

## KELSALE CUM CARLTON PARISH COUNCIL

**Minutes of the Kelsale cum Carlton Parish Council Meeting held on Wednesday 28<sup>th</sup> April 2010 commencing at 7.00pm in the Committee Room, Kelsale Village Hall, Bridge Street, Kelsale.**

Dr K Dickerson (Chairman Parish Council) took the Chair.

**Welcome to Visitors:** Mr B [REDACTED] and Mr A [REDACTED]

**Open Forum – Public Question Time:** Mr [REDACTED] has been a parent governor at Kelsale CEVCP School for the past 8 years and is now the school Community Governor. The Head would like to make a presentation to the PC at the meeting on 30<sup>th</sup> June.

### **Reports from County and District Council Representatives:**

**Cllr. Rae Leighton – SCC** – The police authority is reorganising with effect from 19 April: 1) To rationalise the way they operate. 2) To address anti-social behaviour. The community policing is based on the safer neighbourhood teams, one covers Aldeburgh and Leiston and the other Saxmundham and Framlingham. They are run by Sergeants and a couple of police Constables and a number of PCSO's. The two SNT's are based at Leiston with an outstation at Saxmundham, they do most of the community policing work. The 23 separate response teams have been reduced to 9, they tended to be reactive rather than proactive. Information is analysed so they know where the 'hot spots' are and they go out on patrol. Leiston Police Station is not closing down. The police are also looking at their real estate, as in most cases fire stations are situated next door to police stations, they are looking to move police stations into fire stations at 8 places across the county.

**Cllr. Sir Peter Batho – SCDC** - Not present.

**Cllr. Marian Andrews – SCDC** – The Local Development Framework (LDF) has gone for approval and will report back how that goes in due course.

The Planning Committee gave approval for a supermarket, we were not told that it was Tesco. Approval was given for the specific application site and not for the occupant. There is evidence that Saxmundham residents are not shopping at Waitrose but are going further a field. Cllr Andrews disagrees with Cllr Hartley's comments at the last meeting. There will be 146 car parking spaces and MA/PB will be fighting for free parking in Saxmundham. The new store is expected to be up and running in 18 months time and there will have to be a reconfiguration of the roads. There will also be 3 smaller units.

Hopkins Homes Ltd are expected to start building at the Church Hill site in July.

SADCIC at the Middle School on Friday 14<sup>th</sup> May 7.30pm will be presenting their plans for the use of the Middle School as a community resource centre, this meeting will be repeated the following day at 10am.

**Suffolk Constabulary – [REDACTED] (PCSO)** – Only one crime reported up to 28<sup>th</sup> April, domestic heating oil was stolen from a Carlton Road property.

Where available, reports from County and District Council Representatives would be sent as attachments to the Minutes. There being no further reports Dr Dickerson (Chairman) formally opened the meeting at 7.40 pm.

**In attendance:** Dr K Dickerson (Chairman), Cllr A Revell (Vice Chairman), Cllr J Lucas, Cllr I Darton, Cllr N Denny, Cllr P Parry, Cllr D Ireland, Cllr T Roberts, Cllr B Hatley, Cllr M Andrews (SCDC), Cllr R Leighton (SCC), [REDACTED] (PCSO), Mr P Lucas (Clerk) and [REDACTED] (Minutes Secretary).

**9065 Apologies:** Mr M Summers, Mr P Hartley, and Sir Peter Batho SCDC.

**9066 Declarations of Interest:** There were no declarations of interest.

**9067 Minutes:** The Minutes of the last Kelsale cum Carlton Parish Council Meeting held on Wednesday 31<sup>st</sup> March 2010 having been circulated were approved subject to one minor spelling correction. Cllr Denny proposed acceptance of the Minutes, Seconded by Cllr Revell subject to the above amendment, the Minutes were then duly signed by Dr Dickerson (Chairman). The Minutes can now be published on the Parish Council website once the amendment had been made.

**9068 Resignations:** Cllr Jean Lucas has tended her resignation. Dr Dickerson accepted this resignation. Cllr Lucas advised she would no longer be assisting with The Oasis and the Bonfire Party. Cllr Brenda Hatley has tended her resignation. Dr Dickerson accepted this resignation. Cllr Hatley agreed to continue assisting Cllr Revell with the Playspace project. The Clerk, Peter Lucas, has tended his resignation after 17 years of service. Dr Dickerson accepted this resignation. A replacement needs to be found by the end of June/2010. Dr Dickerson expressed a vote of thanks for all three members for their valued contributions to the Parish. An advert for the Clerk's replacement would be placed in the following: "*The Councillor*" (SALC newsletter), the *East Anglian Daily Times*, local notice boards(2) and the Website. The Interview committee will consist of Dr Dickerson, Cllr Revell, Cllr Roberts and either Cllr Denny/or Cllr Hartley. Gratuity Payment: The Chairman proposed that we honour this payment, there are funds to cover this payment. (See Minute 8883) The Clerk's computer equipment is quite old and has been written off and could be handed over to The Clerk. Two large boxes of old Planning Applications will need to be stored. Cllr Revell to do an inventory of Parish Council items held at his Darsham Depot. The Clerk has sent his apologies and will not be at the Annual Parish Meeting.

**9069 Clerk's Report:**

Despite a request for comments to be submitted to the SCDC Corporate Services Scrutiny Committee the Clerk had only received information from 1 councillor.

The Clerk outlined SCDC Service Changes made in the light of reducing income streams.

Recycling credits in SCDC will remain unchanged.

Concerning the Money Laundering Regulations 2007, under the European' Union's Third Money Directive, the CCLA has requested the Parish Council to.....

**9069 (cont)**

.....the CCLA has requested the Parish Council to complete and return a mandate form which will include a signed declaration from all Members. Clerk to circulate.

**Matters arising from the Clerk's Report:**

There were no Matters Arising from the previous Clerk's Report.

**9070 Matters Arising:**

*Minute 9054 Co-options:* Both members have now been co-opted and declarations returned to Suffolk Council.

*Minute 9055 Tree work/Open Weekend funding opportunities:* Emergency tree works in the Spinney have now been completed. The Clerk has now obtained further information on the grant process for the open weekend.

*Minute 9056 Annual Parish Meeting/Road naming:* [REDACTED] has agreed to be our guest speaker at the Annual Parish Meeting. [REDACTED] of Suffolk Coastal has asked the Clerk to provide some additional information. Costs will be incurred in renaming the road and residents will need to be informed.

*Minute 9060 Lych Gate:* [REDACTED] is the Assistant Design and Conservation Officer at Suffolk Coastal. Cllr Ireland has spoken to [REDACTED], and reported that because of the up and coming interregnum, the church officials will have their work cut out keeping the church running and may not have the time to deal with these matters during this period which could last from 6-9 months, or possibly even longer. Reades of Aldeburgh are the nominated builders.

*Minute 9062 Litter/Dog bin (Minute 9048):* Spoke to the litter collector regarding the recent complaint. The WI recently carried out a litter pick in the Parish and collected 17 bags of rubbish. [REDACTED] objected to a Dog bin outside his house. Cllr Revell to speak to the residents to see if it could be located at the bottom of Rosemary Lane.

There were no further Matters Arising.

**9071 Reports from Portfolio Holders:**

**Cllr. Revell - Recreation Ground:** Not yet obtained a second quote. There is approximately £13,000 available. Cllr Hatley will continue to assist Cllr Revell after she has left the PC. Cllr Hatley to contact [REDACTED] at SC. Cllr Ireland reported that a child was injured on the swings last Saturday.

**Cllr. Summers - Street Lighting:** Not present.

**Cllr. Denny -Youth Club:** Nothing to report.

**Cllr. Parry - Parish Tree Warden/ROW:** Footpath 25 Tiggins Lane - sign has come adrift, have contacted SCC. The oak trees on Carlton Road have been referred to [REDACTED] at SCDC. The Cherry Tree has been referred to [REDACTED] at SCDC. The new trees are doing well, but it has been difficult keeping them well watered. To ask Bell House if they have an outside tap that can be used.

**Cllr. Hartley - Local Environmental Matters:** Not present.

9071 (cont)

**Cllr. Roberts – Emergency Officer:** Has produced a brief draft newsletter. This could be published in the next issue of the Oasis and also displayed at the Annual Parish Meeting. We need to have a core of approximately 10 people. Will be drafting up schedules of Risks and Equipment.

**Cllr. Lucas - Welfare Trust:** Advised date of next meeting is 6<sup>th</sup> May at 10am.

**Cllr. Darton - Editor New Oasis:** Cllr Darton suggested an article in the next issue regarding Lych Gate. It was agreed that an extra sheet could be added to The Oasis if required.

**9072 Planning Matters:**

(a) To consider Planning Applications received since last Meeting  
Application No.C10/0610 Location: 57 Carlton Road, Kelsale cum Carlton  
Proposal: Erection of air sourced heat pump. The PC was not prepared to comment on this application.

Application No.C10/0800 Location: Bramble Corner, East Green, Kelsale  
Proposal: Erection of extensions and alterations. The PC does not support this application.

(b) To consider Planning Decisions confirmed since last Meeting  
Application No.C10/0282 Location: 1 Peakhill Cottages, Theberton Road, Kelsale  
Proposal: Erection of two-storey extension. **Planning Permission Granted**

**9073 Financial Matters**

(a) Financial Statement for the Period 13/03/10-30/03/10 incl.

<b>Income:</b>	NIL
<b>Expenditure:</b>	
Cheque payments, Standing Orders, Direct Debits etc.	695.28
<b>Bank Balances:</b>	
Current A/C as per Statement No.317 @ 30/03/10	2726.71
Business Reserve Account as per Statement No.114 @ 12/03/10	6990.94 (no change)

(b) Transfer(s): To transfer the sum of £2000 from Bus.Res.A/C to Current A/C.  
Clerk advised due to lack of signatories (on leave) he would not issue instructions for the transfer of funds.

(c) To consider/approve the following list of cheque payments:

<b>Cheque No.</b>	<b>Payee</b>	<b>Amount</b>
101760	Post Office Ltd Employer NIC's	167.73*
101761	SALC Membership renewal 2010/2011	339.40*
101762	Whites of East Anglia Monthly A/C (Mar/10)	20.37
101763	Kelsale Village Hall Hire charges/Comm.Rm	20.00

<b>9073 (cont)</b>		
101764	Cash. Clerk's tel.expenses	42.00
	Calls/14.00, Rental/28.00	
101765	██████-Tree Surgeon	180.00
	Invoice 783/Spinney Pocket Park	
101766	Cash.(Wages)	94.00
	Mins.Sec.(34.00), Litter Col.(60.00)	
101767	Pearce & Kemp Ltd	TBA

Amounts indicated thus\* were approved at the last Meeting.

The above cheque payments were approved without amendment(s).

**9074 Resolution:** To increase membership from 11 to 13 councillors. The recommended quota for a Parish Council of this size is 13 Members. The Quorum would increase from 4 to 5. Proposed by Cllr Revell - Seconded by Cllr Roberts. **Resolution passed.** SCDC to be notified. Standing Orders to be amended. A vacancy notice will be prepared by SCDC for 2 new councillors.

**9075 Olympic Open Weekend:** Cllr Denny advised that the date for applications was 16<sup>th</sup> April and it was only for events held on 23-25 July 2010. Cllr Denny was prepared to go ahead and organise an event for Summer 2011 between the village organisations.

**9076 Donations:** Radio Suffolk has launched the Tree House Appeal for a new children's hospice. Cllr Lucas proposed that we donate £100. Seconded by Cllr Hatley.

Donation to the Disability Advice Service (East Suffolk) – this was declined.

**9077 Any Other Business** – Matters of Report Only.

**9078 Correspondence:** Items of interest were placed on display by the Clerk.

**9079 Date of next Meeting:** The next meeting will be the Annual General Meeting to be held on Wednesday 26<sup>th</sup> May 2010 commencing at 7.00pm in the Committee Room, Kelsale Village Hall, followed immediately afterwards by a Parish Council Meeting.

With no further business to discuss Dr Dickerson formally closed the Meeting at 9.32pm and thanked everyone for coming.

Signed.....

Date.....

## KELSALE CUM CARLTON PARISH COUNCIL

**Minutes of the Kelsale cum Carlton Parish Council Meeting held on Wednesday 26<sup>th</sup> May 2010 commencing at 7.17pm in the Committee Room, Kelsale Village Hall, Bridge Street, Kelsale.**

Dr K Dickerson (Chairman Parish Council) took the Chair.

**Welcome to Visitors:** Mrs J [REDACTED] and Mr C [REDACTED].

**Open Forum – Public Question Time:**

**Reports from County and District Council Representatives:**

**Cllr. Rae Leighton – SCC –.** Based on the document: The Coalition, A Programme For Government, the changes are going to affect the council dramatically. A lot of commitment will be passed down to parishes to take on and the county council is bound to be much smaller. This government is determined to push through these changes [www.hmg.gov.uk/programme](http://www.hmg.gov.uk/programme) for government.

**Cllr. Sir Peter Batho – SCDC –** Unitary proposals have been shelved, which is a hideous waste of money. Local Development Plan has been postponed. The large housing development in Martlesham will probably go ahead.

**Cllr. Marian Andrews – SCDC –** Went to a briefing by senior police officers at Woodbridge, following the recent reorganisation the main policing problems are: teenagers, vandalism and graffiti. Sex crimes are at a high level and are almost the same level as Manchester, a safe suite is being established for sex victims. Large crowd events such as Latitude Festival, the Lowestoft Air Show and the Races in Newmarket are taking up a lot of police time and manpower. If Sizewell C goes ahead it will be a big challenge to the police due to increased public demonstrations. Cross border serious crimes such as people trafficking, oil and metal thefts are also on the increase. One family in particular in Ipswich takes up the entire workload of several police officers. Efforts to save £7 – 8 million in the next 3 yrs, so they are looking at Safer Neighbourhood teams and how they can most effectively be deployed, project response times, command structure within the force. At present the budget is £130 million per year, one of the lowest in the country. As a result of this 43 Neighbourhood teams have been reduced to 30 and 23 briefing bases reduced to 9. Looking at the communication system, as it currently differs from force to force. Possible establishment, eventually, of an East Anglian police force, generally the new system has been working reasonably well.

British Energy has made an application to the Secretary of State for a dry fuel store as an extension to Sizewell B, for spent nuclear fuel. There is no national storage facility to take spent fuel. This fuel would need to be kept for approximately 100 years. Compensatory payments similar to those as were paid to Leiston when Sizewell B was built are available. One of the car parks is going to be the site for the new building. The councils are merely statutory consultees.

**Suffolk Constabulary – [REDACTED] (PCSO) – 21 crimes were reported between 1 April to 31 March, last year there were only 2.**

There are now 9 hubs, 5 of which are in the Suffolk Coastal area: Ipswich, Felixstowe, Woodbridge, Halesworth and Lowestoft. To ensure coverage of such a large area, mobile patrols have been assigned and airways are being monitored so the nearest available car and crew can be sent to the incident.

Where available, reports from County and District Council Representatives would be sent as attachments to the Minutes. There being no further reports Dr Dickerson (Chairman) formally opened the meeting at 8.02 pm.

**In attendance:** Dr K Dickerson (Chairman), Cllr A Revell (Vice Chairman), Cllr I Darton, Cllr N Denny, Cllr P Parry, Cllr P Hartley, Cllr D Ireland, Cllr T Roberts, Cllr M Andrews (SCDC), Cllr R Leighton (SCC), Sir P Bath (SCDC), Mr P Lucas (Clerk) and Mrs D [REDACTED] (Minutes Secretary).

**9084 Apologies:** Mr M Summers.

**9085 Declarations of Interest:** Cllr D Ireland declared an interest in Minute 9090.

**9086 Minutes:** The Minutes of the last Kelsale cum Carlton Parish Council Meeting held on Wednesday 28<sup>th</sup> April 2010 having been circulated were approved subject to two corrections. The Chairman proposed acceptance of the Minutes, Seconded by Cllr Denny subject to the amendments, the Minutes were then duly signed by Dr Dickerson (Chairman). The Minutes can now be published on the Parish Council website once the amendments had been made.

#### **9087 Clerks Report**

##### **Matters arising from the Clerk's Report:**

The Chairman suggested a flyer be delivered to all villagers inviting them to the Annual Parish Meeting. Cllr Roberts offered to make two A frames. The Clerk to produce an A5 flyer to be sent to Gipping Press for printing. Cllr Darton would try to edit the Summer issue of The New Oasis in time for the leaflets to be inserted.

There were no further Matters Arising from the previous Clerk's Report.

**9088 Recruitment:** An advert was not placed in the East Anglian as the cost was £1,750. An advert has gone in The Town Telegraph and on the SALC website. 10 June has been scheduled for interviews.

**9089 "A Parish Plan for Kelsale-cum-Carlton:":** Cllr Ireland made his presentation. Deadline for comments is 30<sup>th</sup> June. Dr Dickerson thanked Cllr Ireland for his report.

9090 (a) Financial Statement for the Period 01/04/10-14/05/10 incl.

**Income:**

<i>Credit from Youth Club</i>	16.00
<i>Recycling credit form Norse Commercial Services</i>	9.85
<i>Credit from SCDC- Precept payment</i>	9518.00

**Expenditure:**

<i>Cheque payments/Standing Orders/Direct Debits etc</i>	1374.50
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**Bank Balances:**

<i>Current A/C as per Statement No.318 issued 17/05/10</i>	9018.37
<i>Bus.Res. A/C as per Statement No.114 issued 15/03/10</i>	6990.94 (no change)

(b) The year end accounts cannot be approved until they have been audited internally.

(c) The following cheque payments were approved:

<b>Cheque No.</b>	<b>Payee</b>	<b>Amount</b>
101767	<i>Pearce &amp; Kemp Ltd</i> <i>Invoice 30427</i>	337.81
101768	<i>Aon Limited (formerly Allianz plc)</i> <i>Insurance renewal</i>	704.15
101769	<i>Viking Direct</i> <i>Invoice 517589</i>	78.44
101770	<i>Cash. Wages.</i> <i>Mins.Sec.(34.00), L/Col (60.00)</i>	94.00
101771	<i>K.Dickerson</i> <i>"Town Telegraph" advert</i>	24.68
101772	<i>EACH Treehouse Appeal</i> <i>Donation</i>	100.00
101773	<i>D.Ireland.</i> <i>Parish Plan expenses</i>	16.00
101774	<i>Post Office Ltd.</i> <i>Employer NIC's</i>	TBA

**9091 Any Other Business – Matters of Report Only.**

The Minutes Secretary has handed in her notice of termination with effect from the end of June.

Cllr Ireland reported that the verges had been sprayed yesterday, the Clerk to follow this up.

Cllr Roberts asked that we need to record any knowledge flooding.

The Clerk read out a letter from [REDACTED], with respect to a donation of £20 for Kelsale CEVCP School proposed by Cllr Revell and seconded by Cllr Ireland.

**9092 Correspondence:** Items of interest were placed on display by the Clerk.

**9093 Date of next Meeting:** The next Parish Council meeting will be held on Annual Parish Meeting 16<sup>th</sup> June and Wednesday 30<sup>th</sup> June 2010 commencing at 7.00pm in the Committee Room, Kelsale Village Hall.

With no further business to discuss Dr Dickerson formally closed the Meeting at 9.32pm and thanked everyone for coming.

Signed.....

Date.....

## KELSALE CUM CARLTON PARISH COUNCIL

**Minutes of the Kelsale cum Carlton Parish Council Meeting held on Wednesday 30<sup>th</sup> June 2010 commencing at 7.00pm in the Committee Room, Kelsale Village Hall, Bridge Street, Kelsale.**

Dr K Dickerson (Chairman Parish Council) took the Chair.

**Welcome to Visitors:** Mr & Mrs [REDACTED], Mr & Mrs [REDACTED], Mr C [REDACTED] and Mrs J [REDACTED].

**Open Forum – Public Question Time:** No questions.

### **Reports from County and District Council Representatives:**

**Cllr. Rae Leighton – SCC –** Without a rise of council tax and an increase of the grant, the only option is to look at how we provide our services and whether we can continue to provide them. A whole range of services are being scrutinized and whether other people are in a position to provide them.

**Cllr. Sir Peter Batho – SCDC – Not present – no report.**

**Cllr. Marian Andrews – SCDC – Not present – no report.**

**Suffolk Constabulary – [REDACTED] (PCSO) – Not present – no report.**

Where available, reports from County and District Council Representatives would be sent as attachments to the Minutes. There being no further reports Dr Dickerson (Chairman) formally opened the meeting at 7.06 pm.

**In attendance:** Dr K Dickerson (Chairman), Cllr A Revell (Vice Chairman), Cllr I Darton, Cllr N Denny, Cllr P Parry, Cllr D Ireland, Cllr T Roberts, Cllr M Summers, Cllr R Leighton (SCC), Mr P Lucas (Clerk) and Mrs D [REDACTED] (Minutes Secretary).

**9094 Apologies:** Mrs M Andrews (SCDC), Sir Peter Batho (SCDC) & Cllr P Hartley

**9095 Declarations of Interest:** Cllr Roberts registered an interest in the planning application for The Vineyard.

**Minutes:** The Minutes of the last Kelsale cum Carlton AGM held on Wednesday 26<sup>th</sup> May 2010 having been circulated were approved subject to two corrections. Cllr Roberts proposed acceptance of the Minutes, Seconded by Cllr Parry, subject to the amendments, the Minutes were then duly signed by Dr Dickerson (Chairman). The Minutes can now be published on the Parish Council website once the amendments had been made.

The Minutes of the last Kelsale cum Carlton Parish Meeting held on Wednesday 26<sup>th</sup> May 2010 having been circulated were approved subject to two corrections. Cllr Ireland proposed acceptance of the Minutes, Seconded by Cllr Denny subject to the amendments, the Minutes were then duly signed by Dr Dickerson (Chairman). The Minutes can now be published on the Parish Council website once the amendments had been made.

**9096 New Appointments:** Jo Jones has been appointed as the new Clerk. The contract will be for 10 hours per week and not 15 as per the current Clerk. One extra hour was given for travelling to consult her in the post office on a Wednesday morning. The contract will be reviewed in January 2011, where the hours could be increased as necessary. She is currently one point below the current Clerk, but if she completes the SICLA qualification she will increase by 1 point. All of the applicants met the minimum standards required and it was a difficult task to make a decision.

There are two vacancies for parish councillors, the chairman would like to co-opt two further members. Chris Stewart and Geoffrey Fordham expressed a wish to join the PC. The Chairman proposed that they join and Cllr Summers Seconded.

### **9097 Clerks Report**

Reported on a very successful and well attended APM

The hand-over continues with Jo Jones – it was agreed the Clerk's Broadband connection will continue until 31/07/10. Clerk to liaise with ISP

Annual Parish Accounts for period ended 31/03/10 now returned from Internal Auditor.

No amendments had been requested and the accounts are ready for signature(s) later in the Meeting prior to their submission to BDO LLP. The Clerk concluded his report by outlining his personal "Aims and Objectives" for the PC during 2010/11

**9098 Matters arising from the Clerk's Report:** Cllr Roberts would like to add some points to the Aims and Objectives: Low Road (traffic flow improvement), finalisation of the Emergency Plan, The Lych Gate and improve links with the local school. Proposed by Cllr Roberts, Seconded Cllr Parry. Cllr Ireland, suggested we invite the Archdeacon to a meeting as she is the one to make the decisions. Cllr Parry to write to the Archdeacon. Cllr Roberts also suggested we continue with improvements to the Village Hall, this to be done by the KVHMC. Water is also needed at the allotments.

Cllr Hartley to be asked for a progress report on the renaming of Rendham Road.

**9099 Matters Arising Minutes from the last Parish Council Meeting:** There were no matters arising. But it was noted that the corrections to the April minutes had not been completed.

### **9100 Reports from Portfolio Holders:**

**Cllr D Ireland – The Parish Plan:** Funding is in place, today is the end of the consultation period. No comments at all were received. Will start on action plan.

**Cllr Summers – Street Lighting:** At 30<sup>th</sup> July 2008 the Parish held a responsibility for 26 units. To date three have been identified as the responsibility of Suffolk Heritage Housing and are back on their maintenance schedule. Three have not been illuminated for several years and seven units have been replaced. Proposes to replace a further seven units at an estimated cost £2103.50. Cont....

Cont....

Replace the unit adjacent to the committee rooms with a traditional type lantern to enhance the look of the hall, at no cost to the parish, Cllr Summers will donate this. Monitor performance to formulate next year's replacement program. Propose removal of industrial park from stock and unit 11 on Bridge Street, which has disappeared within a tree. Continue upgrading our lighting stock over a 3 year programme. No price increase, fixed at last years prices. Cllr Summers raised his concerns as to who actually owns this lighting stock, the Clerk was unsure as he'd also inherited the files. We take the assumption that they are ours. The chairman will ask the new clerk to clarify this.

**Cllr Denny – Youth Club & Recreation Ground:** Youth Club went to the playing field and played rounders.

**Cllr Revell – Recreation Ground:** Have received the second quote from Fenland Leisure, this quote allows for the soft landing to be replaced with new and not to go over the top of the old. Cllr Roberts suggested we negotiate a good price.

**Cllr Darton – KVHMC:** At the VHC meeting on 14<sup>th</sup> June they said they are experiencing difficulties because of the absence of [REDACTED]. £40,000 has been spent on the roof. WH Smith have donated £1,000 cheque. The VHC asked if the Parish Council would be making a regular donation towards their Insurance, the Clerk confirmed that it was agreed in council that we would not be making regular donations to the insurance.

**The New Oasis -** The Chairman congratulated Cllr Darton on the latest issue of the New Oasis. The Dental Practice in Saxmundham have confirmed they would like to place an advert. Cllr Roberts offered to donate a prize of a gift voucher for a children's competition.

**Cllr Parry – Tree Warden and Rights of Way:** The trees in Carlton have been trimmed, Cllr Revell said it had not been completed sufficiently. The Cherry tree in Beaumont Cottages has been trimmed. The Footpath sign has now been replaced in Tiggins Lane. Now into the last stages of the Hedgerow Survey.

**Cllr Roberts – Emergency Officer:** Have not received any response to the article in the New Oasis, although the school has offered its facilities. Jo Jones has also offered her help. Not taken action yet on the flooding report .

**Cllr Summers – Fireworks:** Cllr Summers is taking over from Mrs [REDACTED] as organiser of this event. Cllr Summers would like to take the burden off of the Parish Council by forming a group of residents onto a sub committee to plan, action and organise the bonfire party. Seconded by Cllr Roberts. The Clerk was concerned that due to the insurance restrictions the event must be organised by the Parish Council. The Clerk advised that the Organising Committee or Responsible Finance Officer must take home all monies raised on the night.

**School Governor – Vacancy.**

**Townlands Charity – Vacancy:** To ask the new clerk.

**SALC** – Vacancy: Cllr Fordham offered to take on this role.

End of Reports from Portfolio Holders

**9101 Planning Matters:** No Planning Applications have been received since the last Meeting, but the Chairman had received a letter from [REDACTED], The Vineyard, Butchers Road, this will be passed on to the planning committee.

Cllr Revell pointed out two articles in the East Anglian Daily Times, concerning a scathing attack of the planning system.

Cllr Ireland asked what the current situation was with Bramble Corner at East Green, the Clerk advised that whilst the Parish Council had formally objected, the application was subsequently approved by SCDC Planning Services.

**9102 (a) Financial Statement for the Period 15/05/10-14/06/10 incl.**

**Income/Receipts**

Direct credit COIF (2.85), Interest 08/03/10-06/06/10 (0.87) 3.72

**Expenditure:**

Cheque payments, Standing Orders, Direct Debits etc. 1944.36

**Bank Balances:**

Current A/C as per Statement No.320 issued 15/06/10 7074.01

Business Reserve A/C as per Statement No.115 -do- 6994.66

**(b)** The following list of cheque payments were approved:

<b>Cheque No.</b>	<b>Payee</b>	<b>Amount</b>
101777	Gipping Press Ltd. Invoice 32489/APM Flyers	58.00
101778	Norse Commercial Services Ltd Invoice 120857/Litter Bins(2)	470.00
101779	Kelsale Village Hall Hire charges 28/04, 26/05	20.00
101780	Clerk's expenses Period 01/04/10-30/06/10 incl.	117.27
101781	Cash. Wages L/Collector (75.00 ) Mins.Sec.(34.00)	109.00
101782	Gipping Press Ltd Invoice 32564	97.50
101783	[REDACTED] Internal audit	100.00
101784	Kelsale CEVCP School Annual Summer Fair/Sponsor a Stall	20.00
101785	[REDACTED] Gratuity payment	4555.26

**(c) Transfer(s)** To agree the transfer of £5000 from Business Saver Account to Business Current Account. Proposed by Cllr Roberts, Seconded by Cllr Revell.

**9102 (Cont)**

The Clerk advised he had now received from our Internal Auditor, the Parish Council’s Annual Accounts for the period ended 31/03/10. No amendments had been requested and following the signing of Sections 1-Accounting Statements and Section 2-Annual Governance Statement by the Chairman, the Accounts were duly approved. The retiring Clerk would now submit all relevant documentation to BDO LLP.

**9103 Other Business – Matters of Report Only**

Cllr Ireland asked if the Parish Council was responsible for maintaining the boundary hedge of the recreation ground as it is was becoming increasingly difficult to see south bound traffic when exiting Bridge Street due to the overgrown vegetation. The Clerk to ask Jo Jones to contact [REDACTED] at North Green to get the hedge cut. Cllr Stewart asked if the Guest Speaker at the APM had written a book. Cllr Parry expressed his concern that the Fromus is very overgrown.

At this point in the proceedings the Chairman closed the meeting and presented the Clerk with two large brown boxes and thanked him for his services over the past 18 years. The Clerk expressed his sincere thanks to all Members of the Parish Council, both past and present, who had made his time in office such an enjoyable and rewarding experience. The meeting reopened.

**9104 Correspondence:** Items of interest were placed on display by the Clerk.

**9105 Date of next Meeting:** The next Parish Council meeting will be held on Wednesday 28<sup>th</sup> July 2010 commencing at 7.00pm in the Committee Room, Kelsale Village Hall. The Chairman will not be present, the Vice Chairman may also be away, Cllr Summers offered to chair the meeting.

With no further business to discuss Dr Dickerson formally closed the Meeting at 9.04pm and thanked everyone for coming.

Signed.....

Date.....

**KELSALE CUM CARLTON PARISH COUNCIL**  
**MINUTES OF THE PARISH COUNCIL MEETING HELD ON WEDNESDAY 28TH JULY 2010**  
**AT 7:00PM IN THE COMMITTEE ROOM, KELSALE VILLAGE HALL**

Present: Cllr Alan Revell (Vice Chairman) Cllr Ivy Darton  
Cllr Nick Denny Cllr Geoff Fordham  
Cllr Doug Ireland Cllr Paul Hartley  
Cllr Paul Parry Cllr Tim Roberts  
Cllr Chris Stewart Cllr Mike Summers  
County Cllr Rae Leighton District Cllr Sir Peter Batho

In attendance: Joanne Jones – Parish Clerk. 2 members of the public attended.

**Welcome by The Chairman and to Open the Meeting**

**9106. Public Forum**

There were no questions asked.

**9107. Reports**

**(a) Report by County Councillor Rae Leighton**

County Councillor Rae Leighton reported on the financial cuts and the effects on County Council and that new government announcements are being received on a daily basis. He also advised the council that going forward a new strategic direction is being looked into to find the most suitable way to deliver services in the future. Cllr Leighton updated the Council with information regarding policing in the area. The Vice Chairman thanked County Councillor Rae Leighton for his report. Cllr Hartley also thanked Cllr Rae Leighton for the resurfacing of the road by the Church.

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

In District Cllr Marian Andrews absence there was no report.

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

District Cllr Sir Peter Batho reported that the District Council are also facing the same issues as the County Council. He advised the Council of the latest stages of the Local Development Framework. The Vice Chairman thanked District Cllr Sir Peter Batho.

**(d) Police Report**

In PCSO [REDACTED] absence the Parish Clerk read the following report:-  
Please find below details of crimes for Kelsale-cum-Carlton during July 2010.  
Breakdown as follows:

**Burglary-Other Building: x 2** An attempted burglary at a Tenza unit and the Monkeydrum unit on Carlton Park Industrial Estate. A door was forced and a window partly forced – a cash box containing loose change taken from Tenza. No forensics enquiries finalised.

A shed in the rear garden of a Beaumont Cottages address whereby rabbit hutches were opened to let rabbits out. Also small bag of garden tools alleged to have been taken. Three suspects have been interviewed.

**Theft-Other: x 1** On land opposite Walnuts at Dorleys Corner, items taken from skip that had been hired for scrap metal items that were to be sold on. A flat-bed truck was seen in vicinity as possible means of scrap removal but no further lines of enquiry.

At the last Public Forum and SNT Tasking Meeting held on Wednesday 14<sup>th</sup> July at The Resource Centre, Saxmundham the Priorities were reviewed and agreed to remain the same, namely:

**Priority 1:** Dangerous Driving/Parking in Yoxford.

**Priority 2:** Anti-Social Behaviour through misuse of Vehicles at Kelsale and Saxmundham.

**Priority 3:** Tackling Alcohol related nuisance and disorder in Saxmundham and Framlingham.

Priority 1 has had letters given out to residents in the problem areas and will be followed up by enforcement through warning notices and Fixed Penalty Notices, as well as speed checks. Priority 2 being followed up with [REDACTED], Manager of Waitrose, re the possible installation of a barrier to close off the car park area in the evening, after trading finishes, to prevent access to the boy/girl racers.

Priority 3 has outreach work continuing by youth workers in the Saxmundham and Framlingham areas, as well as the 'Go With The Flow' bus visits promoting responsibility around alcohol issues. Carlton Park has litter issues that need addressing as well underage drinking breaching the exclusion order that's in place.

The next meeting will be on 11<sup>th</sup> August 2010 at Framlingham Sports and Social Club, Badingham Road, Framlingham at 2.00pm.

As always you can contact us via email – [saxfram.snt@suffolk.pnn.police.uk](mailto:saxfram.snt@suffolk.pnn.police.uk) or via 01473 613500.

[REDACTED]  
**PCSO 3070 Saxmundham and Framlingham SNT**

**9108. Apologies**

District Cllr Marian Andrews (SCDC), Cllr Keith Dickerson (Chairman) and PCSO [REDACTED].

[REDACTED].

**9109. Declarations of Interest**

There were none.

**9110. To Approve Minutes of the Parish Council Meeting held on Wednesday 30<sup>th</sup> June 2010 and the Annual Parish Meeting held on Wednesday 16<sup>th</sup> June 2010**

The minutes of the Parish Council meeting held on Wednesday 30<sup>th</sup> June 2010 had already been circulated and once the relevant amendments was made they were Proposed for **Approval. Agreed Unanimously** by the Council and duly signed by the Vice Chairman. The Minutes can now be published on the Parish Council website once the amendments have been made.

The Minutes of the Annual Parish Meeting held on Wednesday 16<sup>th</sup> June 2010 had already been circulated and were **Approved** subject to one amendment and duly signed by the Vice Chairman. **Agreed Unanimously.** The Minutes can now be published on the Parish Council website once the amendment has been made.

Cllr Ireland requested that the Minutes from the Parish Council meeting held on 28<sup>th</sup> April 2010 were amended and sent to him to publicise on the Website. Clerk to action.

The Vice Chairman read a letter from [REDACTED] the former Clerk thanking the Council for their kind gift presented to him at the last meeting.

**9111. Parish Clerks Report**

The Parish Clerk reported that she has been enjoying attending the village hall on a Wednesday morning between 10 and 11am and that she has advertised posters on the noticeboards informing the public of this arrangement.

She advised the Council that she has set up an issues register and that she is currently working on updating the Council's Standing Orders and Financial Regulations and also looking into setting up the relevant documents for the Freedom of Information Act and Risk Assessment.

She reported that she has contacted Suffolk County Highways in respect of the loose manhole on the corner of Low Road outside the former Guildhall and advised that when attending the Village Hall that she had noticed it has now been covered by Highways who will carry out repairs.

After receiving all the relevant financial information from [REDACTED] she has now completed a financial spreadsheet and monthly bank reconciliation for the Council.

The transfer of £5000 from the Business Account to the Current Account as agreed at the last meeting has now been completed

She advised that she had been contacted by British Gas National Grid as they need to carry out some works on the pipe that runs over the Fromus near the bridge in Church Lane and that she should be receiving a formal letter shortly, informing her when the proposed works will take place and that at the Chairman's request she has contacted [REDACTED] [REDACTED] to cut back the overgrowth on the banks prior to work commencing.

#### **9112. Matters Arising from last Parish Council Meeting**

Cllr Hartley asked the Clerk if he could have a copy of the Aims and Objectives sheet as tabled at the last meeting. Cllr Hartley informed the Council of the latest information regarding the Lych Gate, advising the Council that the Church was in fact responsible. He reported on previous quotes received three years ago to carry out the repairs. He also offered congratulations and thanks to Cllr Ireland for all his hard work contributed to the Parish Plan. Cllr Hartley raised concerns regarding the planning application that has now been granted by SCDC at Brambles Corner to which was Objected by the Planning Committee. Concerns were also raised by Cllr Hartley concerning the recent planning application for the Vineyards.

Cllr Roberts also queried the confusions regarding the Lych Gate to which Cllr Ireland Proposed that Cllr Hartley should now look into investigating further. **Agreed Unanimously.** It was also agreed that this should be an Agenda item for the next meeting and that an action plan was needed, to which Cllr Parry and Cllr Roberts volunteered their services.

Cllr Ireland asked if the boundary hedge of the recreation ground had been cut back to which the Clerk informed Cllr Ireland that she had recently written to [REDACTED] requesting that he carried out this task.

#### **9113. Reports from Portfolio Holders**

**Cllr Ireland – The Parish Plan:** Work has started on the final copy. Cllr Ireland asked the Clerk to provide him with account balances for the Parish Plan as further costings need to be looked into.

**Cllr Summers – Street Lighting:** Cllr Summers reported that he is still waiting for options regarding the light outside the Committee room and hoped to present further information at the next meeting.

**Safer Neighbourhood Team:** Cllr Summers advised the Council that he desires to put forward new priorities as the current ones are in hand and asked Councillors to raise any concerns that they may have to himself.

**Denny – Youth Club & Recreation Ground:** Has now finished for summer

holidays and a mini sports day took place. Storage problem has now been solved as the Sports and Social Club kindly donated a shed. Attendance is still good and the AGM is due to be held soon.

**Cllr Fordham – SALC:** Cllr Fordham has now contacted SALC to which the Clerk also advised that she had informed them that Cllr Fordham was now the representative for the Council.

**Cllr Darton – The New Oasis:** Cllr Darton handed the Clerk/RFO a postal order for £16 from the Dental Practice in Saxmundham in respect of the boxed advert in the Newsletter.

**KVHMC:** Cllr Darton recently attended a meeting and advised the Council that the Art Exhibition and Open Gardens raised £768.40. The Bowls Club had also recently held an all day event at Leiston and in result are going to donate £800 to the Village Hall. The next event is to be held on 10<sup>th</sup> September 2010 and is going to be a Beetle Drive. Minutes of the meeting will be circulated at a later date.

**Cllr Hartley – Local Environmental Matters:** No new matters to report. Cllr Hartley did advise the Council that there were currently two young men from Hollesley Bay working in the churchyard.

**Cllr Roberts – Emergency Officer:** Cllr Summers has kindly volunteered his services to which Cllr Roberts was very grateful. Work has now began on the draft plan and action has been taken on the flooding report and a severe weather report has also been received from DEFRA. Cllr Revell offered his services in connection with his business and informed Cllr Roberts of the transport that could be made available along with blankets. Cllr Darton also pointed out other services within Carlton that could be made available and therefore Cllr Roberts asked all Cllr's to e-mail himself with the relevant information.

**Cllr Revell – Recreation Ground:** Quotes have now been received and passed onto Cllr Denny to look at and then circulate to Brenda.

#### **9114. Planning Matters**

a) An Application had been received for The Vineyards to which there was a brief discussion and the Planning Committee did raise concerns over the way the application had been presented and also, that they were not clear of the proposals to which they had been asked to consider. The Clerk was asked to inform SCDC Planning Dept of the Committee's comments. An Application for Rookery Barn had also been received which is currently being circulated amongst the Planning Committee.

b) Confirmation had now been received from SCDC that the Planning Application for Bramble Corner had now been Granted with 8 conditions. Cllr Hartley requested that the Clerk looked into the Planning Committee's comments for this application and that all future confirmations from SCDC were copied to himself.

The Clerk had tabled a document from SCDC regarding Village Envelope Boundaries to which the Vice Chairman requested all Cllr's study the proposed plans in order to bring their thoughts on this matter to the next meeting where this will be an Agenda item. He also advised the Council of workshops that were going to be taking place in relation to this matter. The Council did raise concerns that this matter had already been discussed and proposals had been put forward to SCDC in result of a public meeting. Cllr Roberts asked the Clerk to mail all relevant information with regards to the original proposals to Cllr's to enable them to consider these plans. The Clerk advised that a reply should also be sent to SCDC pointing out that some of the original proposals had not been included in these plans.

Cllr Summers raised concerns regarding the gate and access to Park House in conjunction with the new build and asked Councillor's to observe the situation as he felt the original planning application stated access should be made from Carlton Rd.

**The Vice Chairman closed the meeting to address Sir Peter Batho on this matter.**

The Vice Chairman asked Sir Peter Batho is there any right of access across his land to the rear garden of Park House, to which Sir Peter Batho replied no there was no right of access across his land. **The Vice Chairman reconvened the meeting.**

Cllr Hartley also raised doubts over the double garage which he felt should have been demolished as part of the conditions within the original application. Cllr Darton commented that when the marking up of the lines was undertaken in respect to the plans for this application that some were actually marked in the wrong position.

**District Councillor Rae Leighton left the meeting.**

### **9115. Financial Matters**

**(a) Financial Statement for the Period 15/06/10-14/07/10 incl.**

#### **Income/Receipts**

Nil

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

15 <sup>th</sup> June 2010	Direct Debit to KE Connect Systems (████████ Broadband)	£19.99
28 <sup>th</sup> June 2010	Standing Order to ██████████ (June Salary)	£595.46
29 <sup>th</sup> June 2010	Commission Charges for Period 8 <sup>th</sup> March - 6 <sup>th</sup> June 2010	£6.00
13 <sup>th</sup> July 2010	Direct Debit to EON (Street Lights)	£43.33

#### **Bank Balances:**

Current A/C as per Statement No.322 issued 14/07/10	£684.50
Business Reserve A/C as per Statement No.115	£6994.66

**(b) The following list of cheque payments were Approved. Agreed Unanimously.**

<b>Cheque No.</b>	<b>Payee</b>	<b>Amount</b>
101786	Kelsale Village Hall Hire charges 10/6, 16/6, 30/6	£51.00
101787	Clerks Salary + Expenses Period 01/07/10-31/07/10 incl.	£426.49
101788	Wages L/Collector (4 Weeks)	£60.00
101789	SCDC – Bonfire Party Licence	£21.00
101790	Clarkes of Walsham Ltd	£303.15
101791	Whites of East Anglia (Photocopying)	£15.12
101792	Flowers for Special Occasions (D. Ellis Gift)	£27.00

The Council raised concerns with regards to ██████████ the Litter Collector's Tax arrangements and it was Agreed that a contract should be drawn up for him. The Clerk was asked to write to ██████████ asking him to sign and confirm his current tax arrangements and to liaise with Cllr Dickerson (Chairman) to work on setting up a contract for him.

### **9116. Bonfire Party 2010**

Cllr Summers reported to the Council that an informal meeting had been held on 22<sup>nd</sup> July 2010 with volunteers to form a sub-committee in order to organise the Bonfire Party. Cllr Summers read the list of attendee's to the Council. Proposals confirmed as follows:-

Date for Event: Saturday 6<sup>th</sup> November 2010

Gates Open: 17:30pm, 18:00 Lantern Parade, 18:00 Lighting of fire,  
19:00 Firework Display to commence.

He advised that they proposed to purchase the same amount of fireworks as last year from the same Company and that the cost would be £1,044.76 this being a 24% increase on last years costs. Cllr Summers requested the services of those who would be required on the night and asked for volunteers for bucket collectors to which Cllr's Darton, Roberts, Stewart and The Clerk agreed to do. Cllr Fordham volunteered to manage the bonfire float. Posters will be produced by the Youth Club. Catering requirements were discussed and Cllr Summers advised that sale prices will be fixed as last year and Proposed that it could be agreed in principal to have a £500 cash float to purchase the necessary items. The Vice Chairman queried this Proposal with the RFO and asked her to make the relevant enquiries to SALC to ensure the correct procedures were carried out. Therefore subject to the Clerks enquires it was Proposed by Cllr Roberts and Seconded by Cllr Parry that £500 could be allocated for this event. Cllr Summers thanked the Council for their Approval and requested that any Councillors who wished to join the Sub-Committee would be very welcome. The Vice Chairman thanked Cllr Summers for his report and also for taking on the responsibility of organising this event.

**9117. Oasis Newsletter Distribution**

The Clerk had received from [REDACTED] an updated Distribution list to which Cllr Darton advised she would action accordingly.

**9118. Any Other Business**

Cllr Revell advised that David Darton had carried out work to trim along the river bank following up a request to the Chairman from [REDACTED].

Cllr Revell also updated the Council on the latest stages of the entrance and fence work to the Recreation Ground.

Cllr Ireland raised concerns that the litter bins in the car park had not been emptied for three weeks and asked the Clerk to report this to Suffolk Coastal Services.

Concerns were also raised regarding the re-surfacing of Bridge St and that tar that had been left on the road which could prove to be dangerous. The Clerk was asked to contact Suffolk County Highways.

Cllr Roberts informed the Council that Suffolk Water had contacted him regarding the leak in Bridge St to the Fromus.

Cllr Darton advised that [REDACTED] offer to re-plaster the Store Room was being looked into.

**9119. Correspondence**

Items received were placed on display by the Clerk.

**9120. Date of Next Meeting**

The next Parish Council meeting will be held on Wednesday 25<sup>th</sup> August 2010 commencing at 7:00pm in the Committee Room, Kelsale Village Hall.

The Vice Chairman thanked Jo Jones the replacement Clerk on her 1<sup>st</sup> meeting.

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

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

# KELSALE CUM CARLTON PARISH COUNCIL

MINUTES OF THE PARISH COUNCIL MEETING HELD ON  
WEDNESDAY 25<sup>th</sup> AUGUST 2010 AT 7:00PM  
IN THE COMMITTEE ROOM, KELSALE VILLAGE HALL

Present: Cllr Dr Keith Dickerson (Chairman)                      Cllr Alan Revell (Vice Chairman)  
          Cllr Ivy Darton    Cllr Nick Denny  
          Cllr Geoff Fordham    Cllr Doug Ireland  
          Cllr Paul Parry    Cllr Chris Stewart  
          Cllr Mike Summers  
          District Cllr Marian Andrews                                County Cllr Rae Leighton

In attendance: Joanne Jones – Parish Clerk. 4 members of the public attended.

## **Welcome by The Chairman and to Open the Meeting**

### **9121. Public Forum**

- A member of the public [REDACTED] raised concerns with regards to the bed of the river Fromus near to the football pitch and Church Lane. The Chairman asked the Parish Clerk to write to the Environment Agency regarding this matter.
- A member of the public [REDACTED] raised concerns regarding speeding down the Main Road in Kelsale. County Councillor Rae Leighton informed the meeting that at the last SNT meeting Kelsale become 1 of the 3 priorities and that there should be more police presence.
- A member of the public [REDACTED] had previously written to the Chairman with regards to the vacancies within the Parish Council and had not received an acknowledgement. The Chairman acknowledged his letter and apologised for the delay. He explained to [REDACTED] the reason the vacancies were not an Agenda item at this meeting was due to the fact that the minutes with the Resolution to increase the size of the Parish Council from 11 to 13 members had not yet been signed and therefore had not been sent to SCDC for an order to be drawn up. Once this has been authorised, vacancy notices will then be displayed.
- A member of the public [REDACTED] gave details of proposals to create a new community high school for children between the ages of 11 & 16 to replace the existing Saxmundham Middle School. The Clerk had tabled a letter from [REDACTED] outlining the proposals to all Councillor's to which questions raised were answered and the Council agreed this could prove beneficial for local children and Kelsale Primary School.  
The Chairman thanked the members of the public for their comments.

### **9122. Reports**

#### **(a) Report by County Councillor Rae Leighton**

County Councillor Rae Leighton reported that County Council are still receiving new government announcements and that a strategic direction is still being looked into to find the most suitable way to deliver services in the future. Cllr Leighton reported on the recent SNT meeting which he had attended and hoped that the speeding issues within Kelsale would improve, now that this issue has been made a priority. He informed the Council with regards to the Quality of Life Scheme Budget and confirmed that funds are available to make improvements to the access to the Recreation Ground. He also expressed his approval for the Planning Application which had been received for Kelsale Primary School. The Chairman thanked County Councillor Rae Leighton for his report.

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

District Cllr Marian Andrews informed the Council that the day hospital in Saxmundham which closed last year is going to be taken over as a quiet retreat residential centre to run courses for counselling. She advised that the Scrutiny of Planning continues and that she would report further on this matter at the next meeting. The Chairman thanked District Councillor Marian Andrews for her report.

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

In District Cllr Sir Peter Batho's absence there was no report.

**(d) Police Report**

In PCSO [REDACTED] absence the Parish Clerk read the following report:-

Please find below details of crimes for Kelsale-cum-Carlton. Breakdown as follows:

**July 2010**

**Burglary:- x 1** - From two units in Ronald Lane, Kelsale. One had a door forced and the other had a window partly forced. Entry was gained to one of the units and a cash box containing loose change was stolen. Possible link to Tenza crime.

**Common Assault (No Injury) x 1:** At an address in Town Farm Lane, Kelsale. Domestic/relationship problems ongoing with alleged violence and intimidation by a male towards a female and her 12yr old son.

As at the date of this report – 17/8/10 - No crimes for August 2010 have been recorded for either Kelsale or Carlton.

At the last Public Forum and SNT Tasking Meeting held on Wednesday 11<sup>th</sup> August 2010 at the Framlingham Social Club, Badingham Road, Framlingham, priorities were reviewed and agreed as follows:

**Priority 1: Dangerous Driving/Parking Yoxford.**

**Priority 2: Saxmundham – Burglaries crime spike – ‘Operation Backstreet’.**

**Priority 3: Framlingham – Parking at Market Hill.**

**Priority 1** relates to Yoxford driving and parking issues, as explained in the June Police Report.

**Priority 2** is to link in with Operation Backstreet. This is an ongoing operation in the Leiston area, targeting the suspects of burglary crimes, and the same group may also be connected to the Saxmundham crimes.

**Priority 3** is targeting parking issues on Framlingham’s Market Hill area.

As always you can contact us via email – [saxfram.snt@suffolk.pnn.police.uk](mailto:saxfram.snt@suffolk.pnn.police.uk) or via **01473 613500.**

**[REDACTED] PCSO 3070 Saxmundham and Framlingham SNT**

**County Councillor Rae Leighton left the meeting.**

**9123. Apologies**

Cllr Paul Hartley, Cllr Tim Roberts, District Cllr Sir Peter Batho and PCSO [REDACTED].

**9124. Declarations of Interest**

Cllr Alan Revell declared an interest with regards to Minute 9129a - Planning Application C10/1925.

**9125. To Approve Minutes of the Parish Council Meetings held on Wednesday 28<sup>th</sup> April 2010 and Wednesday 28<sup>th</sup> July 2010**

The amended Minutes of the Parish Council meeting held on Wednesday 28<sup>th</sup> April 2010 had already been circulated and were Proposed for **Approval** by Cllr Denny, Seconded by Cllr Summers and duly signed by the Chairman. **Agreed Unanimously.** The Chairman apologised for the delay in approving these minutes.

The Minutes of the Parish Council Meeting held on Wednesday 28<sup>th</sup> July 2010 had already been circulated and were Proposed for **Approval** subject to amendments by Cllr Revell, Seconded by Cllr Fordham and duly signed by the Chairman. **Agreed Unanimously**. The Minutes can now be published on the Parish Council website once the relevant amendments have been made.

#### **9126. Parish Clerk's Report**

The Parish Clerk reported that she is still waiting for a formal letter from British Gas National Grid regarding the works to the pipe that runs over the Fromus near the bridge in Church Lane.

The former Clerk [REDACTED] had asked her to inform the Council that in answer to a previous request regarding the land outside of the Committee room that he has made the necessary enquires and it appears that the land is not registered and that it would be up to the Parish Council to register an application if they wished. The Chairman proposed that this matter should be an Agenda item for the next meeting in order for further consideration to be given.

She informed the Council that she had received a thank you card from [REDACTED] thanking the Parish Council for the flowers sent.

The Clerk advised the Council that she has been in liaison with [REDACTED] from SCC regarding the proposed improvements to the access of the Recreation Ground through the Quality of Life Budget, and that she was currently in the process of arranging a site visit. She requested the assistance and knowledge of any Councillors who would also like to attend this meeting to which both Cllr's Revell and Denny expressed an interest to do so.

Finally, she asked for the Council's Approval to attend a Budgeting Workshop at SALC on 7<sup>th</sup> October 2010 at the cost of £25 + VAT and also to attend the next CILCA course which commences on 4<sup>th</sup> November 2010 at a cost of £350 + VAT + £150 to SLCC for the marking of her completed profile plus travelling expenses to both. Both these courses were recommended for **Approval** by Cllr Denny, Seconded by Cllr Parry. **Agreed Unanimously**. She informed the Council that she was hoping to seek Approval from the other Councils for which she is employed for the costs of both of these courses to be split.

#### **9127. Matters Arising from last Parish Council Meeting**

District Cllr Marian Andrews raised an issue regarding previous minutes concerning the cherry tree in Beaumont Cottages. She informed the Council that she had received a telephone complaint regarding the tree and the amount of fruit which had fallen to the ground causing a large amount of wasps in the area. Cllr Parry advised that the tree had been trimmed and District Cllr Marian Andrews reported that she would pursue the issue of the wasps and deal with the matter accordingly.

#### **9128. Reports from Portfolio Holders**

**Cllr Ireland – The Parish Plan:** Cllr Ireland informed the Council that the Parish Plan is almost ready for printing and that this would be funded from money allocated to the Parish Plan. At the Chairman's request the Clerk had tabled for Cllr Ireland Section 7 being the Parish Plan–Action Plan for discussion. Cllr Ireland informed the Council of any changes and necessary amendments to this section and advised that a full copy of the Parish Plan can be found on the Parish Council's Website. There was a lengthy discussion regarding this section of the plan and the procedure of future actions needed to which Cllr Fordham proposed that an Extraordinary meeting should be held to discuss the approved action plan in more detail. It was Agreed that this meeting would be held prior to the next Parish Council Meeting on 29<sup>th</sup> September 2010 at 6pm. **Agreed Unanimously**.

### **Parish Plan Cont..**

The Chairman asked Cllr Ireland where the Owner is not the Parish Council how is the proposal going to be dealt with. Cllr Ireland replied that in these circumstances a copy of the report and a covering letter would be sent to the Owner identifying the actions needed. The Chairman addressed District Cllr Marian Andrews in relation to this query and asked for advice on how the Council can ensure that SCDC deals with the action most effectively. District Cllr Marian Andrews informed the Council that there is no obligation for Parish Council's to produce a parish plan and therefore there is no obligation to SCDC to take action upon these issues. There was a brief discussion with regards to light pollution. **The Chairman closed the meeting** for a member of the public [REDACTED] to comment. [REDACTED] raised issues in connection to street lighting and ownerships to his knowledge. Cllr Summers advised that he proposed to liaise with other lighting owners with regards to the condition of street lighting. **The Chairman reconvened the meeting.**

**Cllr Parry – Parish Tree Warden:** Cllr Parry reported that the Hedgerow Survey is almost ready to submit to SCDC and that around 250 hedges had been surveyed and generally appeared to be in a healthy condition. He advised that the The Lime Tree at The Vines is not in good condition and that it is going to be monitored in the Spring and then SCDC will be contacted with regards to the TPO (Tree Preservation Order) on this tree.

**Cllr Summers – Street Lighting:** Cllr Summers reported that he is still waiting for options from Pearce & Kemp regarding the light outside the Committee room and apologised but hoped to present further information at the next meeting. Cllr Summers advised on the latest stages of the consumption submission and informed the Council that he had now spoken to EDF, and that he advised them that he would like to complete our update before submitting our new consumption assessment. He reported that to disconnect a light EDF charge £360 and have insisted that only themselves can carry out this disconnection. He informed the Council of the monthly consumption costings and proposed that he would visit EDF Energy offices in Crawley to discuss the disconnection programme in more detail. **The Chairman closed the meeting** for a member of the public to comment. Mr Pulham advised the meeting that he recalls the Parish Council previously having to pay EDF Energy for a disconnection of a light outside the Tenza and that they again insisted on carrying this job out due to health and safety issues. **The meeting reconvened.**

**Cllr Denny – Youth Club:** Cllr Denny advised that the AGM had taken place to which **the Chairman closed the meeting** for [REDACTED] to report on this matter. [REDACTED] informed the meeting that it was a successful AGM and that the Youth Club is in profit and that it will be re-opening on 20<sup>th</sup> September 2010. She also advised that a man will be coming along for eight sessions to show the children some street dancing and that the Youth Club will be having a stall at the W.I. Table Top Sale. **The Chairman reconvened the meeting.**

**Recreation Ground:** Cllr Denny updated the Council with regards to the equipment quotes and confirmed that he would now be passing these details onto [REDACTED] for review.

**Cllr Revell – Recreation Ground:** Cllr Revell was surprised that PCSO [REDACTED] police report did not include details of the recent vandalism to the fence and advised that the incident had been reported to PCSO [REDACTED] by a nearby resident who had heard this vandalism taking place. A statement had been taken but as the damage was not visually witnessed the police could not follow up this event. It was agreed that Cllr Hartley would be asked to help carry out repairs and the Council would ask for [REDACTED] advice on how to tackle this matter. **The Chairman closed the meeting** for a member of the public [REDACTED] to comment. [REDACTED] raised concerns that even though this event was not visually witnessed she felt it was unacceptable that further investigations within the police had not taken place. **The Chairman reconvened the meeting.** Cllr Darton also advised that she had witnessed by sound some further vandalism to hedges. The Chairman suggested that both these issues were raised with PCSO [REDACTED] at the next meeting.

**Cllr Fordham – SALC:** Cllr Fordham informed the Council that he will be attending a meeting on 6<sup>th</sup> September 2010.

**Cllr Darton – KVHMC:** Cllr Darton reported that [REDACTED] is now well and advised that the Bowls Club had recently raised £856.18 towards the roof repairs. Estimates have been received for the plastering of the Store Room and have proved to be expensive, therefore this matter is going to be looked into further. [REDACTED] offer to help with the plaster board was gratefully received and they hoped it wouldn't be too long before the work could be carried out. The Waitrose Token Collection raised £550 which should be received in the near future. Cllr Darton reported on the future events due to take place and gave details of the Treasurers Report.

**The New Oasis:** Cllr Darton reported that there may be a delay in the printing due to the Bank Holiday. She ran through the current distribution list and informed Councillor's of the vacancies needed to which Cllr's Summers, Fordham, Parry and Stewart offered their services. The Chairman thanked Cllr Darton for the smooth distribution of The New Oasis.

### **9129. Planning Matters**

#### **(a) To consider Planning Applications received since the last Meeting:**

##### **Application No: C10/1925**

Location: Part Garden of Park House, Carlton Rd, Kelsale.

Proposal: Erection of one detached single-storey dwelling and one detached one and a half storey dwelling (submission of details under outline planning permission C07/2272).

Cllr Revell informed the council of the background information and gave details of this application and concerns were raised with regards to access. It was Agreed that the Parish Council would

**Object** to this Application on the following grounds:

- Access
- Over-development of the site

##### **Application No: C10/: Suffolk County Council**

Location: Kelsale Primary School, Kelsale. IP17 2NP

Proposal: New Single Storey Classroom, internal works and footpath at rear of building to accommodate SOR.

The Council reviewed the application and it was Agreed that the Parish Council would fully support and recommend **Approval** for this application.

#### **(b) To consider Planning Decisions confirmed since last Meeting:**

There were none.

### **9130. Financial Matters**

#### **(a) Financial Statement for the Period 15/07/10-13/08/10**

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

Box Window Advertisement	£16.00
Recycling Credit	£ 7.68

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

15 <sup>th</sup> August 2010	Direct Debit to KE Connect Systems (P. Lucas Broadband)	£19.99
13 <sup>th</sup> August 2010	Direct Debit to EON (Street Lights)	£43.33

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

Current A/C as per Statement No.323 issued 16/08/10	£4,097.64
Business Reserve A/C as per Statement No.117	£1,994.66

The Clerk advised that the Direct Debit to KE Connect Systems for the former Clerk's Broadband would now be cancelled.

(b) To consider/approve the following list of cheque payments:

<i>Cheque No.</i>	<i>Payee</i>	<i>Amount</i>
101793	Clerks Salary + Expenses Period 01/08/10-31/08/10	£418.39
101794	Wages L/Collector (4 Weeks)	£60.00
101795	Cash (Oasis Exp & Photocopying Exp paid by Clerk)	£20.00

These payments were **Approved** for payment by the Council. **Agreed Unanimously.**

### **9131. Village Envelope Boundaries**

Following on from the last meeting when the Clerk had tabled a document from SCDC requesting the Council's views with regards to the Village Envelope Boundaries, the Chairman advised the Council that he had now reviewed the proposals made by SCDC. He informed the Council of the proposed changes and felt strongly that SCDC had ignored the previous documentation sent in relation to the LDF consultation and findings from the Open Public Meeting. An updated colour coded map of the proposed Village Envelope Boundaries was tabled and discussed in detail amongst the Council. There was a lengthy discussion with regards to whether back gardens should be included within the Village Envelope to which Cllrs Stewart, Fordham, Revell and the Chairman declared a financial interest. It was Agreed that in line with the Council's views the Chairman would now re-draw the Parish Envelope Boundaries in consistence with the findings of the Open Public Meeting and the Parish Plan to then be Approved at the next meeting. **The Chairman closed the meeting** for a member of the public [REDACTED] to comment. [REDACTED] raised concerns that some large back gardens may actually not be classed as a back garden. **The Chairman reconvened the meeting.** There was a brief discussion regarding the Parish Church and Recreation Ground to which District Cllr Marian Andrews informed the Council that as a rule Parish Churches are now being removed from Parish Envelope Boundaries to which the Council felt strongly that both these areas should be included and therefore District Cllr Marian Andrews felt that this should be pointed out to SCDC. In conclusion to this matter it was Agreed that when the Formal Consultation is received from SCDC a further Open Public Meeting will be scheduled.

### **9132. Lych Gate**

In Cllr Hartley's absence there was nothing further to report although Cllr Parry pointed out to the Council that if fund raising is going to take place then further quotes need to be obtained. **The Chairman closed the meeting** for a member of the public [REDACTED] to comment. [REDACTED] clarified that Church permission will be needed and gave advice. **The Chairman reconvened the meeting.** It was Agreed that this would be an Agenda item at the next meeting.

### **9133. Bonfire Party 2010**

Cllr Summers reported to the Council that he had progressed as far as he can for the meantime and that the TENS Licence has been accepted by SCDC. He advised that due to the rules and regulations of the TENS Licence the event could only hold a maximum of 499 people to which since he has contacted SCDC who have confirmed if a designated area is fenced off confined for the consumption of alcohol then this matter could be resolved. The fireworks have now been ordered and Cllr Summers is expecting to receive confirmation of costs within the next few days. He asked the Clerk to inform the Insurance Company and the Fire Brigade of the event.

### **9134. Any Other Business**

Cllr Summers raised concerns with regards to the Council's acknowledgement of correspondence received and it was agreed that going forward this matter would be handled more efficiently.

**9135. Correspondence**

Items received were placed on display by the Clerk. The Chairman read a letter from [REDACTED] [REDACTED] raising concerns with regards to security within the Village Post Office, village signs and speeding issues along the Carlton Road. The Chairman acknowledged [REDACTED] letter and noted his concerns. The Chairman informed the Council that correspondence had been received in relation to the acceptance of Footpath 25a from Suffolk County Council. District Cllr Marian Andrews informed the Council of the Vicar's departure from the Parish.

**9136. Date of Next Meeting**

The next Parish Council meeting will be held on Wednesday 29<sup>th</sup> September 2010 commencing at 7:00pm in the Committee Room, Kelsale Village Hall.

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

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

# KELSALE CUM CARLTON PARISH COUNCIL

MINUTES OF THE PARISH COUNCIL MEETING HELD ON WEDNESDAY 29TH SEPTEMBER 2010 AT  
7:00PM IN THE COMMITTEE ROOM, KELSALE VILLAGE HALL

Present: Cllr Alan Revell (Vice Chairman) Cllr Ivy Darton  
Cllr Nick Denny Cllr Geoff Fordham  
Cllr Paul Hartley Cllr Doug Ireland  
Cllr Paul Parry Cllr Chris Stewart

In attendance: Joanne Jones – Parish Clerk. 4 Members of the public attended.

## Welcome by The Vice Chairman and to Open the Meeting

### 9137. Public Forum

- A member of the public [REDACTED] asked permission for the Peasenhall W.I. to borrow the Domesday Book to which there were no objections. He also raised concerns regarding a laser printer purchased by the Parish Council several years ago in conjunction with the printing of the Newsletter. The Vice Chairman informed [REDACTED] that this printer is no longer in working order.
- A member of the public [REDACTED] made enquiries about the Parish Council sharing costs of the Village Hall Insurance in the past. The Vice Chairman advised that this matter could be discussed and informed [REDACTED] as to the reasons behind this payment being stopped. The Vice Chairman asked [REDACTED] to write to the Parish Council with his request.
- In the absence of Cllr Mike Summers a member of the public [REDACTED] representing the Bonfire Party Committee gave details of matters regarding the event. It was agreed the gates to the Recreation Ground would be opened from Saturday 9<sup>th</sup> October 2010 in order for the bonfire to be built.

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

### 9138. Reports

#### (a) Report by District Councillor Marian Andrews

District Cllr Marian Andrews gave details regarding the first Scrutiny of Planning meeting and advised that a further meeting was scheduled for 4<sup>th</sup> October 2010. She advised that once this meeting had taken place future decisions would be made by the Cabinet. The Vice Chairman thanked District Councillor Marian Andrews for her report.

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

District Cllr Sir Peter Batho reported on the working partnership with Waveney District Council and the proposed future cuts from Central government. He advised that at a recent Cabinet Meeting discussions had taken place regarding the possibility of having a Single Management Team for both Authorities resulting in a substantial reduction of the current Senior Management Team. He reported that the objective of this decision was to make savings and to work more efficiently to deliver services in the future. He informed the Parish Council that there were no intentions at this stage to amalgamate the two councils. The Vice Chairman thanked District Councillor Sir Peter Batho for his report.

#### (c) Report by County Councillor Rae Leighton

County Councillor Rae Leighton reported on the proposed future cuts and the New Strategic Direction which is still being looked into to find the most suitable way to deliver services in the future. He advised that the effects from the 20-30% cuts would be serious but not as drastic as recently reported in the East Anglian Daily Times. Cllr Leighton informed the Council about SCC's preparations for this coming winter. The Vice Chairman thanked County Councillor Rae Leighton for his report.

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

In PCSO [REDACTED] absence the Parish Clerk read the following report:-

There was one crime recorded for Kelsale during August and none for Carlton. This was Criminal Damage - Other, for the bus shelter on Main Road. Overnight damage of a smashed timetable and three panels of wood. The previous weekend also had damage caused to the same shelter. Parish Clerk informed. Enquiries finalised.

As of the date of this Police Report, 23/9/10, no crimes for September have been recorded for either Kelsale or Carlton.

SNT priorities remain the same, with a slight review of Priority 2.

**Priority 1: Yoxford -Dangerous driving and parking at High Street, Oakwood Park Old High Road**

**Priority 2: Saxmundham – Youth related crime and ASB linking in with Leiston SNT’s priority-‘Operation Backstreet.’**

**Priority 3: Framlingham - Parking issues at Market Hill.**

The next Public Forum and SNT Tasking Meeting will be held on Wednesday 13<sup>th</sup> October at Framlingham Sports and Social Club.

Speed enforcement was carried out with the hand held speed laser on the main road at Kelsale on 12<sup>th</sup> August 2010 and no one was seen travelling above the designated speed limit of 30mph.

**As always you can contact us via email – [saxfram.snt@suffolk.pnn.police.uk](mailto:saxfram.snt@suffolk.pnn.police.uk) or via 01473 613500. [REDACTED] PCSO 3070 Saxmundham and Framlingham SNT**

There was a brief discussion and the Vice Chairman requested the Clerk to contact Sgt [REDACTED] regarding PCSO [REDACTED] attendance to future meetings.

**The Vice Chairman offered Congratulations on behalf of the Parish Council to Cllr Parry on his recent marriage. He also sent sincere condolences to Cllr Roberts on his recent family bereavement.**

#### **9139. Apologies**

Cllr Dr Keith Dickerson (Chairman)- (Business Commitments), Cllr Tim Roberts (Bereavement) & Cllr Mike Summers (Out of Country).

#### **9140. Declarations of Interest**

There were none.

#### **9141. To Approve the Minutes of the Parish Council Meeting held on Wednesday 25<sup>th</sup> August 2010**

The Minutes of the Parish Council meeting held on Wednesday 25<sup>th</sup> August 2010 had already been circulated and were Proposed for **Approval** subject to the relevant amendments by Cllr Denny, Seconded by Cllr Parry and duly signed by the Vice Chairman. **Agreed Unanimously.**

#### **9142. Parish Clerks Report**

The Parish Clerk reported that she has spoken to [REDACTED] from British Gas National Grid regarding the works on the pipe that runs over the Fromus near the bridge in Church Lane and he has informed her that he now has consent from the Environment Agency and that the work was due to commence on Tuesday 28<sup>th</sup> September 2010.

She advised that she has written to the Environment Agency about the concerns regarding the bed of the River Fromus in Church Lane asking for them to come and assess this part of the river.

She has contacted [REDACTED], SCDC with regards to the order to increase the size of the Parish Council from 11 – 13 members and due to himself having been on annual leave there has been a slight delay and hoped to receive the order within the next week.

She telephoned the Fire Brigade to inform them of the Bonfire Party and they asked her to call back nearer the time. She advised that she had received a letter from EON Energy advising of a tariff increase for the street lighting from 1<sup>st</sup> October 2010 from 7.88 per kwh to 9.2 to which she had notified Cllr Summers. She advised that she would review the increase once the next bill is received and decide if it would be beneficial to look into changing providers.

She had now received a reply from [REDACTED] (litter Collector) with regards to his income tax arrangements and he has informed her that he is self employed and responsible for his own tax. He asked if a standing order could possibly be set for his salary but she explained to him that this could prove to be difficult as on a 5 week month such as this one he receives £75 instead of £60.

Finally she advised that the second half of the Precept would be going into the bank account on 30<sup>th</sup> September 2010 and that she has now started work on a Risk Assessment and the Freedom of Information Act, as required, and will soon be preparing next years budget for review.

#### **9143. Matters Arising from last Parish Council Meeting**

District Cllr Marian Andrews confirmed that since concerns raised at the previous meeting regarding a tree in Beaumont Cottages that the litter collector had cleared the dead plums which had solved the problem with wasps in the area.

#### **9144. Reports from Portfolio Holders**

**Cllr Ireland – The Parish Plan:** Due to the Extraordinary Council meeting taking place prior to this meeting there was nothing to report.

**Cllr Parry – Parish Tree Warden:** Cllr Parry reported that he had received a complaint from the resident at 2 Spinney Close regarding a mature Sycamore tree to which he advised SCDC have confirmed that the tree needs to come down. Cllr Parry gave details of a quote from [REDACTED] for £400 to carry this job out. He also advised that Footpath 25 had now been Approved by Suffolk County Council and that it is now a designated footpath from Tiggins Lane through to Church Lane.

**Cllr Denny – Youth Club:** Cllr Denny advised that the Youth Club has re-started from the Summer Holidays and that it was still well attended.

**Recreation Ground:** Cllr Denny updated the Council with regards to the equipment quotes and it was Agreed that this would be an Agenda Item for the next meeting.

**Cllr Fordham – SALC:** Cllr Fordham had tabled a report detailing issues regarding the meeting which he had attended on 6<sup>th</sup> September 2010. There was a brief discussion about the proposed cuts and the effects these could have on local councils. Cllr Fordham also informed the Council about the proposed Precept Capping Referendum.

**Cllr Darton – KVHMC:** Cllr Darton reported that she had attended a meeting on 6<sup>th</sup> September 2010 chaired by [REDACTED] who is now recovered and well. She advised that the work on the storage room had now been completed and that work was starting on the roof at the end of the month. She gave details of the proposed kitchen improvements and also reported that the photocopier has one year left on its contract and that it is being used more regularly. Thank you letters had been written to [REDACTED] and Waitrose for the kind donations and finally she informed the Parish Council of forthcoming events to be held.

**The New Oasis:** The Vice Chairman thanked Cllr Darton for the kind words written about his mother in the recent issue. Cllr Darton informed the Parish Council of an inaccuracy in the July invoice from Gipping Press and asked Councillors if they were happy with the increased size of the Newsletter to which there were no objections and All were in Favour of the new size. She advised that the number of copies required needs to be revised and therefore she asked the Parish Clerk to check the Electoral Roll register. Cllr Darton asked for items for the next issue to be forwarded to herself.

**Cllr Hartley – Local Environmental Matters:** Cllr Hartley reported there was damage to the Rendham Rd/Peasenhall Rd road sign to which the Clerk agreed to contact Suffolk County Highways. He also reported there was a blocked drain outside Thornstead which was now causing some flooding to which the Clerk advised she would also report to Highways. Cllr Hartley also raised concerns about the flooding of the River Fromus due to overhanging bushes to which the Clerk was instructed to chase The Environment Agency.

**Cllr Revell – Recreation Ground:** Cllr Revell reported on a recent site meeting between [REDACTED] from Suffolk County Council, The Clerk and himself regarding the proposed improvements to the entrance of the Recreation Ground. There was a discussion about funding and Cllr Revell gave details of a quote received to carry out this project to which County Councillor Rae Leighton advised should be forward to SCC. Cllr Revell informed the Council of the proposed improvement to the fence and County Cllr Rae Leighton advised he may be able to provide some funding from his Locality Budget toward this project. Cllr Revell updated Cllr Hartley regarding the recent vandalism to the fence around the play equipment to which Cllr Hartley kindly agreed to carry out repairs. District Cllr Marian Andrews reminded the Parish Council of the importance of reporting all future crimes to the Police.

#### **9145. Planning Matters**

##### **(a) To consider Planning Applications received since the last Meeting**

There were none.

##### **(b) To consider Planning Decisions confirmed since last Meeting:**

Application No: **C10/1701**

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

Proposal: Proposed dismantling and repositioning of barn building including change of use of workshop to Class B1 or B2 industrial use.

Planning Permission **Granted** by SCDC with 3 conditions.

Application No: **C10/1601**

Location: The Vineyard, Butchers Rd, Kelsale. IP17 2PG

Proposal: Erection of link building and conversion of barn to provide expansion of an existing holiday let, together with associated works.

Planning Permission **Granted** by SCDC with 7 conditions.

#### **9146. Financial Matters**

##### **(a) Financial Statement for the Period 14/08/10-14/09/10**

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

Bank Interest to A/C 30352969 £ 0.55

Direct Credit from COIF £ 3.31

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

13<sup>th</sup> August 2010 Direct Debit to EON (Street Lights) £ 43.33

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

Current A/C as per Statement No.324 issued 14/9/10 **£4,079.38**

Business Reserve A/C as per Statement No.118 **£1,998.52**

(b) To consider/approve the following list of cheque payments:

<b>Cheque No.</b>	<b>Payee</b>	<b>Amount</b>
101796	Clerks Salary + Expenses Period 01/09/10-30/09/10	£419.62
101797	Wages L/Collector (5 Weeks)	£ 75.00
101798	Whites of East Anglia (Colour copies of Village Envelope)	£ 5.39
101799	Gipping Press (Newsletter)	£218.50
101800	Sue Howarth (Kelsale Community Post Office) (Travelling expenses from 1/7/09-29/9/10)	£316.80
101801	BDO – External Audit Fee	£364.25
101802	Kelsale Village Hall (Hire of Committee Room – 28/7 & 25/8/2010)	£ 20.00
101803	██████████ (Hedge Cutting)	£ 23.50

These payments were **APPROVED** for payment by the Council. **Agreed Unanimously.**

**(c) To Approve the Annual Return for Year Ending 2009/10**

The Clerk advised that the Annual Return had been returned from BDO and that there were no matters arising to which she thanked the Former Clerk ██████████ for all his hard work. The 2009/10 Annual Return was **APPROVED** by the Parish Council. **Agreed Unanimously.**

**RESOLUTION:** To Approve a payment to Gipping Press for the printing of 75 Copies of the Parish Plan at the cost of £793.51 + VAT. This payment was Proposed for **APPROVAL** by Cllr Darton, Seconded by Cllr Parry. **All in Favour.**

**9147. Village Envelope Boundaries**

Following on from the last meeting the Vice Chairman informed the Council that the Chairman and some Parish Councillors had since had a very informative meeting with ██████████ from SCDC regarding this matter. It was Proposed by the Vice Chairman that the Agreed map of the proposed village boundaries in conjunction with what was agreed at the Public Meeting as drawn up by the Chairman could now be submitted to SCDC. **Agreed Unanimously.**

**9148. Land Outside the Village Hall**

There was a brief discussion regarding the land outside the Village Hall and it was Agreed that the Chairman would be asked to register this piece of land online with the Land Registry.

**9149. Lych Gate**

Cllr Parry informed the Council that a letter had been sent to the PCC to which he had recently received a reply. **The Vice Chairman Closed the Meeting for a member of the public ██████████ to comment.** ██████████ advised with regards to grant funding and the conditions around obtaining grants for this project. It was Agreed that going forward once the Architects report had been received by the PCC a Sub-Committee could be considered to manage the repairs to the Lych Gate. The Clerk was asked to contact SALC and make enquires about funding through the Public Works Loans Board. It was also Agreed that this item would remain an Agenda item for the next meeting. **The Vice Chairman reconvened the meeting.**

**9150. Bonfire Party 2010**

It was Agreed that the Clerk would liaise with Cllr Summers on his return regarding advertising for the event.

**9151. Any Other Business**

There was none.

**9152. Correspondence**

Items received were placed on display by the Clerk. The Chairman advised the Council that a letter had been received from SCC regarding Winter Preparation/Grit Bins. It was Agreed that two grit bins would be ordered and placed in high priority areas.

**9153. Date of Next Meeting**

The next Parish Council meeting will be held on Wednesday 27<sup>th</sup> October 2010 commencing at 7:00pm in the Committee Room, Kelsale Village Hall.

**There being no further discussion the Vice Chairman thanked the Pubic for their comments and the Parish Council for their attendance and formerly closed the meeting at 9:05pm**

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

# KELSALE CUM CARLTON PARISH COUNCIL

MINUTES OF THE PARISH COUNCIL MEETING HELD ON WEDNESDAY 27TH OCTOBER 2010  
AT 7:00PM IN THE COMMITTEE ROOM, KELSALE VILLAGE HALL

Present: Cllr Keith Dickerson (Chairman) Cllr Alan Revell (Vice Chairman)  
Cllr Ivy Darton Cllr Nick Denny  
Cllr Geoff Fordham Cllr Doug Ireland  
Cllr Tim Roberts Cllr Mike Summers

In attendance: Joanne Jones – Parish Clerk & District Cllr Marian Andrews. No members of the public attended.

Absent: Cllr Chris Stewart

## Welcome by The Chairman

### 9154. Public Forum

No members of the public were present.

### 9155. Reports

#### (a) Report by District Councillor Marian Andrews

District Cllr Marian Andrews informed the Parish Council that the order to increase the number of Council Members had been approved by SCDC (see Parish Clerks report). Cllr Andrews advised that there were no plans at this stage for SCDC to merge with Waveney District Council. She reported on the recent Planning Scrutiny Meeting and advised that the next stage would be the recommendations to Cabinet. There was a brief discussion regarding Planning Applications and Cllr Marian Andrews informed the Council that enforcement issues are currently being addressed. The Chairman thanked District Councillor Marian Andrews for her report.

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

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

#### (c) Report by County Councillor Rae Leighton

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

#### (d) Police Report

In PCSO [REDACTED] absence the Parish Clerk read the following report:-

There were no crimes recorded for Kelsale during September and one recorded for October 2010. No crimes were recorded for Carlton during this time.

**Burglary – Other Building With Intent:** Offenders entered the grounds of Kelsale Primary School and threw a large rock through a double-glazed window of the school office causing a hole of a sufficient size to put their arm through. The released both latches and fully opened a window four foot by two foot to gain access to the inside of the school. No entry was however made.

The SNT Priorities were reviewed and revised at the last Public Forum and SNT Tasking Meeting and are as follows:-

Priority 1: ASB – Carlton Park

Priority 2: Saxmundham crime - Prevention (Smartwater) Information Sharing Community Intelligence

Priority 3: Framlingham Parking Issues – Market Hill, College Road & Station Road

As always you can contact us via email – [saxfram.snt@suffolk.pnn.police.uk](mailto:saxfram.snt@suffolk.pnn.police.uk) or via 01473 613500. [REDACTED] PCSO 3070 Saxmundham and Framlingham SNT

The Clerk informed the Council that she had contacted Sgt [REDACTED] regarding PCSO [REDACTED] attendance to future meetings and advised that she hoped [REDACTED] would be attending the next meeting. There was a brief discussion and concerns were raised regarding areas within the village requiring police attention to which it was *agreed* the Clerk would write to Sgt [REDACTED] and PCSO [REDACTED].

**9156. Apologies**

Cllr Paul Parry – (Bereavement) & Cllr Paul Hartley (Out of Country)

**9157. Declarations of Interest**

There were none.

**9158. To Approve the Minutes of the Parish Council Meeting and Extraordinary Council Meeting held on Wednesday 29<sup>th</sup> September 2010**

The Minutes of the Extraordinary Council meeting held on Wednesday 29<sup>th</sup> September 2010 had already been circulated and were Proposed for **Approval** by Cllr Ireland, Seconded by Cllr Fordham and duly signed by the Chairman.

The Minutes of the Parish Council meeting held on Wednesday 29<sup>th</sup> September 2010 had already been circulated and were Proposed for **Approval** once the relevant amendments were made by Cllr Ireland, Seconded by Cllr Revell and duly signed by the Chairman.

**9159. Parish Clerks Report**

The Clerk reported she had now received a reply from the Environment Agency regarding the River Fromus and they had informed her that they would be assessing the issues raised by 22<sup>nd</sup> November 2010.

She advised that she had now received the order from [REDACTED] at SCDC to increase the size of the Council from 11–13 members and was now awaiting the relevant vacancy notices.

She reported that she had started work on the 2011/12 Budget to which she would be discussing with the Chairman and presenting to Full Council at the November meeting for Approval.

She advised that whilst recently attending the Village Hall it was brought to her attention by a member of the public that they felt it necessary for a warning sign to be installed at the bottom of Lowe's Hill to control speeding and to also make motorists aware of the bend approaching. It was agreed that the Clerk would make further enquiries regarding this request.

**9160. Matters Arising from the last Parish Council Meeting**

The Chairman read a letter from [REDACTED] (Chairman, Kelsale Village Hall Management Committee) asking the Parish Council to resume sharing the costs of the Insurance for the Village Hall. There was a discussion amongst the Council whereby concerns were raised regarding matters concerning this request and it was Proposed by Cllr Roberts that this should be an Agenda item at the next meeting to enable further discussion and to formally consider the request. **Agreed Unanimously.** The Clerk was asked to reply to [REDACTED] informing him of this decision and to request a breakdown of their financial status.

Following the Extraordinary Council meeting held on Wednesday 29<sup>th</sup> September 2010 the Clerk had received further information regarding Footpath 25 and it was *agreed* that Cllr Fordham in his role as Publicity Officer would publicise more detailed information regarding this matter.

Cllr Fordham reported that further to the discussions held at the last meeting regarding the proposed Precept Referendum, he had been informed that this hopefully would not be affecting Town/Parish Councils at this stage.

The Clerk had received a report from Cllr Hartley and in his absence the Clerk read his comments raising concerns over the recent works carried out by British Gas National Grid to the gas pipe over the river Fromus in Church Lane. There was a brief discussion regarding these comments amongst the Parish Council.

#### **9161. Reports from Portfolio Holders**

**Cllr Ireland – The Parish Plan:** Cllr Ireland reported that the Parish Plan had now been printed and the distribution had now begun. He advised that there was now an action plan in place for all items with a high priority and that those with a medium priority would be reviewed at a later date. The Chairman expressed thanks on behalf of the Parish Council to Cllr Ireland and the Committee for all their hard work in producing the Parish Plan.

**Cllr Summers – Street Lighting:** Cllr Summers reported that there had been one report of a faulty street light on Carlton Road and that this had now been repaired.

**SNT:** – Cllr Summers advised he was due to attend a Steering Group Meeting whereby he would be Chairperson on Tuesday 2<sup>nd</sup> November 2010 to discuss issues concerning Carlton Park.

**Cllr Denny – Youth Club:** Cllr Denny reported that the Youth Club attendance is still thriving and that unfortunately due to unforeseen circumstances the street dancing has now been postponed until January 2011. He advised that some of the Waitrose funding had now been spent on various items chosen by the children.

**Cllr Fordham – SALC:** Cllr Fordham reported that he would be attending the AGM on Monday 8<sup>th</sup> November 2010. He also advised that he had recently attended a workshop regarding the Community Environment Fund to which he gave details and advised that Greener Sax would be applying for this funding. There was a brief discussion and it was *agreed* that Greener Sax would be invited to attend a future Parish Council Meeting.

**Cllr Darton – KVHMC:** Cllr Darton reported that there had been a delay in the repairs to the roof and advised the work should be completed by the end of October 2010.

**The New Oasis:** Further to the last meeting Cllr Darton reported that she had now had confirmation from the Clerk regarding the number of households registered on the electoral roll. She gave delivery details of current copies ordered to the Clerk and requested this matter should be investigated further. There was a brief discussion regarding delivery schedules to which Cllr Summers offered his services. Cllr Darton asked Councillors to submit their reports for the next edition of The New Oasis by 15<sup>th</sup> November 2010.

**Cllr Revell – Recreation Ground:** Cllr Revell reported that a site visit would be arranged with the chosen contractor Fenland Leisure to discuss the play area budget details. Cllr Revell gave details of the quotation and thanked Cllr Denny for his thorough investigations regarding this project. He advised that [REDACTED] had offered to take away the trunk of the cut down tree. Cllr Summers Proposed **Approval**, Seconded by Cllr Roberts. **Agreed Unanimously.**

In Cllr Hartley's absence the Clerk reported he had not yet repaired the fence but intended to do so before the Bonfire Event.

**Cllr Parry – Parish Tree Warden:** In Cllr Parry's absence the Clerk reported that the Sycamore tree at 2 Spinney Close had now been removed.

#### **9162. Planning Matters**

##### **(a) To consider Planning Applications received since the last Meeting**

There were none.

**(b) To consider Planning Decisions confirmed since last Meeting:**

There were none.

**District Cllr Marian Andrews left the meeting.**

**9163. Financial Matters**

**(a) Financial Statement for the Period 15/09/10-14/10/10**

**Bank Balances:**

Current A/C as per Statement No.325 issued 14/10/10	<b>£12,199.99</b>
Business Reserve A/C as per Statement No.118	<b>£ 1,998.52</b>

**Income/Receipts**

2 <sup>nd</sup> Half of Precept from SCDC	£9518.00
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**Expenditure: (Direct Debits/Standing Orders)**

30 <sup>th</sup> September 2010 Bank Commission Charges (7/6-5/9)	£ 6.00
13 <sup>th</sup> October 2010 Direct Debit to EON (Street Lights)	£ 43.33

**(b) To consider/approve the following list of cheque payments:**

<b><i>Cheque No.</i></b>	<b><i>Payee</i></b>	<b><i>Amount</i></b>
101804	Clerks Salary + Expenses Period 01/10/10-31/10/10	£426.45
101805	Wages L/Collector (4 Weeks)	£60.00
101806	Cllr Mike Summers (Bonfire Event Costs)	£406.33
101807	Mrs [REDACTED] (Bonfire Event Travel Expenses)	£23.04
101808	SALC (Clerks Networking Day – Jo Jones)	£4.40
101809	SALC (Budget Workshop – Jo Jones)	£7.34
101810	Earl Soham Brewery (Bonfire Event)	£147.71
101811	Cash for Bonfire Event Floats	£450.00
101812	Royal British Legion (Wreath)	£25.00
101813	[REDACTED] (Hedge/Grass Cutting)	£85.00

The Clerk advised that she had received a request from Kelsale Primary School asking the Parish Council to sponsor a stall at their Annual Christmas Fayre. This request was Proposed for **Approval** by Cllr Roberts, Seconded by Cllr Summers. **Agreed Unanimously.**

101814	Kelsale Primary School	£20.00
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The above payments were **APPROVED** for payment by the Council. **Agreed Unanimously.**

**9164. Recreation Ground Entrance Improvements**

Cllr Revell gave details of the quote regarding the proposed improvements to the entrance of the Recreation Ground and advised that a further site visit would now be arranged with [REDACTED] from SCC to clarify exactly what areas will be funded within the Quality of Life Budget. The Clerk was asked to arrange a further site visit.

He advised that the former Clerk had previously obtained quotes for replacement chain link fencing but it was *agreed* that a post and rail fencing would be preferred therefore Cllr Revell agreed to obtain formal quotes. It was also *agreed* that a Working Party would be formed to remove the existing chain link fencing prior to any future works being carried out.

**9165. Land Outside the Village Hall**

There was a brief discussion regarding the land outside the Village Hall and it was *agreed* that the Parish Council would look into this matter further before registering this piece of land. Cllr Ireland kindly offered to assist in investigating the ownership of this land.

i. **Lych Gate**

In Cllr Hartley's absence the Clerk read a brief report giving details of proposed funding options and a quote previously obtained to carry out the necessary repairs. Cllr Ireland declared an interest in this agenda item. There was a discussion amongst the Council and it was *agreed* the Clerk would ask Cllr Parry to prepare a report for the next Parish Council Meeting recommending how to proceed forward with this matter.

**9167. Bonfire Party 2010**

Cllr Summers gave an update regarding final arrangements for the event and advised that the advertising had now been completed. It was *agreed* that Cllr Fordham would be the Money Marshal, Cllr Revell - First aider and that Cllr Denny would maintain the designated alcohol area at the event. Cllr Summers advised he would be attending Kelsale Primary School on Wednesday 3<sup>rd</sup> November to judge the guys made by the children.

**9168. Any Other Business**

Cllr Darton advised that [REDACTED] memorial bench had now been completed. Cllr Roberts reported that he had recently written a letter of complaint to Network Rail regarding parking at Saxmundham Station.

**9169. Correspondence**

Items received were placed on display by the Clerk. The Chairman advised the Council that a letter had been received from Unison (Suffolk County Branch) to which points were noted.

**9170. Date of Next Meeting**

The next Parish Council meeting will be held on Wednesday 24<sup>th</sup> November 2010 commencing at 7:00pm in the Committee Room, Kelsale Village Hall.

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

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

# KELSALE CUM CARLTON PARISH COUNCIL

MINUTES OF THE PARISH COUNCIL MEETING HELD ON WEDNESDAY 24TH NOVEMBER 2010  
AT 7:00PM IN THE COMMITTEE ROOM, KELSALE VILLAGE HALL

Present: Cllr Alan Revell (Vice Chairman)  
Cllr Ivy Darton  
Cllr Geoff Fordham  
Cllr Doug Ireland  
Cllr Tim Roberts  
Cllr Nick Denny  
Cllr Paul Hartley  
Cllr Paul Parry  
Cllr Chris Stewart

In attendance: Joanne Jones – Parish Clerk. No members of the public were present.

## Welcome by The Vice Chairman

### 9171. Public Forum

No members of the public were present.

### 9172. Reports

#### (a) Report by District Councillor Marian Andrews

District Cllr Marian Andrews had sent her apologies. No report was submitted.

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

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

#### (c) Report by County Councillor Rae Leighton

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

#### (d) Police Report

PCSO [REDACTED] reported:-

Please find detailed below all crimes for Kelsale-cum-Carlton for October, 2010 and updates.

**Burglary-Other Building with Intent:** Offenders entered the grounds of the Primary School and threw a large rock through a double-glazed window of the office causing a hole of sufficient size to put their arm through releasing both latches and fully opening window (4' x 2') to gain access to inside of school. **UPDATE: Smartwater now installed in reception area of school.**

**Dangerous dog causing injury in a public place:** Along Carlton Road, during the hours of daylight, whilst walking two Rottweiler dogs on leads, one with a muzzle and the other without. Allowed a dog to be dangerously out of control causing a small cut to the forearm of an unrelated male. **UPDATE: There have been previous incidents with this owner and dogs. Owner has already received a warning letter and the next step is to look at possible application for a Court Control Order. Ongoing.**

The SNT Priorities were reviewed at the last SNT Priority Settings and Tasking Meeting on 13<sup>th</sup> October 2010 and were agreed as follows:-

Priority 1: Anti-social Behaviour (ASB) at Carlton Park.

Priority 2: Tackling crime in Saxmundham, concentrating on prevention measures, information sharing and community intelligence.

Priority 3: Framlingham parking issues – Market Hill, College Road, and Station Road.

A Steering Group met on 2<sup>nd</sup> November 2010 to discuss the issues at Carlton Park and points for action have been identified. To be progressed.

As always you can contact us via email – [saxfram.snt@suffolk.pnn.police.uk](mailto:saxfram.snt@suffolk.pnn.police.uk) or via 01473 613500. [REDACTED] PCSO 3070 Saxmundham and Framlingham SNT

Sgt [REDACTED] was in attendance with PCSO [REDACTED] and the Parish Council raised several matters of concern with them including Anti-Social Behaviour in the Car Park in Bridge St, Drinking on the Recreation Ground and Speeding/Parking issues in Carlton Road. Sgt [REDACTED] informed the Council of the effects resulting from the recent cuts and advised that all incidents must be reported immediately via the Safer Neighbourhood Team website. There was a brief discussion regarding ongoing issues at Carlton Park to which Sgt [REDACTED] reported a Steering Group had now been formed and that they were currently looking into other ways to tackle this crime. The Vice Chairman thanked both Sgt [REDACTED] and PCSO [REDACTED] for their comments and for attending the meeting.

#### **9173. Apologies**

Cllr Keith Dickerson (Chairman) & Cllr Mike Summers

#### **9174. Declarations of Interest**

Cllr D. Ireland declared an interest in Agenda item 12 and Cllr A. Revell declared an interest in Agenda item 7 regarding planning application C10/1925.

#### **9175. To Approve the Minutes of the Parish Council Meeting held on Wednesday 27<sup>th</sup> October 2010**

The Minutes of the Parish Council meeting held on Wednesday 27<sup>th</sup> October 2010 had already been circulated and were Proposed for **Approval** by Cllr Parry, Seconded by Cllr Denny and duly signed by the Vice Chairman.

#### **9176. Parish Clerks Report**

The Clerk advised that she had been informed by SCDC that the two vacancies will not be able to be filled until after the May 2011 Elections and that she had informed all individuals who had expressed an interest in becoming a Parish Councillor accordingly.

She reported that she had recently attended the SCDC Budget Review Meeting which proved to be very informative. She advised that she had now completed her 3 day intensive training at SALC for the CILCA qualification and was now going to start working on her profile to which she would keep the Parish Council updated with her progress.

The Clerk reported that she would be meeting with Cllr Keith Dickerson (Chairman) on 8<sup>th</sup> December 2010 to finalise the 2011/12 budget and that she would be circulating this prior to the next Council meeting on 15<sup>th</sup> December 2010 whereby this will be discussed.

The Clerk gave details as previously asked at the last meeting of the Litter Collectors round to which there was a brief discussion.

#### **9177. Matters Arising from the last Parish Council Meeting**

Concerns were raised regarding the timings of the recently received order to increase the size of the council from 11-13 members originally requested in August 2010. It was agreed the Clerk would write a letter of complaint to SCDC expressing the Parish Council's concerns.

Cllr Hartley reported that he had not yet repaired the fence on the Recreation Ground.

#### **9178. Reports from Portfolio Holders**

**Cllr Ireland – The Parish Plan:** Cllr Ireland reported that there were only a few more copies to be distributed within the village.

**Cllr Parry – Tree Warden:** Cllr Parry reported a tree had fallen down and had since been removed in West View. He advised that he would be looking into replacing the tree either via Flagship or SCDC. The Vice Chairman advised that [REDACTED] would like to thank the Parish Council for allowing him to remove the trunk from the Recreation Ground.

**Cllr Denny – Youth Club:** Cllr Denny reported that the Youth Club attendance is still thriving and to allow younger children to join the times would be changing from January 2011 to 6:30-8:30pm. He advised that a disco was being held on Monday 6<sup>th</sup> December and that they would return after the Xmas break on Monday 17<sup>th</sup> January 2011. He also advised that the Youth Club had been nominated for an award along with six other independent youth clubs in the region and had since received a commendation and certificate. The Vice Chairman asked Cllr Fordham (Publicity Officer) to formally congratulate the Management of the Youth Club within the next issue of the Oasis.

**Cllr Roberts – Emergency Officer:** Nothing to report.

**Cllr Fordham – SALC:** Cllr Fordham reported on the AGM that he had recently attended and gave details of the New Strategic Direction which the County Council are looking into finding ways to divest services to Town/Parish Council level. He recommended that Councillors should send letters of complaint raising any concerns they may have regarding this matter. There was a brief discussion regarding grass cutting that is currently being undertaken by SCC and SCDC within the village and it was agreed this would be discussed as part of the proposed budget at the December Council meeting.

**Cllr Darton – KVHMC:** Cllr Darton advised that the Autumn Fayre was a great success and had raised £539.70. Further to the last Parish Council meeting when there was a discussion regarding whether a rent review of the hire charges was necessary, she informed the Council that [REDACTED] has confirmed that the hire charges had not been reviewed for five years and therefore this could be considered but nothing has been finalised yet.

**The New Oasis:** Cllr Darton advised that the next issue has now gone to print. She made enquires as to whether [REDACTED] could charge the Parish Council for her ink cartridges for the work she carries out which the Vice Chairman felt was acceptable. Cllr Darton informed the Council that she has now increased the number of copies required to 525 to which there was a brief discussion with regards to delivery. The Vice Chairman thanked Cllr Darton for all her hard work on the Oasis.

**Cllr Hartley – Local Environment:** Cllr Hartley made enquires as to whether the Environment Agency had been in contact with the Clerk regarding the River Fromus to which the Clerk confirmed they had not. It was agreed the Clerk would continue to chase the matter up.

**Planning:** Cllr Hartley reported on the recent Planning Forum held by SCDC.

#### **9179. Planning Matters**

##### **(a) To consider Planning Applications received since the last Meeting**

There were none.

##### **(b) To consider Planning Decisions confirmed since last Meeting:**

Location: Part Garden of, Park House, Carlton Rd, Kelsale

Proposal: Erection of one detached single-storey dwelling and one detached one-and-a-half storey dwelling (submission of details under outline planning permission C07/2272).

This Application has been **Approved** by SCDC.

There was a brief discussion regarding the above planning application whereby the Clerk clarified the conditions set out in the Approval notice from SCDC. Concerns were raised by the Planning Committee regarding the decisions made by SCDC in relation to planning applications.

The Clerk informed the Council that she had received notification from SCDC that she would shortly be receiving 2 copies of the Revised Draft Core Strategy to which there would be a consultation period for Town/Parish Councils commencing on 29/11/10 – 23/01/11.

**9180. Financial Matters****(a) Financial Statement for the Period 15/10/10-15/11/10****Income/Receipts**

9<sup>th</sup> November 2010                      Bonfire Event    £3,361.25

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

13<sup>th</sup> November 2010                      Direct Debit to EON (Street Lights)    £43.33

**Bank Balances:**

Current A/C as per Statement No.325 issued 15/11/10    **£13,879.01**

Business Reserve A/C as per Statement No.119    **£ 1,998.52**

**(b) To consider/approve the following list of cheque payments:**

<i>Cheque No.</i>	<i>Payee</i>	<i>Amount</i>
101815	Clerks Salary + Expenses Period 01/11/10-30/11/10	£ 436.73
101816	Wages L/Collector (5 Weeks)	£ 75.00
101817	White & Partners Ltd (Bonfire Event BBQ Costs)	£ 196.90
101818	Kelsale Village Hall and Centre (Village Hall Hire)	£ 20.00
101819	Gipping Press (Printing of Parish Plan)	£ 793.51
101820	Essex Pyrotechnics Ltd (Bonfire Event Firework Costs)	£ 990.00
101821	J. R. Creasey (Bonfire Event BBQ Costs)	£ 55.37
101822	Earl Soham Brewery Ltd (Bonfire Event Costs)	£ 37.60
101823	██████████ (Removal of Trees in Spinney Close)	£ 400.00
101824	Whites of East Anglia (Laminating of Bonfire Event Posters)	£ 7.01
101825	Suffolk Association of Local Councils (Clerks Intensive CILCA Training)	£ 117.50
101826	Cllr D. Ireland	£ 35.86
	<b>Total Cheque Payments</b>	<b>£3,165.48</b>

The above payments were **APPROVED** for payment by the Council. Proposed by Cllr Roberts, Seconded by Cllr Parry. **Agreed Unanimously.**

The Clerk asked the Council's opinion regarding a recent donation request from the Friends of Kelsale Primary School to upgrade the swimming pool facilities. It was agreed this would be discussed at the next meeting once the 2011/12 budget had been completed. Further to this request County Councillor Rae Leighton has offered to provide some funding towards this project as part of his Locality Budget. The Clerk was asked to reply to the Friends of Kelsale Primary School to inform them of the above decisions.

**9181. To discuss a request from the Village Hall Management Committee to share Insurance Costs for the Village Hall**

At the last meeting it was agreed that following a request from the Village Hall Management Committee to share insurance costs for the Village Hall this item would be formally discussed. There was an in-depth discussion regarding this matter and Cllr Roberts proposed that the Village Hall should be seen as a vital facility within the village but felt that the Parish Council should not be liable for the insurance costs and therefore should continue to support the Village Hall by way of donations and that as Custodian Trustees they were not financially liable. Seconded by Cllr Fordham. Cllr Hartley raised concerns that as Custodian Trustees they may be liable for these costs. The Clerk was therefore asked to make enquires regarding the legal responsibilities of a Custodian Trustee. It was also agreed that future donations would be an Agenda Item at the next meeting to coincide with the budget proposals.

**9182. Recreation Ground Entrance Improvements**

Cllr Revell reported that the ownership of the land regarding the entrance to the Recreation Ground had now been clarified by [REDACTED], Suffolk County Council. He confirmed that SCC had agreed to fund the project as a result of the Quality of Life budget and that he was waiting for an updated quote from NJB to forward to [REDACTED] for approval. The Clerk was asked to liaise with [REDACTED] once the quote had been received.

Cllr Revell advised that he was still awaiting the quote for the post and rail fencing. There was a brief discussion regarding costs and funding for this to which it was agreed this would also be discussed within the 2011/12 budget proposals.

Cllr Revell reported that a site visit had been arranged with Fenland Leisure on Wednesday 8<sup>th</sup> December 2010 to discuss the play area quote. The Clerk was asked to contact SCDC regarding the Play Space Funding in order to provide an exact figure.

**9183. Land Outside the Village Hall**

The Clerk handed Cllr Ireland some information regarding this matter for him to investigate further. Cllr Ireland advised that he had made enquires to the Ipswich Records Office and that he would continue to investigate the ownership of this piece of land on behalf of the Parish Council and would report further at the January 2011 meeting.

**9184. Lych Gate**

Cllr Parry reported that he felt the Parish Council should not be responsible for financing this project but should be seen to continue to support the PCC and provide help with fund raising for the Lych Gate. Cllr Hartley stated that the PCC did not want the costs of this project to be funded from the precept and it was recommended that grant funding, donations and fund raising would be the best way forward. There was a brief discussion regarding a recent quote received to repair the roof to which it was suggested that the Parish Council could consider setting up a Friends of Kelsale Church fund-raising group solely for the restoration of the Lych Gate. Cllr Roberts and Cllr Parry both offered their services and agreed to liaise with Cllr Hartley with regards to their future progress.

**9185. Bonfire Party 2010**

On behalf of Cllr Summers the Clerk thanked everyone who was involved with the organisation of the event. The Vice Chairman offered thanks on behalf of the Parish Council to Cllr Summers for all his hard work in organising such a fantastic event and hoped that he would volunteer to offer his services next year. The Vice Chairman informed the Council that he had been looking into costings for a new marquee to which Cllr Fordham advised he felt there may be a grant available to provide funding toward these costs. The Clerk was asked to look into the matter further. Cllr Hartley raised concerns regarding litter collecting after the event to which it was agreed the Clerk would liaise with the litter collector.

**9186. Any Other Business**

Cllr Roberts suggested that a Royal Wedding event could be looked into. Cllr Stewart made enquires regarding the grit bins which have been ordered to which the Clerk advised she would chase the matter up with SCC.

Cllr Hartley recommended that a new set of Christmas lights may need to be purchased for the Xmas tree to which Cllr Roberts informed him that he would be very happy to donate these to the Parish Council. The Vice Chairman thanked Cllr Roberts for his kind support.

**9187. Correspondence**

Items received were placed on display by the Clerk. The Clerk gave details of a letter received from East Suffolk Lines Community Rail Partnership informing them of a stakeholder meeting which would be taking place on Thursday 25<sup>th</sup> November 2010 at Endeavour House, Ipswich. Cllr Ireland suggested that in future all correspondence received should be listed as a supplementary sheet to form part of the Agenda.

**9188. Date of Next Meeting**

The next Parish Council meeting will be held on Wednesday 15<sup>th</sup> December 2010 commencing at 7:00pm in the Committee Room, Kelsale Village Hall.

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

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

# KELSALE CUM CARLTON PARISH COUNCIL

MINUTES OF THE PARISH COUNCIL MEETING HELD ON WEDNESDAY 15TH DECEMBER 2010  
AT 7:00PM IN THE COMMITTEE ROOM, KELSALE VILLAGE HALL

Present: Cllr Dr Keith Dickerson (Chairman) Cllr Alan Revell (Vice Chairman)  
Cllr Ivy Darton Cllr Nick Denny  
Cllr Geoff Fordham Cllr Paul Hartley  
Cllr Doug Ireland Cllr Tim Roberts  
Cllr Chris Stewart Cllr Mike Summers

In attendance: Joanne Jones – Parish Clerk. 1 member of the public was present.

## Welcome by The Chairman

### 9189. Public Forum

No questions were asked.

### 9190. Reports

#### (a) Report by County Councillor Rae Leighton

County Councillor Rae Leighton reported on the recent cuts from Government grant funding and informed the Parish Council that there is around £40,000,000 in future savings/cuts to be made within this years budget. He gave details of available options to SCC and reported on the New Strategic Direction. He advised that there would not be a rise in Council Tax and reported that SCC are now looking into ways to continue to provide the services that they currently provide. County Cllr Leighton gave details of communities willing to take on some services to which the Chairman asked County Cllr Leighton if he felt at this stage there were any items that Kelsale-cum-Carlton should look to include in their 2011/12 budget. County Cllr Leighton said that the outcome was still unclear at SCC so he could not answer this request, and therefore advised the Parish Council to prepare a sensible budget on the same basis as in previous years. Councillors asked County Cllr Leighton questions regarding SCC budget and the divestment of services to which County Cllr Leighton answered and gave advice. The Chairman thanked County Cllr Rae Leighton for his report.

#### (b) Report by District Councillor Marian Andrews

District Cllr Marian Andrews reported on the recent cuts to grant funding at SCDC and advised that the outcome is still unclear. There was a brief discussion regarding budgets to which Cllr Andrews gave details and advice. She reported on the Local Development Framework and advised on future housing allocations. Cllr Andrews advised that decisions had now been made by the Cabinet and accepted by full Council resulting from the Scrutiny of Planning. She gave details of some of these decisions and advised that improvements would also be made to enforcement. Going forward some aspects regarding the way that Planning Applications are dealt with would be brought in line with Waveney District Council.

#### (c) Report by District Councillor Sir Peter Batho

In District Cllr Sir Peter Batho's absence there was no report. No written report had been submitted.

#### (d) Police Report

In PCSO [REDACTED] absence the Clerk read the following report:-

Please find detailed below the two crimes recorded for Kelsale-cum-Carlton parish during November 2010.

Theft – Other: During the hours of darkness unknown person/s have entered a front garden of a Beaumont Cottages bungalow and removed two solar lights.

### **Police Report (Cont..)**

Common Assault (no injury): During the hours of daylight, in a Curlew Green family house, a verbal argument, male used a small wicker basket containing papers, to hit his partner over the head, causing her a headache and to fall to the ground.

The SNT Priorities were reviewed and revised at the last SNT Public Forum and Tasking Meeting on 8<sup>th</sup> December 2010 and are:

Priority 1: Anti Social Behaviour – Carlton Park, Saxmundham.

Priority 2: Tackling crime in Saxmundham, concentrating on Prevention Measures (Smartwater), Information Sharing and Community Intelligence.

Priority 3: Anti Social Behaviour – Market Place, Saxmundham.

The next SNT Public Forum and Tasking Meeting will be held on 12<sup>th</sup> January 2011 at The Resource Centre, Seaman Avenue, Saxmundham at 14:00pm – all welcome.

As always you can contact us via email – [saxfram.snt@suffolk.pnn.police.uk](mailto:saxfram.snt@suffolk.pnn.police.uk) or via 01473 613500 [REDACTED] PCSO 3070 Saxmundham and Framlingham SNT

### **9191. Apologies**

Cllr Paul Parry

### **9192. Declarations of Interest**

There were none.

### **9193. To Approve the Minutes of the Parish Council Meeting held on Wednesday 24<sup>th</sup> November 2010**

The Minutes of the Parish Council meeting held on Wednesday 24<sup>th</sup> November 2010 had already been circulated and were Proposed for **Approval** by Cllr Fordham, Seconded by Cllr Roberts and duly signed by the Chairman.

### **9194. Parish Clerk's Report**

The Clerk advised that she had recently been advised by the Environment Agency that the works to be carried out on the River Fromus are not in their programme for this year. They informed her that they are in the process of re-evaluating their maintenance programme and have advised that they will contact her again once this is complete to inform her as to when the works will be carried out.

During the bad weather she had contacted Suffolk County Highways Dept to ensure that the grit bins within Kelsale-cum-Carlton had been filled. She was informed they had been and the Highways Dept gave a list of all bins listed with themselves. She advised that she made enquires regarding the 2 new bins which were recently requested as a result of the letter received from SCC and they had informed her that they do not supply the bins and provided details of suppliers where they can be purchased and advised they would then fill them free of charge. Whilst recently attending the village hall she had received a request from a local resident asking if a grit bin could be sited at the bottom of the hill in Bridge St.

There was a brief discussion regarding grit bins within the village and the Chairman requested the Clerk to order two further bins as previously approved. Cllr Stewart volunteered to identify all existing grit bins within the parish.

### **9195. Matters Arising from the last Parish Council Meeting**

The Chairman made enquires to District Cllr Andrews as to why the order to increase the members had taken SCDC several months to authorise. Cllr Andrews apologised and advised that she would make enquires within the Legal Dept. The Clerk informed the Parish Council that as agreed at the November Parish Council meeting she had now written a letter of complaint to SCDC regarding this matter.

### **9196. Reports from Portfolio Holders**

**Cllr Darton - The New Oasis:** Cllr Darton reported that there had been a few problems with the delivery of the latest issue to which there was a brief discussion. She advised that Cllr Summers is continuing to look into the routes in order to finalise the correct number of copies required. Cllr Mike Summers gave details of the winners of the brain teaser competition.

### **KVHMC**

Cllr Darton reported that the works to the roof had now been completed and advised that estimates from local contractors will now be sought for various further works to be carried out.

**Cllr Fordham – SALC:** Cllr Fordham reported on matters arising from the Localism Bill and advised that he would report further at the January 2011 meeting.

**Cllr Hartley – Local Environment:** Cllr Hartley advised that new lights for the Christmas tree would need to be purchased next year. He also reported that he had started repairing the fence on the Recreation Ground and advised that there had been damage to a cast iron bench. The Chairman thanked Cllr's Summers, Hartley and Mr Cooke for erecting the Christmas tree.

**Cllr Ireland – The Parish Plan:** Nothing to report.

**Cllr Summers – Street Lighting:** Cllr Summers reported on the budget spent for this financial year and advised that within his report at the June 2010 meeting he gave details of replacing a further seven units for the sum of £2103.50. Cllr Summers asked permission to go ahead and spend this amount to which the Chairman advised he could do so as there were sufficient in the budget for 2010/11 to cover this. Cllr Summers reported that he would update the Council as to when the works would be carried out.

Cllr Summers reported that he had spoken to [REDACTED] from Corner House regarding the light outside his property and advised that [REDACTED] had very kindly offered to design and construct a new light for the Parish Council and would provide designs for the Parish Council to consider in the New Year. Cllr Summers gave further details of this proposal.

Cllr Summers gave details of an e-mail that he had recently received from a local resident raising concerns that there is no street lighting between Saxmundham and Kelsale. It was agreed that Cllr Summers would reply to the resident informing her that it was not within the budget to provide street lighting along this stretch of road.

Finally Cllr Summers informed the Council that EDF Energy has now been replaced by UK Power Networks.

**Cllr Roberts – Emergency Officer:** Cllr Roberts advised that he had produced a poster and expressed that he hoped all residents would club together in light of the proposed bad weather.

**Cllr Denny – Youth Club:** Cllr Denny reported that the Youth Club disco was well attended and proved to be a success. District Cllr Andrews congratulated Cllr Denny on the success of the Youth Club.

## 9196. Planning Matters

### (a) To consider Planning Applications received since the last Meeting

There were none.

### (b) To consider Planning Decisions confirmed since last Meeting:

The Clerk informed the Council that she had now received two copies of the Revised Draft Core Strategy and that this would now be circulated amongst the Planning Committee in order for a reply to the Consultation to be sent to SCDC. There was a brief discussion regarding planning matters to which the Clerk was asked to provide details to District Cllr Andrews of applications that have raised concerns within the Planning Committee in order for her to follow up.

## 9197. Financial Matters

### (a) Financial Statement for the Period 15/11/10 - 8/12/10

#### Income/Receipts

30<sup>th</sup> November 2010 Recycling Credit £ 8.01

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

13<sup>th</sup> December 2010 Direct Debit to EON (Street Lights) £43.33

#### Bank Balances:

Current A/C as at 8<sup>th</sup> December 2010 **£12,045.80**

Business Reserve as at 8<sup>th</sup> December 2010 **£ 2,002.08**

### (b) To consider/approve the following list of cheque payments:

<b>Cheque No.</b>	<b>Payee</b>	<b>Amount</b>
101827	Clerks Salary + Expenses Period 01/12/10-31/12/10	£412.21
101828	Wages L/Collector (4 Weeks)	£ 60.00
101829	SLCC Yearly Subscription	£ 95.00
101830	R. G. Cooke Purchase of Xmas Tree	£ 45.00
101831	Mrs [REDACTED] (Cost of Ink Cartridge – OASIS)	£ 19.99
101832	Gipping Press (Printing of New Oasis)	£216.09
	<b>Total Cheque Payments</b>	<b>£848.29</b>

The above payments were **APPROVED** for payment by the Council. Proposed by Cllr Denny, Seconded by Cllr Stewart. **Agreed Unanimously.**

### (c) To Approve the 2011/12 Budget

The Chairman advised that himself and the RFO/Clerk had prepared a draft budget for 2011/12 for approval to which he gave details of items within the document and advised that there would be no need to raise the precept for 2011/12. Cllr Ireland raised concerns that there was no income from use of the Recreation Ground by the Football Club. There was a brief discussion and Cllr Revell reported that [REDACTED] currently cuts the football pitch on the Recreation Ground free of charge to which Cllr Ireland enquired as to whether he was covered under the Football Club's insurance or the Parish Council's. Cllr Revell agreed to make the relevant enquires and the Chairman advised that this matter could be discussed at a later date, if necessary.

Once the draft budget had been amended accordingly and discussed in detail the Parish Council **Agreed to Approve** the 2011/12 budget. The Clerk advised that at the January 2011 meeting there would be an Agenda item to Set the Precept for 2011/12.

### **9198. Bonfire Party 2010**

Cllr Summers reported on the 2010 bonfire party and advised that a profit of £1,220.51 had been achieved. Cllr Summers thanked members of the Parish Council for all their hard work on the day. He advised that a new marquee would need to be purchased for next year to which the RFO informed him an amount sufficient to cover this had been included in the 2011/12 budget. There was an in-depth discussion regarding ideas for the 2011 event including a request for the guests to be closer to the bonfire.

Cllr Summers suggested that £600 should be put into earmarked reserves for the 2011 event (to include £300 from last years profits), Proposed by Cllr Revell, Seconded by Cllr Roberts. The Chairman thanked Cllr Summers for his report.

### **9199. Resolution to agree donations from Bonfire Party proceeds**

The following donations from the Bonfire Party proceeds were Approved to be included within the items to pay at the January 2011 meeting:-

Friends of Kelsale Primary School	-	£210 towards improvements to swimming pool
Kelsale Village Hall	-	£500
Kelsale Youth Club	-	£210 (Cllr Denny declared a personal interest)

**Proposed by the Chairman, Seconded by Cllr Summers**

**9 In Favour**

**1 Against**

**Carried**

It was also agreed that the following regular donations would be included in the items to pay at the January 2011 meeting:-

Kelsale PCC	-	£250 Proposed by the Chairman, Seconded by Cllr Revell. <b>All in Favour. (Section 137 payment)</b>
Suffolk Air Ambulance	-	£60 <b>Agreed Unanimously. (Section 137 payment)</b>
Citizens Advice Bureau	-	£150 Proposed by Cllr Ireland, Seconded by Cllr Hartley. <b>All in Favour. (Section 142 payment).</b> It was agreed to consider an additional donation at the end of the current financial year.

### **9200. Recreation Ground Entrance Improvements**

Cllr Revell gave details of a site visit that recently took place with Fenland Leisure, himself and the Clerk. The Clerk explained that Section 106 payments are allocated to two pots being one for Sports £7,526 (currently held) and another for Play £7,474 (currently held) but unfortunately since the site visit she has been informed by [REDACTED], SCDC that the funding within the Sports fund cannot be used for Play Equipment, although she did advise that the repairs to the fence should be able to come out of this fund. Cllr Revell gave details of the quote received from Fenland Leisure and suggested that all available options would now be discussed. There was a brief discussion and as this project will now have to be put slightly back it was agreed that the Clerk would now contact ROSPA to arrange an inspection.

Cllr Revell also reported on the proposed works to the entrance of the Recreation Ground and advised that since submitting the original quote from NJB to [REDACTED], SCC he has now been advised that the resurfacing needs to be asphalt and therefore a new quote is being sought from NJB. Cllr Revell advised that he would report further on this matter at the January 2011 meeting.

### **9201. Any Other Business**

Cllr Darton raised concerns regarding the preparations for the Village Fete to be held in the summer 2011 and recommended that the Parish Council volunteer their services to help organise this event. The Chairman suggested that this should be an Agenda item at the January 2011 meeting.

**Any Other Business Cont...**

Cllr Ireland raised concerns regarding the proposals to withdraw the rural bus service between Wickham Market/Thorpeness and Norwich on a Thursday. The Clerk advised that she had not received to date any correspondence regarding the consultation and therefore it was suggested that the Clerk contacted SCC.

**9202. Correspondence**

Items received were placed on display and a list was tabled by the Clerk to all Councillors. The Clerk reported that she had received from SCDC a letter regarding the review of road names within Kelsale-cum-Carlton. The Chairman advised that a Sub-Committee would be set up to discuss this matter and asked the Clerk to contact SCDC to ask to be allowed more time in order to reply to this review. Cllr Hartley volunteered to Chair the Sub-Committee concerning this matter.

**9203. Date of Next Meeting**

The next Parish Council meeting will be held on Wednesday 26<sup>th</sup> January 2011 commencing at 7:00pm in the Committee Room, Kelsale Village Hall.

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

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