clerk's Report on urgent decisions

There were no urgent decisions.

10736 Matters arising from the Clerk's report

9.1: Grants for weight limit sign – update.

Please see item 10727 Public Forum above for an update.

10737 Matters arising from the Parish Council meeting held on Wednesday 29th August 2018

10.1: Scottish Renewables consultation response. Other Councillor responses were required before submission. The deadline has been extended to 12/11/18. There were no other responses to add to the one made by Cllr Galloway at the last meeting.

Action: Clerk to send in the response made by Cllr Galloway at the last meeting before the deadline of 12/11/2018.

10.2: Horse-riding warning signs.

Quotation from Leiston Press had been circulated prior to the meeting. After a brief discussion, a vote was taken to engage Leiston Press to provide these signs – all in favour.

Action: Before placing the order, the Clerk to contact the member of public who originally raised the query and ask for suggested wording for the signs.

Clerk to ask that if the parish council pay for the sign, will they arrange for the signs to be erected.

10.3: Progress report on the mature persons Christmas Lunch. Cllr Buttle reported that most of the invitations have now gone out and there has been a good response so far. She said that everything else is going well regarding preparations. Cllr Galloway reported that there has been an enormous amount of goodwill from the community regarding this project and that she has received pledges of donations from a variety of people including the landlord from the Poaches Pocket public house.

10.4: Bonfire Event. Cllr Buttle also gave a report regarding the Bonfire Event preparations at this point. She said that the organisation had gone very well so far.

10.5: Recreation Ground – outstanding. Cllr Buttle volunteered to become the second trustee.

10738 Parish Council Matters

11.1: To consider the appointment of further Planning Group member (Chairman)

The present planning group consists Cllr Pulham, Cllr Ellis and Cllr Lumb. The Chairman appealed for a volunteer to join the Planning Group. No one volunteered. It was therefore decided to leave this until after Cllrs Buttle and Lumb have completed the planning workshop in November.

11.2: To consider the future of the Neighbourhood Plan Steering Group.

Cllr Burslem has stepped down as Chair of the NPSG but is keen to remain in the group and help where he can. The Chairman thanked Cllr Burslem for all the work he has completed in his role leading the steering group. Cllr Burslem reported that he has not yet officially advised the steering group that he is standing down and will do this as a matter of urgency in the next few days. No one from the parish council is currently willing to take over as Chair. It was suggested that the group try to recruit a

new non-council Chair at the next meeting. Cllr Galloway reported that there will be some changes coming in to force as a result of the district council merger that may affect any decisions that are taken by the group. Cllr Revell proposed that the steering group tries to recruit a new Chair and carries on doing its very valuable work.

11.3: To consider how to attract new Councillors to serve on the parish council (Chairman)

After a short discussion, it was agreed that Cllr Roberts will develop a strategy for attracting new members of the parish council and will liaise with the Clerk. They will provide a progress report at the next meeting. Cllr Burslem suggested that it is important to communicate the relevance of the parish council to the community to help with this.

Action: Cllr Roberts to develop a strategy for attracting new members to the parish council in liaison with the Clerk.

11.4: Safeguarding Policy re-submission (Cllr Taylor)

There was an in-depth discussion about the definition and scope of safeguarding in relation to the council. Cllr Taylor will take some of the points made into consideration when revising the policy. Cllr Taylor to circulate the revised policy for approval at the next meeting.

Action: Cllr Taylor to circulate the revised policy for approval at the next meeting.

11.5: To consider the purchase of a Christmas Tree (Cllr Galloway)

It was agreed that Cllr Galloway and Cllr Buttle will purchase a tree. A budget of up to £100.00 was agreed. The tree will be put up by 8th December in time for the mature persons Christmas Lunch.

11.6: To consider taking over responsibility for the flower tubs in front of the Village Hall (Cllr Burslem)

Cllr Burslem formally requested that the parish council takes over responsibility of maintaining the flower tubs in front of the village hall. He estimates that this will cost up to £120.00 per year. There was a brief discussion about whether something similar should be done in Carlton. However, no one could think of a suitable location in Carlton. The motion was proposed by Cllr Roberts and seconded by Cllr Buttle.

All in favour.

10739 Planning Matters

12.1: Planning Report.

The Chairman went through the planning report. The following decisions were taken after a discussion about each planning application.

DC/18/4071/FUL - Herons Rest, Carlton Road, Kelsale. The decision was taken to **support** this application.

DC/18/3706/FUL - 1-2 Curlew Cottages, Curlew Green, Kelsale Cum Carlton Suffolk IP17 2RA. Although the majority do not have any objections in principle for this site to be redeveloped, the decision was taken to **object** to this particular planning application on a number of material considerations. (Please refer to the Planning Report for details)

DC/18/3236/ROC - Pitfield, Butchers Rd, Kelsale-cum-Carlton. There was an in-depth discussion regarding this application. The vote was as follows: 4 in favour, 3 against and 2 abstentions. It was agreed that although the parish council is in **favour** of this application, the close vote will be included in the response to SCDC.

DC/18/4285/FUL - 10 Dennys Lane, Kelsale-cum-Carlton, IP17 2PD. It was agreed to ask for an extension of the response time on this application to allow a site visit to take place.

Action: Clerk to request an extension on the response time for this application.

12.2: Review of new draft Planning Procedures (Cllr Pulham & Clerk)

The review is outstanding and will be discussed at the next meeting.

10740 Financial Matters

13.1: Financial Statement since last meeting.

Financial Statement since last meeting

(a) Income/Receipts

Barclays Bank - compensation	£300.00
SCDC - Precept - 2nd allocation	£9,612.80
Total	£9,912.80

Expenditure: (Direct Debits/Standing Orders)

BT (Monthly line rental)	£29.52
Elizabeth Flight (Salary) - October 2018	£461.44

Bank Balances:

Current Account as at 31st August 2018	£24,711.83
Business Saver Account as at 31st August 2018	£12,069.54

(b) Payments made since the last meeting:

None

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

Campaign to Protect Rural England - annual subscription	£36.00
Kelsale Village Hall - Inv 1042 - hall hire	£24.00
Suffolk Association of Councils Inv 20988 - training	£34.80
Suffolk Association of Councils Inv 21045 - training	£31.20
M Mann - Inv 32 - grounds maint	£120.00
Edwina Galloway - reimbursement - Bonfire event	£24.95
Susan Major - reimbursement - flood prevention	£200.00
HMRC	£144.96
E Flight - mileage and expenses (Incl training course)	£67.70
Leiston Press - Inv 37968 – banners - Bonfire	£56.40
Leiston Press - Inv 02676 (correction to include VAT)	£8.00
TOTAL	£804.41

It was agreed to add a payment to Conservation Works Ltd (for work on Spinney Pocket) for the sum of £300.00.

Approval for the above payments was proposed by Cllr Roberts and Seconded by Cllr Buttle. All in favour.

13.2: To sign and approve the bank statements and bank reconciliations for September and October 2018 (Clerk)

The Chairman signed the bank reconciliations and checked them against the bank statements.

13.3: To consider the budget monitoring report (April-October 2018)

It was agreed that budget monitoring will commence once the new accounting software is being used.

13.4: To approve a cheque in sum of £1,000 for a float for the Bonfire event (Clerk). As part of expenditure approval.

This cheque was approved as part of the finance statement see 13.1 above.

13.5: To consider the arrangements for setting the Budget for 2019/2020 (held over from last meeting)

After a brief discussion, it was agreed that the Chairman and Clerk will meet separately from the meeting to go through this and report back at the next meeting.

Action: The Chairman and Clerk to arrange a meeting to discuss the budget.

10741 To receive a report from the Village Centre Enhancement Group

None

10742 Neighbourhood Plan Steering Group – To receive an update (see separate appendix)

See item 10738, 11.2 above

10743 To Receive Reports from Portfolio Holders and Liaison Representatives

New Oasis

Cllr Pulham reported that an issue of New Oasis will be going out before Christmas. He asked for articles to be sent to him as soon as possible.

Biodiversity action plan

None

Emergency officer

Cllr Roberts reported on the resilience training exercise that had been held at the Village Hall the previous week. A number of issues with the building had been identified by a member of the fire brigade and a health and safety officer present on the day. These issues will need to be addressed in order to comply with health and safety law. It was agreed that a collaborative approach would be taken in addressing these issues and that an initial meeting between the emergency group, the village hall committee and the social club committee should be organised.

Action: Clerk to arrange an initial meeting.

Tree Warden

None.

School

None

Footpaths Officer

None

VAS

None

Recreation Ground

None

Sizewell

None

10744 Correspondence

18.1: Grant request from Leiston & Saxmundham & District Citizens Advice Bureau

It was agreed to make the same donation as last year.

Action: The Clerk to find out what donation was made and raise a cheque for the same amount.

18.2: Grant request from The Afternoon Club

After a brief discussion it was agreed that this grant should be paid from funds raised from the Bonfire event. Therefore, a decision on this has been deferred to the next meeting when it will be known how much the event raised.

18.3: Letter received from CATS thanking the parish council for their donation of £100

The Chairman read the letter of thanks to the meeting.

10745 Items for consideration for inclusion on the next agenda

Charter between the parish council and Carlton Meres holiday park.

School Parking.

10746 To consider excluding the public and press

No considerations were necessary

10747 Excluded item

There were none

10748 Date of the next meeting

There being no further discussion the Chairman thanked the Parish Council for their attendance and formally closed the meeting at 10.20pm.

The next meeting will be held on Wednesday November 28th at 7.00pm in Kelsale Village Hall.

Signed: Chairman

Dated:

Kelsale-cum-Carlton Parish Council
31 Kings Road, Leiston, Suffolk, IP16 4DA,
Tel: 07733 355657 E-mail: kelsaleparishclerk@gmail.com
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MINUTES OF THE PARISH COUNCIL MEETING HELD ON WEDNESDAY 28th November AT 7:00PM IN KELSALE VILLAGE HALL, COMMITTEE ROOM

Present at the meeting: 5 members 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 Edwina Galloway
Cllr Martin Lumb	

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.

10749 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 the following report on a variety of issues that have arisen over the past month concerning residents in the village:

- The cycle path that had been reported as needing clearing had now been cleared.
- The overgrown hedge that was impeding the width of the footpath between Tiggens Lane and Dorleys Corner had been reported but not resolved. The Chairman explained that historically this has been an ongoing problem.
Action: Clerk to report this problem again explaining the dangers and stressing the County Council's liability should there be an injury. She will include an up to date photograph of the problem area and explain that the hedge has already been cut recently. She will report back at the next meeting.
- The road sign on the corner of Carlton Road and Peasehall Road is seriously

corroded and has become a hazard.

Action: Clerk to report this problem and report back at the next meeting.

- The drainage on Rendham Road has been compromised by vehicles eroding the verges causing the drains to be blocked which has caused localised flooding on two occasions this autumn. Residents have been forced in some instances to dig out the drains at their own expense as a result.

Action: Clerk to report this problem to Highways and report back at the next meeting.

- There is a lot of litter especially along the A12.

Action: Clerk to report this problem and report back at the next meeting.

At this point Cllr Burslem suggested that County Councillor Smith should be invited to visit the village and be shown all the problems that need to be rectified and asked his advice about the best people to contact.

Action: Clerk to invite Cllr Smith for a visit and tour.

At this point the Chairman reminded the room that in the current economic climate funds are limited to deal with these types of problems and that it may not be possible for them to be resolved quickly. Cllr Pulham reported that parish councils do have the ability to spend a figure on unbudgeted or unplanned spending that they can access via their reserves.

Action: Cllr Pulham to liaise with the Clerk on how this process can be undertaken.

10750 Reports

(m) Report by County Cllr Richard Smith – sent apologies. No report submitted.

(n) Report by District Cllr Phillip Dunnett – sent apologies. No report submitted.

(o) Report by District Cllr John Fisher –

Cllr Fisher reported that the draft Local Plan was submitted to the Scrutiny Committee on the 27th November. The final draft will be presented to Cabinet on 2nd January 2019. After this there will be a consultation regarding the soundness of the document. He also confirmed that the wards for the merged district councils will be going ahead as planned unless there is a General Election between now and May.

The Chairman formally opened the meeting at 7.30pm

At this point the Chairman took the opportunity to speak about the recent spate of local burglaries that have been occurring. He is keen to make the village aware of them and to encourage people to be vigilant. Cllr Pulham will be including an article about this in the next issue of New Oasis. Cllr Roberts asked if the parish council should approach a resident of the village who has been active in raising awareness of local crime and ask if they would like to become the Police Liaison Officer. After a brief discussion it was agreed that this would be a good idea. The Chairman suggested that the Neighbourhood and Farm Watch schemes should be relaunched.

Action: Clerk to put Neighbourhood and Farm Watch on the next agenda.

10751. To receive apologies for absence

Apologies were received from Cllr Dickerson (away on business), Cllr Taylor (away on business)

10752 To accept apologies for absence – accepted.

10753 To record absence without apologies - None

10754 Declarations of Interest

(h) To consider any dispensations

None

10755 To consider the Approval of the draft minutes of the Parish Council meeting held on 31st October 2018

The draft minutes of the **Parish Council** meeting held on Wednesday 31st October 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**
10756 Parish Clerk's Report

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

7.1 Notice of Designation of new Conservation Area in Kelsale

The Clerk reported that she had received the formal Notice that Kelsale had received Conservation Area status. After a brief discussion it was agreed that a copy of the notice should be mounted in a frame and permission be sought from the Village Hall to put it up in the Committee Room.

Action: Clerk to purchase a frame for the notice and approach a member of the Village Hall Committee to ask permission to mount the frame in the Committee Room.

7.2 Parish Precept letter

The Clerk gave an explanation regarding the Precept letter that had been received this month.

7.3 To consider changing over to internet banking

The Clerk asked the parish council if they will consider changing over to internet banking in order to save time and streamline the banking process. She explained that she has done some research and thinks that the Unity Trust Bank is the most suitable for a parish council as they offer triple authentication when making transactions. There was a brief discussion and it was agreed in principle. However, the Clerk would like to do further research and to find out if a high street bank can offer a similar service to enable her to do a proper comparison. At this point Cllr Major explained that if the parish council moves to internet banking, she would rather not be a named authenticator. Cllr Roberts offered to replace her.

Action: Clerk to continue researching internet banking providers. This research will include getting advice via SALC. She will report back at the next meeting with the results.

7.4 Parish Council use of social media

The Clerk expressed concerns that the Neighbourhood Plan (NP) Facebook page was being used inappropriately and had become a general conversational site instead of focusing on NP issues as it was set up to do. She cited an issue where GDPR rules had been breached on the site and explained that this is a potential risk to the parish council. She suggested that if the council wish to use social media then a procedure should be agreed and voted on by the full council to protect it from possible misuse in the future. After a discussion it was agreed that the NP page would be deleted in the new year and possibly a general village chat page created in its place, but this would not be a specific parish council page. Users would also be directed to Nextdoor as a way of keeping in touch with things.

7.5 Accounting Software

The Clerk reported that the new accounting software, Scribe has been loaded onto her laptop and that she has started work on entering data into the newly created structure. Once this has been completed regular budget versus actual reports will be made available for every meeting allowing the council to track spending accurately throughout the year.

7.6 Music at the Bonfire Event

The Clerk reported that she had received a number of comments from residents about the standard of music at the Bonfire Event. Cllr Buttle confirmed that this had been discussed at the debriefing meeting held after the event and that measures are in place to ensure that this will not happen again in the future. She also stated that there had been some technical issues on the night that did not help matters. Cllr Pulham suggested that the council had the option to find an alternative provider. After a brief discussion it was agreed that this was not necessary at this time.

10757 Clerk's Report on urgent decisions

There were no urgent decisions.

10758 Matters arising from the Clerk's report

9.1 Clerk to investigate methods for automating the backing up of parish council files. ***Outstanding.*** Include on agenda for next meeting.

9.2 Cllr Pulham to draft a notice and pass to the Clerk for distribution. ***In process.***

10759 Matters arising from the Parish Council meeting held on Wednesday 29th August 2018

10.1 Weight limit signs for Rendham Road – *progress report. (Clerk)*

Ken Hannah agreed to provide a progress report at this point as he had spent time liaising with the management at Carlton Meres Holiday Park during the month. He explained that Carlton Meres are willing to provide the funds for 'Unsuitable for Heavy Goods Vehicles' signs to be erected on Rendham Road as a goodwill gesture to mitigate some of the inconvenience that residents have suffered as a result of lorries going to and from Carlton Meres in the past. There may be funds available to help pay for the conversion of the road into a fully restricted 7.5 weight limit area in the near future. This will require negotiation between the parish council and Carlton Meres.

Action: Clerk to draft a response to the offer of funds for the 'Unsuitable for Heavy Goods Vehicles' signs and to contact the County Council Highways department to inform them that work can now go ahead.

10.2 Response to Scottish Renewables consultation. *Completed.*

10.3 Chairman to pass on information on benches in the village to Mr Hannah. (Cllr Revell). *Ongoing.*

10.4 Horse riding warning signs. *Further discussion needed as the price has increased. (Clerk) – carried over to next agenda*

10.5 Mature persons Xmas lunch – *progress report (Cllrs Buttle & Galloway)*

Cllr Galloway reported that good progress is being made with arrangements. They have had 45 acceptances for the lunch so far.

10.6 Bonfire event - *report (Cllr Buttle)*

Cllr Buttle reported that the Bonfire Event had gone extremely well and that they had received positive feedback from attendees and stall holders alike. The profit that was made at the event is going to be offered to local community groups who will be able to apply for funds. Cllr Buttle thanked everyone who had helped with the event and she volunteered to organise the event again next year.

10.7 Strategy for attracting new councillors – *report (Cllr Roberts)*

Cllr Roberts explained that his strategy for attracting new councillors is multi-pronged and that information should be provided via New Oasis, the website and Nextdoor about what the council do. The Chairman suggested that a booklet be produced explaining what the parish council does which could be distributed to the residents in the village before the election in May. Cllr Roberts suggested that community engagement was also needed to allow residents to express their feelings about what the village needs to open up a dialogue which may lead to more people wanting to join the council. Cllr Roberts agreed to work further on this and report back at the next meeting.

Action: Cllr Roberts to continue working on the strategy and provide a progress report at the next meeting.

10.8 Safeguarding policy – *for approval (Cllr Taylor) – carry over to next meeting.*

10.9 To consider a grant for The Afternoon Club (*held over from last meeting*)

After a discussion it was agreed that funds for this grant would be provided from monies raised from the Bonfire Event. A grant for £300 was proposed by Cllr Lumb and seconded by Cllr Buttle. The vote was carried with 1 abstention. During the discussion it was agreed that more should be done to find out what groups exist for younger people and for funds to be directed at this age group more in the future.

10.10 Meeting between Emergency group, Village Hall committee and Social Club committee. *Decision taken to postpone this meeting until January.* Clerk

has passed on the H&S report to the Village Hall committee. (Clerk)

10.11 Donation to Citizens Advice Bureau. Clerk could not find evidence of previous donation. *Decision and approval needed for suitable donation.* (Clerk)

Cllr Lumb provided the council with information about what sort of work the CAB do and what types of people they reach and help. After a discussion Cllr Galloway proposed that a donation of £200 be made to the CAB. This was seconded by Cllr Buttle. The vote was carried with 1 abstention.

10.12 Review of Planning Policy – report (Cllrs Pulham & Roberts) – carry over to the next meeting.

10760 Parish Council Matters

11.1 To consider the draft Budget 2019-2020 - to be tabled at the meeting. *(with permission from the Chairman, this item has been moved up from item 13 Financial Matters)*

The Clerk presented the budget to the parish council. She explained that she was making changes to the structure of the budget to allow for easier analysis of spending throughout the year that will be gained from the new accountancy software. This presented a few difficulties as there could not be a direct comparison with last year's budget. She said that she had allocated budgets as best she could and asked for suggestions for improvement. Several suggestions were made. It became apparent during discussions that it is likely that the precept may have to be raised this year to accommodate all the council's spending needs. However, the rise is likely to be small. The Clerk will take away the recommendations, make the necessary adjustments and bring the finished budget to the next meeting for approval.

Action: Clerk to make adjustments for the next meeting when the budget will be approved.

11.2 To consider a potential solution for parking at the school. (Cllrs Pulham & Taylor) Carried over to the next meeting.

11.3 To consider the proposed draft charter between parish council and Carlton Meres holiday park (Cllr Roberts)

The Clerk raised concerns about a formal agreement between the parish council and Carlton Meres and had sought advice from SALC. The advice given was that it would not be advisable to enter into formal agreements like this with a commercial organisation. Cllr Roberts, however, assured the council that this was not his intention. He wanted to use this document as a starting point to encourage communication between the two parties and did not intend it to be a formal agreement at all. It is intended to result in a long-term informal dialogue. The Chairman asked Cllr Roberts to redraft the document and to perhaps change some of the language to remove any interpreted formality. Cllr Roberts agreed to do this and will present the new draft at the next meeting.

Action: Cllr Roberts to re-draft the document and present it again at the next meeting.

11.4 To consider implementing a method of counting the number of attendees at the Bonfire event to comply with licence requirements and insurance. (Cllr Buttle & Clerk) - carried over to next meeting.

11.5 To consider a report regarding the resilience training undertaken in October and to agree action going forward (Cllr Roberts) – deferred until January.

11.6 To consider the maintenance of the hedge on Main Road (Cllr Buttle)

The Clerk had received a communication from Suffolk CC regarding the hedge on Main Road abutting the recreation ground. A resident had reported that the hedge was overgrown and needed to be cut back. Suffolk CC said that they were not responsible for the hedge and that it is the parish council's responsibility to have it cut back. Cllr Buttle agreed to ask a resident who has cut hedges back for the council free of charge in the past if they would be willing to undertake this task. Once it has

been completed, the Clerk will report back to Suffolk County Council.

**Action: Cllr Buttle to ask resident if they would be willing to cut back hedge.
Clerk to report to Suffolk County Council once the task is complete.**

10761 Planning Matters

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

12.2 New planning applications since the last meeting:

DC/18/4285/FUL 10 Dennys Lane, Kelsale-cum-Carlton, IP17 2PD Single Storey first floor extension. ***This application was held over from the last meeting.***

Decision: All in favour to support this application

DC/18/4424/FUL Fir Tree Farm, Main Road, Kelsale-cum-Carlton Single storey extension to dwelling (existing conservatory to be demolished). Insertion of new first floor window to north elevation. Erection of single-storey outbuilding to create a domestic multi-functional space, including annex accommodation and cart lodge (existing domestic store to be demolished).

Decision: All in favour to support this application

DC/18/4533/VOC Kelsale Place, Main Road, Kelsale-cum-Carlton Variation of Condition no. 2 of DC/16/1813/FUL – formation of vehicular access to Main Road, provision of new access drive with associated bridge over watercourse. To enable a revised design of bridge to be constructed.

Decision: All in favour to support this application

DC/18/2621/FUL Land Off Main Road Erection of 44no. new dwellings with associated new access road Application has been amended to 42 houses.

Decision: Council still oppose on all original grounds

DC/18/4579/FUL – The Oaks, Carlton Road, Kelsale-cum-Carlton. Demolition and rebuild of a new dwelling.

Decision: (Cllr Revell declared a non-pecuniary interest in this application). All in Favour to support this application – 1 abstention (Cllr Revell)

DC/18/4679/FUL - Church View, Bridge Street, Kelsale-cum-Carlton. Single Storey Kitchen Extension Scheme B.

Decision: Deferred. Clerk to ask for a one day extension from SCDC to allow a site visit.

10762 Financial Matters

13.1: Financial Statement since last meeting.

Financial Statement since last meeting

(a) Income/Receipts

CIL Payment (SCDC)	£425.35
Money raised from Bonfire Event (Cash)	£4,372.61
Vince Kerry (Advertising revenue)	£45.00
Total	£4,842.96

Expenditure: (Direct Debits/Standing Orders)

BT - Telephone	£29.52
Elizabeth Flight (Salary) - November 2018	£582.40

Bank Balances:

Current Account as at	£22,945.94
Business Saver Account as	£12,069.54

(b) Payments made since the last meeting: None

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

Chris Burslem (Expenses for Bonfire event)	£22.09
Malcolm Bell (Expenses for Bonfire event)	£36.16
Carol Bowdrey (Expenses for Bonfire event)	£30.79
Carolyn Taylor (Expenses for Bonfire event)	£261.82
Claire Buttle (Expenses for Bonfire event)	£244.53

Vernon Redhead (PA for Bonfire event)	£200.00
White & Partners (Food for Bonfire event)	£573.64
Melvin Mann	£105.00
Suffolk Coastal Norse Ltd	£720.00
Community Heartbeat Trust Ltd	£151.20
Kelsale Village Hall and Centre	£28.00
Essex Pyrotechnics Ltd	£1,560.00
BT - Broadband	£204.24
Scribe - Accounting Software Licence	£308.40
E Flight - Expenses & Mileage	£34.25
Anne Allen (Expenses for planting the tubs outside VH)	£29.94
TOTAL	£4,510.06

To consider additional payments:

SALC – Planning Workshop (Cllrs Buttle and Lumb) - £62.40
 St John Ambulance (Bonfire Event) - £110.40
 Cllr Taylor – Pensioner Xmas Dinner – Xmas Pudding - £34.25

The additional payments were presented by the Clerk. Approval of all payments (including the additional payments) was proposed by Cllr Roberts and seconded by Cllr Pulham. All in favour.

10763 To receive a report from the Village Centre Enhancement Group

None

10764 Neighbourhood Plan Steering Group – To receive an update (see separate appendix)

Cllr Galloway had circulated a paper in advance of the meeting. She reported that after due consideration the Neighbourhood Plan Steering Committee had agreed that before any more work is completed on the Neighbourhood Plan, a small group will spend the next few months preparing a full project plan. Once the project plan has been completed, work will resume. It is envisaged that this will happen in May. She was seeking approval of this action from the parish council. A vote was taken – all in favour.

10765 To Receive Reports from Portfolio Holders and Liaison Representatives

New Oasis

Cllr Pulham reported that he had already completed a rough draft of the next issue and that printing will take place on 15th December.

Biodiversity action plan

None

Emergency officer

Cllr Roberts reported that any named grit bin volunteers will be covered by the district council insurance, removing liability from the parish council. He is proposing to formulate a list of volunteers who will be responsible for distributing grit in their area and to report to Cllr Roberts if the bins need replenishing. He has some names already and appealed to the rest of the council to suggest other people that could be approached to provide a full complement of volunteers. At this point Ken Hannah said that there is no grit bin on his road. Cllr Roberts agreed to order one and Ken Hannah agreed to be the volunteer for that bin. Cllr Roberts also requested that if anyone sees bins being used inappropriately (i.e. people stealing grit from the bins, or even stealing the bin itself) to report to him immediately.

Tree Warden

Cllr Buttle informed the parish council that the Christmas Tree was being delivered on Sunday 2nd December at 09.00 and will need to be erected outside the Village Hall. Lights will need to be put on it as well. She asked for volunteers to help with this.

School

None

Footpaths Officer

None

VAS

None

Recreation Ground

None

Sizewell

Cllr Galloway informed the parish council that the Sizewell C Consultation begins in January 2019.

10766 Correspondence

10767 Items for consideration for Inclusion on the next agenda

Solutions for cutting down on the excessive time that parish council meetings are now taking.

10768 To consider excluding the public and press

No considerations were necessary

10769 Excluded item

There were none

10770 Date of the next meeting

There being no further discussion the Chairman thanked the Parish Council for their attendance and formally closed the meeting at 10.20pm.

The next meeting will be held on Wednesday December 12th at 7.00pm in Kelsale Village Hall.

Signed: Chairman

Dated:

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Kelsale-cum-Carlton Parish Council
31 Kings Road, Leiston, Suffolk, IP16 4DA,
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Draft

**MINUTES OF THE PARISH COUNCIL MEETING HELD ON WEDNESDAY 12th December 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 Edwina Galloway
Cllr Martin Lumb	Cllr Carolyn Taylor

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.

10771 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 reported that he has spoken to the contact in Highways and explained that funds are expected imminently from Carlton Meres to pay for the 'not suitable for heavy goods vehicles' signs. Mr Hannah also confirmed that Carlton Meres have agreed to pay for another grit bin on Rendham Road. Cllr Roberts will arrange this.

10772 Reports

(p) **Report by County Cllr Richard Smith** – sent apologies. No report submitted.

(q) **Report by District Cllr Phillip Dunnett** – sent apologies. Report submitted prior to the meeting and circulated by the Clerk (see appendix 1 below).

(r) **Report by District Cllr John Fisher** – Cllr Fisher reported that he did not have anything to add since the last meeting. Cllr Galloway asked about progress of the draft Local Plan and Cllr Fisher gave a brief summary. Details about this can be found in the report from Cllr Dunnett below.

The Chairman formally opened the meeting at 7.10pm.

At this point, the Chairman welcomed our new co-opted councillor Mr Rob Holden. He was voted onto the council unanimously and stated that he wanted to join the parish council to allow him to become more involved in local issues. Cllr Holden had signed his Declaration of Acceptance of Office in front of the Clerk just before the meeting began and the Clerk had duly signed and dated the declaration.

10773. To receive apologies for absence

There were no apologies received.

10774 To accept apologies for absence - None

10775 To record absence without apologies - None

10776 Declarations of Interest

(i) **To consider any dispensations**

None

10777 To consider the Approval of the draft minutes of the Parish Council meeting held on 28th November 2018

The draft minutes of the **Parish Council** meeting held on Wednesday 28th November 2018 had been circulated to all Councillors prior to the meeting. They were **proposed** by Cllr Roberts for **Approval** and **Seconded** by Cllr Pulham. **All in Favour, 3 abstentions.**

10778 Parish Clerk's Report

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

7.1 Dates for meetings next year.

It was agreed that similar dates for all meetings would be arranged for next year. Cllr Taylor offered the school as a venue for future meetings. This will be taken into consideration.

Action: Clerk to inform the admin team for the Village Hall of all bookings planned for next year.

7.2 Scottish Renewables – Phase 3.5 Consultation Results.

The Clerk reported that Scottish Renewables had decided on building the proposed sub-station on the Friston site. She advised that further details are available via their website.

7.3 Request from BT Openreach to install a Cabinet on Carlton Green.

BT Openreach have put in a request to install a cabinet on Carlton Green in order to provide better internet access for the area. The request was studied in detail by councillors and after a brief discussion a vote was taken – all in favour, 1 abstention. There will be a one-off payment of £837.90

Action: The Clerk to sign the wayleave and return to BT Openreach.

7.4 Digital Mapping Tool available via NALC.

The Clerk reported that she had been sent details regarding a mapping tool from NALC and had requested that councillors look at the literature about it in advance of the meeting. There was a discussion regarding how useful such a tool would be. The conclusion was that more research needs to be completed and a decision deferred until this has been done.

Action: Clerk to research the tool more closely and try to find out if any other local parish councils are using it.

10779 Clerk's Report on urgent decisions

There were no urgent decisions.

10780 Matters arising from the Clerk's report

9.1 Clerk to investigate methods for automating the backing up of parish council files. Completed. The Clerk contacted Melbek Ltd for advice and they suggested that backing up to Google Drive would be the best solution. Clerk has downloaded and installed the Backup and Synch programme onto the council laptop and automated downloads are being conducted each day. This solution is not perfect because the file structure is lost. There is no cost for this service. The Clerk has decided she will continue to do additional manual backups once a week onto an external hard drive to preserve the file structure.

9.2 Cllr Pulham to draft a notice and pass to the Clerk for distribution regarding the car park. Cllr Pulham reported that from a legal perspective the parish council have very little power to stop cars parking in the car park for extended periods of time. He said that only the civil trespass law could be invoked, and this could be burdensome. It was agreed that a strongly worded notice and sign would be drafted with the intention of being a future deterrent.

9.3 Clerk to purchase frame for Conservation Area Notice for display and approach a member of the VH committee to ask permission to hang in the committee room. Outstanding – will organise in the new year.

9.4 Clerk to continue researching the best solution for internet banking for the pc. The Clerk had already circulated some information regarding the Co-op and Unity Trust banks and will continue to research the facilities from more high street banks in order to complete a thorough comparison of what facilities are available.

Action: Clerk to continue with research and report back at the next meeting.

10781 Matters arising from the Parish Council meeting held on Wednesday 28th November 18

10.1 Reporting of issues raised at public forum. Complete. Responses from Highways as follows:

- **Report 00227792** – Drain clearance on Rendham Road. To be completed within 20 working days.
- **Report 00227783** – Clearance of vegetation obstructing pavement between Dorley's Corner and Tiggens Lane. Does not meet the criteria for action yet. It is being monitored.

- **Report 00227788** – Road sign needing to be replaced. Still awaiting a response.
- **Litter on A12** – There is no method of reporting litter unless there has been fly tipping. For other litter, it is suggested that the community join the 'Spring Clean Litter Pick Scheme'. Norse provide free rubber gloves and litter bags. There is an online form to register. You need to organise your own insurance.

10.2 Invite to Richard Smith. Complete. Cllr Smith diary full until end of year. Will provide dates in the new year.

10.3 Method of spending for unexpected items – (Cllr Pulham, Clerk). The Clerk circulated information about this in advance of the meeting. She reported that there is no limit to spend under the General Power of Competence. However, after the election in May this power will be revoked unless the Clerk gains her CiLCA qualification and two thirds of the council have been elected and not co-opted onto the council. After this the council will have to use Section 137 of the Local Government Act 1972 for spending that does not come under any other spending power available. Spending under this section needs to be accounted for separately and if not use correctly can be challenged by the auditor. She said that although it is highly unlikely that the council would use this power erroneously, it is always good to be cautious and vigilant.

10.4 Carlton Meres weight limit signs – The Clerk drafted and sent a response to Carlton Meres. She received a response informing her that a cheque for the signs was being raised and sent with immediate effect. To date the Clerk has not received the cheque. The Clerk has also tried to speak to the contact in Highways without success. She will report again at the next meeting.

10.5 Mature Persons Christmas Lunch – report (Cllrs Galloway/Buttle) – Cllr Galloway reported that this event was very successful and that they have received a lot of very positive feedback. Cllr Pulham agreed to include an article with photographs in the next edition of New Oasis. Cllr Galloway thanked Cllr Taylor for providing the premises for the event and a big thank you to all the volunteers from the community who helped on the day. The Chairman thanked Cllrs Galloway, Taylor and Buttle for all their hard work in making this event happen. Cllr Galloway also reported that because of all the kind donations of money and food the event had not cost anything this year.

10.6 Strategy for attracting new councillors – update (Cllr Roberts) - Councillor Roberts reported that he had received some information from the Clerk that would be incorporated into what he had already gathered and report back at the next meeting.

10.7 Approval of Budget – final version (Clerk, Cllrs Roberts & Galloway) Cllr Roberts gave a presentation setting out the proposed budget that he, Cllrs Galloway and Pulham and the Clerk had all contributed. A number of suggestions were made on how to improve it. As a result, it was proposed to increase the precept in line with inflation (2.9% or £557). This was proposed by Cllr Roberts and seconded by Cllr Pulham. A vote was taken – all in favour. The Chairman thanked everyone for all the work that had gone into this. The Clerk thanked councillors for their help and support in this, her first budget.

10.8 Draft Charter between Carlton Meres and Parish Council – redraft (Cllr Roberts). Cllr Roberts stated that this is a work in progress and he will report back at the next meeting.

10.9 Maintenance of hedge on main road – volunteer to cut hedge (Cllr Buttle) – Cllr Buttle reported that she had met with a contractor regarding the hedge on main road next to the recreation ground. They had agreed that the hedge was so overgrown that it would be cut down to about 12 inches and the wood that was left over chipped. The leaves and vegetation at the base of the hedge would also be removed at the same time. However, this has been made complicated by the presence of a very rare fungus called the Sandy Stiltball that must be preserved. A group from the Biodiversity group have arranged to clear the section containing the fungus by hand and the hedge around it will need to be taken down carefully. The contractor has yet to provide a price

for the work. It was agreed that Cllr Buttle would seek a second price from an alternative contractor to ensure good value. There was a discussion as to whether encroaching vegetation along the rest of the road that is the responsibility of the County Council should also be cleared at the same time. The County Council are refusing to clear the path at this time as it does not satisfy their criteria for clearance. It was agreed that a price would be sought for this work to be included and then a decision made afterwards as whether to go ahead with it.

10782 Parish Council Matters

11.1 School Parking (Cllrs Pulham & Taylor) – Cllr Taylor reported that there had been a small accident outside the school this week and there have been near misses reported. She is monitoring the situation.

11.2 Safeguarding Policy – for approval (Cllr Taylor). After a brief discussion it was agreed to approve this policy. Cllr Galloway proposed approval and Cllr Buttle seconded it. A vote was taken – all in favour, 3 abstentions. Cllr Taylor will email a copy of the policy for her files.

Action: Cllr Taylor to provide the Clerk with the final copy of the policy.

11.3 Review of Planning Policy – for approval (Cllrs Pulham & Roberts) – this will be carried forward to the next meeting.

10783 Planning Matters

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

12.2 New planning applications since the last meeting:

DC/18/4679/FUL - Church View, Bridge Street, Kelsale-cum-Carlton. Single Storey Kitchen Extension Scheme B.

Decision: Deferred. Extension to response date applied for and granted.

After a vote it was agreed to support this planning application.

DC/18/3706/FUL 1-2 Curlew Cottages, Curlew Green, Kelsale-cum-Carlton, Suffolk IP17 2RA Demolition of existing derelict two cottages and erection of 2 three-bedroom cottages. **Amendment to original application.**

After a vote, it was agreed to object to this application on the same grounds as before but to emphasise the issue of lack of parking.

10784 Financial Matters

13.1: Financial Statement since last meeting.

Financial Statement since last meeting

(a) Income/Receipts

	Total	£0.00
<u>Expenditure: (Direct Debits/Standing Orders)</u>		

BT - Telephone	£29.52
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Elizabeth Flight (Salary) - December 2018	£582.40
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Bank Balances:

Current Account as at

Business Saver Account as

<u>(b) Payments made since the last meeting:</u>	None
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(c) To Consider/Approve the following cheque payments:

Village Hall - Hall Hire	£28.00
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Cllr Buttle - Expenses - Bonfire Event	£34.35
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Elizabeth Flight - Mileage & Expenses December 2018	£37.16
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Cllr Taylor - Expenses - Pensioners Xmas Dinner	£38.10
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TOTAL	£137.61
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The Clerk requested the following payments for approval not on the original list:

- Cllr Buttle – expenses for Bonfire event £34.35
- Citizens Advice Bureau – Donation £200.00
- The Afternoon Club – Donation £200.00
- Cllr Taylor – expenses for mature persons Xmas Dinner - £38.10
- Arnolds Produce – vegetables for Xmas lunch £21.10

After a vote all the above payments were agreed. All in favour – 1 abstention

13.2 To sign and approve the bank statements and bank reconciliations for November 2018. **No bank reconciliation as no bank statement received due to early meeting.**

10785 To receive a report from the Village Centre Enhancement Group

None

10786 Neighbourhood Plan Steering Group None. Cllr Galloway to report when progress has been made.

10787 To Receive Reports from Portfolio Holders and Liaison Representatives

New Oasis

Cllr Pulham reported that the deadline for printing for the next issue is Friday 14th December. The Chairman suggested that in future an extra page could be added because space has been running out in recent issues. Cllr Pulham agreed to take this into consideration.

Biodiversity action plan

None

Emergency officer

None

Tree Warden

School

None

Footpaths Officer

None

VAS

None

Recreation Ground

None

Sizewell

10788 Correspondence

10789 Items for consideration for Inclusion on the next agenda

- Approval for filming on the recreation ground (Cllr Galloway)
- Horse riding warning signs (Clerk)
- Police and Police Liaison – Neighbourhood Watch (Cllr Roberts)

10790 To consider excluding the public and press

No considerations were necessary

10791 Excluded item

There were none

10792 Date of the next meeting

Cllr Galloway thanked Cllr Buttle for purchasing and erecting the Christmas tree and lights. The Clerk said that she had received very positive feedback from residents about the tree. The Chairman thanked everyone for their hard work over the past year and wished everyone a merry Christmas and a happy New Year. The meeting was closed at 9.15pm. It was agreed to hold the next meeting on Wednesday 23rd January 2019 at 7.00pm in Kelsale Village Hall.

Signed: Chairman
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Dated:

Appendix 1

Report from Cllr Dunnett

The information I wish to make sure you get is as follows,

There are a lot of working parties at the moment which are meeting on an all to frequent basis getting all the necessary procedures, policies & setting a budget in place as we work towards the formation of the New East Suffolk Council
We of course still have to carry on the business of SCDC.

Much of my time has been taken up with the Local Plan working group. The draft plan has recently been received by the Scrutiny Committee to check that the proper process has been followed. Officers continue to refine & check the documents to ensure that it will be ready to present to Cabinet on the 2nd of January it then goes onto Full Council on the 3rd, it will then be prepared for submission to the planning inspector.

For your information there will be a briefing session at East Suffolk House on Friday 11th January (2- 4pm) for town & Parish councils
Ahead of the consultation period starting on the 14th January,
Please try to attend.

Public drop in sessions will be held on Wednesday 30th January at East Suffolk House (3-7pm)

Monday 4th February at Felixstowe Town Hall (3-7pm)

Wednesday 6th February at Saxmundham Market Hall (3-7pm)

You are all welcome to attend these public sessions.

Finally from me this time may I wish you and the Parish Councillors a very Merry Christmas & happy new year