

**KELSALE CUM CARLTON PARISH COUNCIL**  
**MINUTES OF THE PARISH COUNCIL MEETING HELD ON WEDNESDAY 26TH JANUARY**  
**2011 AT 7:00PM IN THE COMMITTEE ROOM, KELSALE VILLAGE HALL**

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

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

**Welcome by The Vice Chairman**

**9204. Public Forum**

Mr [REDACTED] thanked the Parish Council for the generous donation allocated from the proceeds of the Bonfire Party to the Village Hall. He reported on the Sizewell Parishes Liaison Group second draft document and advised that he would be attending a meeting on Tuesday 15<sup>th</sup> February 2011. The Vice Chairman thanked Mr [REDACTED] for continuing to support and attend meetings of the Sizewell Parishes Liaison Group.

**9205. Reports**

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

County Councillor Rae Leighton reported on the severe effect that the recent snowfall had caused to the County's roads and advised that a plan was in place to carry out repairs to which he hoped would be completed by Spring 2011. He advised that the SCC 2011/12 draft budget was due to go before full Council in February and that front-line services are still being looked into. County Cllr Leighton reported on the recent announcement in the EADT concerning the closure of libraries within the region and advised that a Community Group are already looking into possibly taking over the library at Saxmundham. The Vice Chairman thanked County Cllr Rae Leighton for his report.

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

District Cllr Marian Andrews reported that further to the last meeting whereby Cllr Hartley raised concerns over previous planning applications, she had now looked into these and confirmed that as these applications were prior to the Scrutiny process the Council would not be able to request detailed information regarding SCDC's decision. The Vice Chairman thanked District Cllr Marian Andrews for her enquiries.

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

District Cllr Sir Peter Batho reported on the District Council's budget and advised there is no clear indication as to how large future cuts might be. He reported on the LDF and informed the Council that no blanket refusals have been made for future developments within Kelsale-cum-Carlton and also gave details of the proposed development at Adastral Park in Martlesham. The Vice Chairman thanked District Cllr Sir Peter Batho for his report.

**(d) Police Report**

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

There were no crimes recorded for the parish of Kelsale-cum-Carlton during December 2010. SNT Priorities remain as listed in the November police report. However, the frequency of the Public Forum and SNT Tasking Meetings, where the priorities are revised and set, has been reviewed. The consensus was that holding the meetings monthly was not allowing actioned target issues to be given enough time for useful outcomes to be found. Therefore, the meetings will now be held every two months instead of monthly to better allow this.

**Police Report cont...**

The next meeting will be held on Wednesday 9<sup>th</sup> February 2011 at the Saxmundham Resource Centre, Seaman Avenue 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**

There was a brief discussion and concerns were raised regarding police reports and it was agreed that the Clerk would ask PCSO [REDACTED] to include monthly events reported within her report. The Clerk gave details of an e-mail received from Sgt [REDACTED] regarding a bench in Carlton Road which is attracting youths causing a nuisance to a nearby resident. Sgt [REDACTED] recommended that the Parish Council re-site the bench to which there was a discussion and it was agreed the Parish Council would look into the re-siting of this bench in the near future. The Clerk was asked to inform Sgt [REDACTED] and PCSO [REDACTED] of this decision.

**9206. Apologies**

Cllr Dr Keith Dickerson (Chairman), Cllr Paul Hartley & Cllr Paul Parry

**9207. Declarations of Interest**

There were none.

**9208. To Approve the Minutes of the Parish Council Meeting held on Wednesday 15<sup>th</sup> December 2010**

The Minutes of the Parish Council meeting held on Wednesday 15<sup>th</sup> December 2010 had already been circulated and were Proposed for **Approval** once the relevant amendments had been made by Cllr Stewart, Seconded by Cllr Denny and duly signed by the Vice Chairman.

**9209. Parish Clerk's Report**

The Clerk gave details of two notices of road closures received and advised these would be displayed in the noticeboards.

She reported that Fenland Leisure had now carried out the inspections on both Recreation Areas and advised that Cllr Revell would report on these within agenda item 9.

The Clerk informed the Parish Council that she had recently attended a Clerks Election Briefing at SALC to which proved to be very informative and gave a brief report advising Councillors of the Election process.

She asked permission to attend a End of Year Accounts course to be held on Friday 4<sup>th</sup> February 2011 at SALC to which the cost is £25 + VAT which will be split between 4 Councils.

The Clerk advised that she had received a quote from SCC for the grass cutting of the playing field for 2011 for £586.99 to include 14 cuts. She informed the Council that SCC had asked for this quote to be agreed in order for them to finalise their cutting programme for 2011.

She confirmed that the two new grit bins had now been delivered and that the siting of these needed to be agreed in order for her to advise Suffolk County Highways of their locations for filling.

Cllr Summers proposed **Approval** for the Clerk to attend the End of Year Accounts course, Seconded by Cllr Fordham.

**Parish Clerk's Report cont...**

There was a brief discussion regarding the quote for grass cutting received from SCC and it was agreed the Council would **Approve** this quote but would monitor future cuts and also request a schedule from SCC to be issued advising when the cuts would be taking place and advise of any deviation.

It was agreed that the Clerk would ask permission for the two new grit bins to be sited near Clays Hill Bridge and near the entrance to the A12 on Carlton Rd. It was also agreed that a further bin should be purchased to be sited in the Car Park in Bridge St. Cllr's Summers and Stewart volunteered to site the bins once permission had been granted from Suffolk County Highways.

**9210. Matters Arising from the last Parish Council Meeting**

Cllr Ireland asked the Vice Chairman if he had made any enquires as to whether the football club were covered when cutting the Recreation Ground under the Parish Councils insurance policy. The Vice Chairman asked the Clerk to look into this matter.

**9211. Reports from Portfolio Holders****Cllr Ireland – Webmaster**

Cllr Ireland reported that he was currently experiencing problems when downloading information onto the Parish Councils website. He advised that OneSuffolk were currently in the process of installing a new programme. There was a brief discussion and it was agreed that the possibility of having an independent website set up would be discussed at a later date.

**Cllr Summers – Street Lighting:** Cllr Summers gave details of a recent incident that had taken place outside the Tenza unit on Carlton Park Industrial Estate whereby a lorry had backed into a street light causing severe damage resulting in the street light having to be removed. He advised that the Clerk had reported the incident to Allianz Insurance and a claim was now in place. Cllr Summers gave details of the costings to make the area safe and remove the debris and advised that this particular unit was one of the units proposed for disconnection and therefore it would not be replaced. Cllr Summers asked for permission to spend between £800 - £900 in replacing 5 units to which he gave details. The Parish Council **Agreed Unanimously** to Cllr Summers request. The Vice Chairman thanked Cllr Summers for his time whilst dealing with street lighting on behalf of the Parish Council.

The Clerk gave details of the increase in the monthly direct amount to EON Energy.

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

**Cllr Fordham – SALC:** Nothing to report.

**Cllr Darton - The New Oasis:** Cllr Darton advised that the deadline for any articles to be included in the next issue were due by 15<sup>th</sup> February 2011. She raised further concerns regarding the December 2010 delivery to which there was a brief discussion. Cllr Summers advised that the winners of the December brain teaser competition had now received their prizes.

**KVHMC**

Cllr Darton reported that the letters regarding the revised hire charges from 1<sup>st</sup> March 2011 had now been sent out. She gave details of a Jumble Sale due to take place on 12<sup>th</sup> March 2011 and advised that the AGM would be held on 7<sup>th</sup> March 2011.

**Cllr Roberts – Emergency Officer:** Cllr Roberts had tabled a draft risk register to which he gave details. He advised that he would welcome any local knowledge regarding past emergencies and also requested details of residents within the medical sector and also 4x4 car owners willing to be added to the plan. The Vice Chairman thanked Cllr Roberts for his time spent producing the draft document on behalf of the Parish Council.

**9212. Planning Matters****(a) To consider Planning Applications received since the last Meeting****Application No: C10/3219**

Location: 3 The Vines, Kelsale-cum-Carlton. IP17 2QP

Proposal: Erection of detached garage.

The Vice Chairman advised that the Planning Committee had **Approved** the above application.

The Vice Chairman reported on the draft Revised Core Strategy document to which he gave details of the Planning Committee's reply to the consultation.

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

There were none.

Cllr Stewart raised concerns regarding mud on the road due to the works being carried out at Park House. There was a brief discussion regarding this matter whereby concerns were also raised about the works at Bramble Corner to which the Clerk advised she would report both these matters to the Case Officers concerned at SCDC.

**9213. Financial Matters****(a) Financial Statement for the Period 15/12/10 - 14/01/11****Income/Receipts**

20 <sup>th</sup> December 2010	Window Box Advert	£16.00
--------------------------------	-------------------	--------

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

13 <sup>th</sup> January 2011	Direct Debit to EON (Street Lights)	£49.58
-------------------------------	-------------------------------------	--------

**Bank Balances:**

Current A/C as at 17 <sup>th</sup> January 2011	<b>£9,678.97</b>
Business Reserve as at 17 <sup>th</sup> January 2011	<b>£2,002.08</b>

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

<i>Cheque No.</i>	<i>Payee</i>	<i>Amount</i>
101833	Clerks Salary + Expenses Period 01/01/11-31/01/11	£ 425.82
101834	Wages L/Collector (4 Weeks)	£ 60.00
101835	Friends of Kelsale Primary School (Donation from Bonfire Party proceeds)	£ 210.00
101836	Kelsale Village Hall (Donation from Bonfire Party proceeds)	£ 500.00
101837	Kelsale Youth Club (Donation from Bonfire Party proceeds)	£ 210.00
101838	Kelsale PCC (Section 137 Payment)	£ 250.00
101839	Suffolk Air Ambulance (Section 137 Payment)	£ 60.00
101840	Citizens Advice Bureau (Section 142 Payment)	£ 150.00
101841	Suffolk County Council Grass cutting – Recreation Ground	£ 552.72
101842	Kelsale Village Hall	£ 20.00

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

<i>Cheque No.</i>	<i>Payee</i>	<i>Amount</i>
101843	Cllr Nick Denny (Outstanding Bonfire Party Expenses-rolls)	£ 6.18
101844	SALC – Clerks Election Briefing (13/1/11)	£ 4.50
101845	JDP (2 x Grit Bins)	£ 287.95
101846	Fenland Leisure Products Ltd (Inspection fee for Play Areas)	£ 150.00
101847	Suffolk Coastal Services (Grass Cutting)	£ 514.65

**Total Cheque Payments £3,401.82**

The above payments were proposed for **Approval** for payment by Cllr Fordham, Seconded by Cllr Stewart. **Agreed Unanimously.**

Concerns were raised regarding the Litter Collectors round details and the Clerk was asked to contact [REDACTED] to remind him that the Bridge St Car Park was included within his round.

**(c) To set the 2011/12 Precept**

The draft budget had been previously approved at the Parish Council meeting held on 15<sup>th</sup> December 2010. The Clerk/RFO gave advice regarding General Reserves requirements to which it was agreed a plan to re-build these had been included within the 2011/12 budget.

It was **Approved** that the precept for 2011/12 would remain unchanged at £19,036.

**9 In Favour**

**1 Abstention**

**9214. Recreation Ground Improvements**

Cllr Revell gave details of the recent inspections carried out by Fenland Leisure on both play areas and highlighted any matters requiring immediate attention. He advised that he had received a revised quote from Fenland Leisure to carry out the relevant improvements and asked permission for the Clerk to apply to SCDC for the Playspace funding. **All in Favour.**

Cllr Revell also gave details of a quote received from Fenland Leisure to replace the fencing around the play area and it was agreed that this amount should also be included within the application for the Playspace funding.

There was a brief discussion regarding the existing goal posts on Carlton Green and it was agreed that the Clerk would obtain quotes and apply for funding from the Playspace Sports fund to replace these and have adequately installed.

Cllr Revell reported on the proposed improvement to the entrance of the Recreation Ground and advised that this was ongoing and that he was in the process of submitting a breakdown of the quote provided by NJB to [REDACTED], SCC.

**9215. Review of Road Names within Kelsale-Cum-Carlton**

The Vice Chairman gave details of correspondence received from SCDC regarding a review of road names within the Parish. There was an in-depth discussion regarding this matter and it was **Agreed Unanimously** that the Parish Council would Propose to Accept the road names as given on the map sent by SCDC with the exception of one correction as agreed by the Parish Council, and that going forward no changes to the proposed road names would be necessary. **All in Favour.**

**9216. To Agree 2011 Meeting Dates**

Once the relevant amendments were made the Council **Agreed Unanimously** to **Approve** the 2011 meeting dates.

**9217. To discuss the Pros and Cons of the 'Neighbourhood Vanguard Scheme'**

Cllr Fordham gave details of a 'Neighbourhood Vanguard Scheme' to which the Parish Council could apply for funding. There was a brief discussion and it was Proposed by Cllr Fordham that the Parish Council would not pursue to take this matter forward at this time but would remain aware of the scheme and work towards possibly applying in the future. Seconded by Cllr Summers.

**9218. Village Fete (Possible grant from Open Weekend London 2012)**

This agenda item was postponed until the next Parish Council meeting to be discussed in further detail.

**9219. Land Outside Village Hall**

Cllr Ireland reported he had spent several hours looking in-depth to this matter but unfortunately still did not have a definitive answer. He advised he was waiting for further information from the Records Office to continue with his investigations.

**9220. Lych Gate**

In Cllr Hartley and Cllr Parry's absence this item was postponed until the next meeting.

**9221. Any Other Business**

Cllr Stewart raised concerns regarding the proposed cuts by SCC to bus services and recommended that further consideration should be taken regarding this matter.

Cllr Ireland advised that in 2008 as a member of the public he had raised concerns regarding a Bio-diversity action plan to which he enquired as to what progress had been made and requested that a report should be submitted from the representative for the next Parish Council meeting. The Clerk was asked to write to the representative to follow up Cllr Ireland's request.

The Vice Chairman raised concerns regarding access around the grass area in the middle of the Beaumont Cottages development. The Clerk was asked to look into ownership concerning this piece of land.

**9222. Correspondence**

Items received were placed on display and a list was tabled by the Clerk to all Councillors.

**9223. Date of Next Meeting**

The next Parish Council meeting will be held on Wednesday 23<sup>rd</sup> February 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 9:50pm**

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

**KELSALE-CUM-CARLTON PARISH COUNCIL**  
**MINUTES OF THE PARISH COUNCIL MEETING HELD ON WEDNESDAY 23RD**  
**FEBRUARY 2011 AT 7:00PM IN THE COMMITTEE ROOM, KELSALE VILLAGE HALL**

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

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

**Welcome by The Vice Chairman**

**9224. Public Forum**

Mr [REDACTED] introduced himself and informed the Council that he had recently purchased the land at Park House, Carlton Road. He gave details of the proposed plans for the erection of a dwelling and apologised for the recent mud on the road caused by the Contractors to which he advised would be dealt with efficiently in the future. He confirmed that the estimated completion date for the dwelling would be August/September 2011. The Vice Chairman thanked the member of the public for his comments.

**9225. Reports**

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

County Councillor Rae Leighton had sent his apologies. No written report had been received.

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

District Cllr Marian Andrews reported that she had received correspondence from SCDC regarding the Outdoor Playspace application sent by the Parish Council to release the funds for the proposed improvements to the Recreation Ground. The Clerk and Cllr Revell gave details regarding the application and Cllr Andrews advised that she would reply to SCDC. Cllr Andrews reported on measures being carried out by Saxmundham Town Council to prevent Saxmundham library from closing and also advised that she was hoping that the youth club would be able to remain open for a limited time each week. Cllr Andrews thanked Cllr Summers for volunteering to be involved with the Skate Park Committee. The Vice Chairman thanked District Cllr Marian Andrews for her report.

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

District Cllr Sir Peter Batho reported on the District Council's budget and advised a meeting was due to take place on Thursday 24<sup>th</sup> February 2011. He confirmed that SCDC's portion of the Council Tax would remain the same as last year. Cllr Sir Peter Batho raised concerns that further to the last meeting whereby there was a discussion regarding the meeting dates for Kelsale-cum-Carlton Parish Council that himself and Cllr Andrews would not be able to attend if the date was changed to the 2<sup>nd</sup> Wednesday of the month. The Clerk informed Cllr Sir Peter Batho that it had now been agreed by the Chairman that the Parish Council meeting dates would remain to be held on the last Wednesday of the month as agreed at the January meeting. The Vice Chairman thanked District Cllr Sir Peter Batho for his report.

**(d) Police Report**

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

I am pleased to report there were no crimes recorded during January 2011 for Kelsale cum Carlton. At the last Public Forum and SNT Tasking Meeting the priorities were reviewed and revised as follows:

**Police Report Cont...**

**Priority 1:** Saxmundham Crime – prevention, targeting/detection, community intelligence. Crime Reduction Advice (home security), Smartwater (property marking), information sharing (NHW, BOS, T/C, streetmeets).

**Priority 2:** Saxmundham – Market Place – Zobra’s - monitoring compliance with licence litter, ASB – noise – nuisance outside premises, car park litter, criminal damage, arson. All information to Sgt [REDACTED] for SCDC Licensing.

**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 Clerk informed the Council that further to the concerns raised regarding police reports at the last meeting she had now contacted PCSO [REDACTED] to request that she includes a list of all monthly events reported within her report, to which she had replied informing the Clerk she would carry out if she had time to do so.

**9226. Apologies**

Cllr Dr Keith Dickerson (Chairman), Cllr Geoff Fordham & Cllr Paul Parry

**9227. Declarations of Interest**

Cllr Ireland declared a Personal Interest in Agenda item 6e

Cllr Darton declared a Personal Interest in Agenda item 7b C11/0280

Cllr Roberts declared a Personal Interest in Agenda item 7b C10/3219

Cllr Revell declared a Prejudicial Interest in Agenda item 7b C10/3219

**9228. To Approve the Minutes of the Parish Council Meeting held on Wednesday 26<sup>th</sup> January 2011**

The Minutes of the Parish Council meeting held on Wednesday 26<sup>th</sup> January 2011 had already been circulated and were Proposed for **Approval** once the relevant amendment had been made by Cllr Roberts, Seconded by Cllr Stewart and duly signed by the Vice Chairman.

**9229. Parish Clerk's Report**

The Parish Clerk reported she had recently attended an end of year accounts course at SALC to which had proved to be very beneficial. Whilst at the course details were confirmed regarding Parish Council's Fidelity Guarantee to which it is recommended the amount to be covered should be the year end balance + 50% of the precept. In preparation for the Audit she advised that she had looked into the current cover and confirmed it is £4000 and therefore asked permission to increase this cover to £20,000 as per the statutory audit requirements.

I have also now made the relevant enquiries to AON regarding the Football Club cutting the grass on the Recreation Ground and they have confirmed they would not be covered under the Parish Council's insurance policy as they are not volunteers and the equipment being used is not owned by the Parish Council.

The further grit bin has now been delivered and I am still waiting the licences to be issued in order for these to be sited and filled.

The Clerk informed the Parish Council that further to the last meeting she had spoken to [REDACTED] at SCDC who had informed her that all nomination papers for the forthcoming election will be sent directly to herself and not to Councillors as individuals. Once I have received these papers I will inform all Councillors in order for you to collect your paper from me whilst I attend the village hall. I have been allocated an appointment for Friday 25<sup>th</sup> March at 2:00pm to return all completed nomination papers to SCDC.



**Parish Clerk's Report Cont...**

The Clerk reported that she had now submitted a VAT Reclamation Form to HMRC for £1,157.61.

She informed the Council that she had received a quote from Suffolk Coastal Services for the grass cutting for 2011 for £450.50 + VAT. She had contacted [REDACTED] at Suffolk Coastal Services who confirmed this is for 17 cuts to be carried out at Bridge St Car Park, Carlton Road Play Area and Church Green.

Further to Cllr Ireland's request at the last meeting regarding the Bio-Diversity Action Plan she confirmed that she had recently written to [REDACTED] who had now replied advising that she will produce a report in the near future.

The Clerk gave details of a letter received regarding the Roadside Nature Reserve in Kelsale asking for a contribution of £50 towards replacing the markers in the Spring. The Vice Chairman thanked the Clerk for her report.

**9230. Matters Arising from the Clerk's Report**

The Vice Chairman requested the Clerk to contact AON again regarding the Football Club cutting the grass on the Recreation Ground to advise that [REDACTED] is a volunteer, and to make further enquires as to if he would be covered using his own equipment whilst carrying out this task.

The Parish Council **Agreed Unanimously** for the Clerk to amend the Fidelity Guarantee cover to £20,000 as recommended.

There was a brief discussion regarding the grass cutting quote received from Suffolk Coastal Services and it was Agreed the Parish Council would accept the quotation subject to enquires being made by the Clerk regarding the cutting of the grass in the car park in Bridge St which is owned by SCDC. The Vice Chairman closed the meeting for District Cllr Sir Peter Batho to comment. Cllr Sir Peter Batho advised that 3 or 4 years ago he was approached regarding the land at the car park possibly being developed to which he had strongly objected against as he felt this land should definitely be used as a car park. The Vice Chairman thanked Cllr Sir Peter Batho for his comments and reconvened the meeting.

The Parish Council agreed that further to the request from SCC regarding a contribution towards replacing the RNR marker posts that the location of these should be looked into further and at present no payment should be made.

**9231. Matters Arising from the last Parish Council Meeting**

The Vice Chairman reported that further to the last meeting whereby the bench in Carlton Road which is attracting youths causing a nuisance to a nearby resident was discussed that he felt it may not be beneficial to move the bench. There was a brief discussion and it was agreed that the bench would not be moved but the positioning of the bench would be looked into to which Cllr Summers volunteered his services to ensure the bench was secured within the ground.

Cllr Hartley informed the Council that the Chairman had agreed that further to the last meeting whereby it was Agreed that the Review of Road Names within Kelsale-cum-Carlton would be returned to SCDC with the amendment as agreed that this would now not be sent until 1<sup>st</sup> March 2011. Cllr Hartley raised concerns regarding Rendham Road to which he advised he had obtained evidence from residents recommending this road should be re-named to Carlton Lane. There was a brief discussion and it was agreed that the Clerk would return the map as Approved at the January meeting to SCDC but would advise that future road name changes were currently being looked into but more time to enable the Parish Council to gather the appropriate evidence would be required.

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

Cllr Summers reported that he would be attending a walkabout at Beaumont Cottages with Flagship Housing on 20<sup>th</sup> April 2011 to identify any problems within the area. The Clerk advised she would also attend and look into making the relevant requires regarding the parking and traffic issues at the centre green as discussed at the January meeting.

#### **9232. Parish Council Matters**

##### **(a) To Review and Adopt Standing Orders and Financial Regulations**

The Clerk had previously sent the updated version to all Councillors and these were Proposed by Cllr Denny for **Approval** and **Adopted by the Council**, Seconded by Cllr Stewart.

7 In Favour 1 Abstention

##### **Adopted by the Council**

##### **(b) To Review the Effectiveness of Internal Audit**

The Clerk had tabled the document to all Councillors. There was a brief discussion whereby the Clerk clarified any queries and it was agreed this would be **Approved. Agreed Unanimously.**

##### **(c) To Review the Scope of Internal Financial Controls**

The Clerk had tabled for all Councillors the procedures for the Scope of the Internal Financial Controls. The Clerk gave details regarding the Internal Audit and it was Agreed that the Parish Council would appoint Heelis & Lodge as Internal Auditor for 2010/11. The Scope of the Internal Financial Controls was Proposed for **Approval** by Cllr Hartley, Seconded by Cllr Denny. **All In Favour.**

There was an in-depth discussion regarding the funds currently held in the COIF Fund to which it was agreed the Clerk would seek further clarifications before seeking Approval to release these funds.

##### **(d) To Review the Risk Assessment**

The Clerk had previously circulated the document to Councillors for their review. It was Agreed this would be **Approved** and **Adopted** as shown. The Clerk thanked Cllr Roberts for his help in producing this document.

##### **(e) Village Fete**

Cllr Darton reported that a further meeting had been held whereby she had advised the Committee that work to organise the event needed to be carried out as soon as possible. It was agreed as the Committee had not approached the Parish Council to help organise this event it would be the responsibility of the Village Hall Management Committee.

##### **(f) Lych Gate**

In Cllr Paul Parry's absence it was agreed this item would be deferred until the next meeting.

##### **(g) To Agree to create an Innovation and Grant Aid Portfolio**

It was agreed a new Portfolio would be created for Innovation and Grant Aid. The Portfolio Holder would be elected at the Annual General meeting. Proposed by Cllr Summers, Seconded by Cllr Denny.

#### **9233. Planning Matters**

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

##### **Application No: C11/0189**

Location: Greenacres, Main Rd, Kelsale. IP17 2RD

Proposal: Conversion & extension of outbuilding to form annexed accommodation.

It was agreed the Parish Council would **OBJECT** to this application on the following grounds:-

- The Planning Committee would have preferred to see a Design and Access Statement detailing the need for the annexed accommodation.
- Property is outside of the Village Envelope

##### **Application No: C11/0280**

Location: Cheney's Cottage, East Green Rd, Kelsale. IP17 2PH

Proposal: Retention of cart lodge and office building with workshop.

It was agreed the Parish Council would recommend **APPROVAL** for this application.

**Planning Matters Cont...**

(b) To consider Planning Decisions confirmed since last Meeting

**Application No: C10/3219**

Location: 3 The Vines, Kelsale-cum-Carlton. IP17 2QP

Proposal: Erection of detached garage.

The Planning Committee **APPROVED** this application. The Application has been **GRANTED** by SCDC.

**9234. Financial Matters**

(a) Financial Statement for the Period 15/1/11 - 14/02/11

**Income/Receipts**

Nil

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

13<sup>th</sup> February 2011 Direct Debit to EON (Street Lights) £49.58

**Bank Balances:**

Current A/C as at 14<sup>th</sup> February 2011 **£7,418.40**

Business Reserve as at 14<sup>th</sup> February 2011 **£2,002.08**

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

<i><b>Cheque No.</b></i>	<i><b>Payee</b></i>	<i><b>Amount</b></i>
101848	Clerks Salary + Expenses Period 01/02/11 - 28/02/11	£ 457.88
101849	Wages L/Collector (4 Weeks)	£ 60.00
101850	JDP 350 Ltr Grit Bin	£ 171.73
101851	Pearce & Kemp Removal of damaged column	£ 715.20
101852	SLCC Clerks CILCA Registration Fee	£ 37.50
101853	SALC Clerks End of Year Accounts Course	£ 7.50
<b>Total Cheque Payments</b>		<b>£1,449.81</b>

The above payments were proposed for **Approval** for payment by Cllr Ireland, Seconded by Cllr Stewart. **All in Favour.**

**9235. Reports from Portfolio Holders****Cllr Ireland – Webmaster**

Cllr Ireland apologised for not publishing the February Agenda on the Parish Council's website and explained this was due to the loss of his internet connection.

**Cllr Denny – Youth Club**

Cllr Denny reported that 22 children had attended the first street dancing session to which funding had been received for 10 sessions and advised the event was thoroughly enjoyed by all. He reported that the Youth Club were very grateful for the recent donation from the Bonfire Event proceeds and that a formal letter of thanks was due to be sent.

**Cllr Summers – Street Lighting:** Cllr Summers reported that the light behind [REDACTED] house had now been repaired. He gave details of the claim currently being processed following the incident that had taken place outside the Tenza unit on Carlton Park Industrial Estate and advised that the Haulage Company had agreed to settle all costs in full. Cllr Summers advised that the Insurance policy now needed to be reviewed and updated to ensure the correct amount for street lighting was covered. Cllr Summers thanked the Clerk for all her work regarding this matter.

**Reports from Portfolio Holders Cont...****Cllr Stewart – Grit Bins**

Cllr Stewart reported that he was now awaiting confirmation from the Clerk regarding the licences for the grit bins to enable them to be sited as previously agreed. The Clerk was asked to chase this matter up with Suffolk County Highways and to also look into the Parish Councils Insurance Cover when carrying out the installation of these bins.

**Cllr Roberts – Emergency Officer**

Cllr Roberts reported that the plan had now been amended and finalised and was due to be circulated. He urged Councillors to forward details of any volunteers who may be able to help.

**Cllr Darton - The New Oasis**

Cllr Darton reported that the next issue had now gone to print. There was a brief discussion regarding the forthcoming Parish Council Elections and it was agreed the Clerk would arrange for flyers to be printed to enable these to be inserted within the next issue of the Oasis.

**Cllr Hartley – Local Environment**

Cllr Hartley reported that the dog bin outside Carlton Park Industrial estate was broken. He raised concerns regarding the Litter Collectors round and it was agreed the Clerk would contact [REDACTED] to clarify full details of his round. Cllr Hartley informed the Parish Council that interviews had now been held for the post of Rector and that a successful candidate had been selected and a proposal had been sent to the Bishop.

**Cllr Revell – Recreation Ground**

Cllr Revell gave details of the funding available within the Sports pot of the Section 106 Playspace contributions and advised that he had contacted [REDACTED] from the Carpet Bowls Club to request details of any new equipment needed. He also advised that the post and rail fencing around the Recreation Ground and the five a side goal posts in Carlton Road and possibly a basketball net would also be included from this funding and once finalised a claim would be sent to SCDC for Approval.

**Cllr Revell – Football Club**

Cllr Revell reported that the Football Club were through to the Sunday Shield Semi Final due to take place on Sunday 6<sup>th</sup> March 2011.

**9236. Any Other Business**

In Cllr Fordhams absence Cllr Roberts gave details of Suffolk County Councils Library Consultation and urged all Councillors to respond. He also reported on behalf of Cllr Fordham that going forward he felt the Parish Council should be involved with the future plans of Saxmundham Library to which he advised Cllr Fordham had volunteered to do. District Cllr Marian Andrews gave details of future meetings being held regarding this matter and advised she would keep Cllr Fordham informed of any future developments.

**9237. Correspondence**

Items received were placed on display and a list was tabled by the Clerk to all Councillors. The Clerk read a reply from Stephen Baker, Chief Executive, SCDC regarding the complaint sent on behalf of the Parish Council concerning the delay in processing the order to increase the size of the membership of the Parish Council. Councillors felt that the Clerk should respond and write to the Local Government Ombudsman regarding this matter.

The Clerk reported that further to the last meeting she had now received the schedule of dates from SCC for the grass cutting on the Recreation Ground.

The Clerk gave details of a letter received from SCDC regarding the future provision of recycling banks.

**9238. Date of Next Meeting**

The next Parish Council meeting will be held on Wednesday 6<sup>th</sup> April 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 9:55pm**

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

**KELSALE-CUM-CARLTON PARISH COUNCIL**  
**MINUTES OF THE PARISH COUNCIL MEETING HELD ON WEDNESDAY 6TH APRIL 2011**  
**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 Paul Hartley  
 Cllr Paul Parry                                      Cllr Tim Roberts  
 Cllr Mike Summers

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

**Welcome by The Chairman**

**9239. Public Forum**

No members of the public were present

**9240. Reports**

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

In County Councillor Rae Leighton's absence there was no report.

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

Nothing to report

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

Nothing to report.

Cllr Hartley asked District Cllr Marian Andrews for an update on the Reef Site to which she provided details of progress to date.

**(d) Police Report**

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

During March only 1 crime was recorded for Kelsale Parish:

Assault occ ABH: During daylight hours, in victim's home, the suspect had been drinking alcohol with ex-partner who became concerned with the amount of alcohol he had been drinking. She threw his glass against a wall and tipped some alcohol away. He then grabbed her around the neck with both arms in a rage.

Speed monitoring has taken place on the B1121 by Westview and during a 30 minute period 8 vehicles were recorded doing over 36mph. The drivers of these vehicles will now be sent a warning letter.

SNT priorities:-

**Priority 1:** Saxmundham Crime – prevention, targeting/detection, community intelligence. Crime Reduction Advice (home security), Smartwater (property marking), information sharing (NHW, BOS, T/C, streetmeets).

**Priority 2:** Saxmundham – Market Place – Zobra's - monitoring compliance with licence litter, ASB – noise – nuisance outside premises, car park litter, criminal damage, arson. All information to Sgt. [REDACTED] for SCDC Licensing.

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 regarding crimes taking place not being reported within the Police reports and the Chairman asked the Clerk to contact PCSO [REDACTED] to request all crimes/events that take place within Kelsale to be included in all future reports.

**9241. Apologies**

Cllr's Ireland and Stewart

**9242. Declarations of Interest**

Cllr Hartley declared a prejudicial interest in agenda item 6a.

District Cllr Marian Andrews and Sir Peter Batho declared a personal interest in agenda item 6b.

**9243. To Approve the Minutes of the Parish Council Meeting held on Wednesday 23<sup>rd</sup> February 2011**

The Minutes of the Parish Council meeting held on Wednesday 23<sup>rd</sup> February 2011 had already been circulated and were Proposed for **Approval** once the relevant amendment had been made by Cllr Summers, Seconded by Cllr Roberts and duly signed by the Chairman.

**9244. Parish Clerk's Report**

The Parish Clerk reported she had made further enquiries to AON regarding the Football Club cutting the grass on the Recreation Ground and they had confirmed volunteers would not be covered under the Parish Council's insurance policy whilst carrying out this task as they are not using equipment owned by the Parish Council.

She advised that she had received the Grit Bin Licences and would be notifying Suffolk County Highways once the bins had been sited in order for them to be filed. She reported she had now added these to the insurance policy to which a premium of £6.02 had been charged.

Further to the last Parish Council meeting she has contacted [REDACTED] at Suffolk Coastal Services regarding the grass cutting in the Bridge St Car Park and he has confirmed that the Parish Council do not pay for the grass cutting in the car park as this is paid by the Property Services Team and he is currently in the process of looking into the exact areas which are cut.

She reported she had written to [REDACTED] requesting him to provide full details of his round but to date had not received a reply.

The Clerk advised she had received thank you letters for the recent donations given from the Village Hall Management Committee and Kelsale Youth Club.

Following complaints she has recently contacted [REDACTED] at Suffolk Coastal Services regarding the abandoned vehicles in Bridge St Car Park to which he is currently looking into.

She gave details of a temporary road closure to which will be placed on the noticeboards.

The 1<sup>st</sup> payment from SCDC Playspace Funding for £2625.27 has now been credited to the bank account and she confirmed the works will commence week beginning 9<sup>th</sup> May 2011.

She advised that she would be submitting her completed CiLCA Portfolio within the next couple of weeks to SLCC.

The first precept payment of £9518 will be credited to the bank account on 29<sup>th</sup> April 2011.

Finally, she gave details of the renewal quote from AON Ltd for the Parish Council's insurance and asked if further quotes should be obtained. The Chairman thanked the Clerk for her report.

**9245. Matters Arising from the Clerk's Report**

It was agreed the Clerk would obtain further quotes from Came & Co and Suffolk Acre for the Parish Council's insurance renewal.

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

Cllr Revell asked the Clerk to contact AON Ltd again regarding the Football Club cutting the grass on the Recreation Ground to request a quotation to add a volunteer to carry out this task to the policy.

**9246. Matters Arising from the last Parish Council Meeting**

The Chairman informed the Council that there had been confusion over the location of the bench in Carlton Road which had been reported to the police regarding nuisance youth behaviour. Cllr Summers advised that he had inspected both benches in Carlton Road and they appeared to be in a safe condition and were securely anchored to the ground. There was a brief discussion and it was agreed the Parish Council would not move either of these benches at this time.

**9247. Parish Council Matters****(a) Resolution to Agree the renaming of Rendham Road**

The Chairman advised that further to the recent review of road names Cllr Hartley had now obtained evidence from all residents of Rendham Road except two, giving Approval for Rendham Road to be renamed Carlton Lane. There was a brief discussion and the Clerk provided details of any cost implications this change would have on the residents. Cllr Roberts Proposed the Parish Council should write to inform SCDC of the proposed road name change and request them to take the matter forward. Seconded by Cllr Summers.

The Clerk gave details of an e-mail received from [REDACTED] at SCDC regarding the recent review of road names within Kelsale-cum-Carlton.

**(b) To Agree the Parish Council is content to join Saxmundham Town Council in expressing an interest in the future of Saxmundham library.**

Cllr Fordham gave details on the future of Saxmundham library and Proposed Approval for Kelsale-cum-Carlton to join Saxmundham Town Council in expressing an interest in the future of the library, Seconded by Cllr Summers. All in Favour. Cllr Fordham confirmed there would be no financial implications to the Council at this stage and that options for the library to remain in its current premises were being looked into and advised that any discussions regarding the Mobile Library service would be regarded as a separate matter.

**(c) Lych Gate**

Cllr Parry apologised for his recent absence and advised that he had looked into possible Charitable Trusts which could be approached for funding towards the project to which he gave details. Cllr Roberts also reported he had approached local residents regarding match funding for the restoration project.

**(d) Suffolk Sport Fit Villages Funding**

The Clerk gave details of funding available from SCDC to encourage fit villages and it was agreed she would contact [REDACTED], SCDC to discuss taking this matter forward.

**(e) Village Fete**

Cllr Darton reported that the date for the fete was scheduled for Saturday 25<sup>th</sup> June 2011. She gave details of the Village Hall Management Committee's plans to include the official opening of the refurbished play area. There was a brief discussion and it was agreed the Village Hall Management Committee would be responsible for organising and running the event and subject to the Play Area works being completed this could be officially opened as part of the event.



**9248. Planning Matters**

To consider Planning Applications received since the last meeting

**Application No: C11/0610**

Location: Meadow View, Rendham Rd. IP17 2QN

Proposal: Demolition and reconstruction of conservatory

The Planning Committee advised they were due to return their comments to the Clerk regarding the above application by 13<sup>th</sup> April 2011 in order for her to reply to SCDC.

To consider Planning Decisions confirmed since last meeting

**Application No: C11/0189**

Location: Greenacres, Main Rd, Kelsale. IP17 2RD

Proposal: Conversion & extension of outbuilding to form annexed accommodation. This application has been **GRANTED** by SCDC.

**Application No: C11/0280**

Location: Cheney's Cottage, East Green Rd, Kelsale. IP17 2PH

Proposal: Retention of cart lodge and office building with workshop.

No decision has been made to date by SCDC.

**9249. Financial Matters**

(a) Financial Statement for the Period 15/2/11 - 14/03/11

**Income/Receipts**

Recycling Credit	£	6.94
Interest from COIF	£	4.92
Bank Interest	£	0.25
VAT Refund from HMRC	£	1157.61
CSH Transport Ltd (Insurance Claim)	£	1848.00
1 <sup>st</sup> Play Space Payment from SCDC (Rec Ground Improvements)	£	2625.27

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

13 <sup>th</sup> March 2011	Direct Debit to EON (Street Lights)	£	49.58
29 <sup>th</sup> March 2011	Bank Commission Charges	£	6.00

**Bank Balances:**

Current A/C as at 14 <sup>th</sup> March 2011	<b>£10617.00</b>
Business Reserve as at 14 <sup>th</sup> March 2011	<b>£ 2007.25</b>

(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>
101854	Clerks Salary + Expenses Period 01/03/11 - 31/03/11	£ 458.51
101855	Pearce & Kemp Ltd	£ 371.76
101856	Leiston Press (Election Flyers)	£ 22.00
101857	Gipping Press Ltd (Newsletter)	£ 216.09
101858	Whites of East Anglia Ltd (A3 Photocopying)	£ 6.00
101859	Wages Litter Collector (5 Weeks)	£ 75.00
101860	CPRE (Annual Subscription)	£ 29.00
101861	Suffolk ACRE (Annual Subscription)	£ 25.00
101862	AON Ltd (Grit Bin Additional Premium)	£ 6.02
<b>Total Cheque Payments</b>		<b>£1209.38</b>

The above payments were proposed for **Approval** for payment by Cllr Hartley, Seconded by Cllr Revell. **All in Favour.**

**(c) To discuss giving a further donation to Citizens Advice Bureau as agreed at the December 2010 Parish Council meeting.**

There was a brief discussion and it was agreed that as this service was currently not easily accessible from Kelsale-cum-Carlton the Parish Council would not give a further donation at this time but would consider doing so in the future.

**9250. Reports from Portfolio Holders**

**Cllr Revell – Recreation Ground**

Cllr Revell reported that refurbishment works are due to commence on Monday 9<sup>th</sup> May 2011 and gave details of the playspace funding. He advised a local resident had very kindly offered to donate a sum of money to the Parish Council towards improving the recreation ground and also it had now been confirmed to the Clerk by the Charity Commission that all monies in the COIF fund must be used for the provision of the recreation ground. Therefore he advised the Clerk is currently looking into obtaining quotes to possibly replace the multi play unit. Cllr Revell gave details of the equipment and fencing to be purchased from the funds available within the Sports fund of the Section 106 Playspace contributions and asked for permission for the Clerk to submit the application once completed to SCDC for the release of the relevant funds. **Agreed Unanimously.** Cllr Revell advised he was still waiting to hear from SCC and NJB regarding the works to be carried out to improve the entrance to the Recreation Ground.. Cllr Summers asked as there would be funding still available in the Sports fund if this could possibly fund the replacement of the street light at the Carlton Road play area. **The Chairman closed the meeting** to ask both District Cllr Marian Andrews and Sir Peter Batho for their views on this matter to which they both advised they would have no objections to the request for the light to be replaced out of this funding. **The Chairman reconvened the meeting.** The Chairman asked the Clerk to contact [REDACTED], SCDC to look into the matter further.

**Cllr Hartley – Local Environment**

Cllr Hartley advised he had no environmental matters to report. He reported that he had now carried out repairs to the fencing around the play area and to the north gate on the Recreation Ground and also to the bus shelter. The Chairman thanked Cllr Hartley for carrying out these repairs.

**Cllr Darton - The New Oasis**

Cllr Darton reported the next issue was due in June 2011 and gave details of future articles to be included.

**Cllr Fordham – Publicity Officer/SALC**

Nothing to report.

**Cllr Denny – Youth Club**

Cllr Denny reported the street dancing sessions were continuing to be well attended and gave details of further funding available to carry out sports facilities.

**Cllr Summers – Street Lighting:** Cllr Summers reported the refurbishment programme was going to plan and was within the agreed budget and gave details of replacement lights and future works. In Cllr Stewart's absence Cllr Summers advised the grit bins had still not been sited and requested that this should be carried out as soon as possible as they are currently being stored in his garage. Cllrs Denny, Hartley and Revell offered their services to carry out the siting of the bins. The Chairman asked the Clerk to remind Cllr Stewart to arrange for this to be carried out.

**Cllr Parry – Tree Warden**

Cllr Parry reported the hedgerow survey had now been completed and submitted to SCDC to which he gave details. He advised the next stage would be to wait for the report from SCDC to be completed in order to see if any improvements are required.

**Cllr Roberts – Emergency Officer**

Cllr Roberts reported he had now visited Lodge Farm and that further emergency equipment and contacts will be available.

**9251. Any Other Business**

Cllr Darton informed the Council that [REDACTED] had now resigned as Chairman to the Village Hall Management Committee and advised that a new Chairman would be elected at the next meeting. Cllr Roberts advised that [REDACTED] would still continue to represent Kelsale-cum-Carlton at the Sizewell Parishes Liaison meetings.

Cllr Summers advised he had been approached by a member of the public who raised concerns regarding the two Flagship Housing bungalows which were currently up for sale. He suggested that Flagship Housing should be contacted regarding this matter to request reassurance regarding the future of the Beaumont Cottages estate. The Chairman advised this could be an agenda item at a future meeting.

Cllr Hartley reported he would be attending a Planning Forum at SCDC on Thursday 7<sup>th</sup> April 2011. Cllr Hartley asked the Clerk to look into damaged road signs within the village and informed the Parish Council that the new Rector would be taking up his post in July 2011.

**9252. Correspondence**

Items received were placed on display and a list was tabled by the Clerk to all Councillors.

**9252. Date of Next Meeting**

The next Parish Council meeting will be the Annual General Meeting of the Parish Council and will be held on Wednesday 18<sup>th</sup> May 2011 commencing at 7:00pm in the Committee Room, Kelsale Village Hall.

The Chairman stated he had enjoyed Chairing the Parish Council for the past four yeas and hoped that he would see all present Parish Councillors after the Election.

**There being no further discussion the Chairman thanked the Parish Council for their attendance and formerly closed the meeting at 9.20pm**

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

**KELSALE-CUM-CARLTON PARISH COUNCIL**  
**MINUTES OF THE PARISH COUNCIL MEETING HELD ON WEDNESDAY 18TH MAY 2011**  
**FOLLOWING THE ANNUAL MEETING IN THE COMMITTEE ROOM,**  
**KELSALE VILLAGE HALL**

Present: Cllr Keith Dickerson (In the Chair)  
Cllr Jeni Aird  
Cllr Nick Denny  
Cllr Doug Ireland  
Cllr Tim Roberts  
Cllr Ivy Darton  
Cllr Edwina Galloway  
Cllr Paul Parry

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

**Welcome by Cllr Dickerson**

**9253. Public Forum**

A member of the public asked if the Clerk could publish a list of Council Members (including Portfolio Holders) and contact details on the noticeboards.

A member of the public raised concerns regarding the state of road/pavement within Bridge St. The Clerk gave contact details for Suffolk Coastal Services and Suffolk County Highways and advised that she would also report this matter.

A member of the public [REDACTED] reported that he has been representing Kelsale-cum-Carlton at the Sizewell Parishes Liaison Group meetings and advised that he has been asked to recommend a headline project. He suggested the Lych Gate and asked for a progress update on the restoration of the Lych Gate to which Cllr Roberts gave details.

**9254. Reports**

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

County Councillor Rae Leighton congratulated all Councillors on being elected to the Parish Council and welcomed new councillors. Cllr Leighton reported within the last month the controlling group had changed the leader to which he gave details. He advised on the recent budget and gave details regarding cuts and divestment. Cllr Leighton reported that the new leader would be looking to review priorities to find the best way to deal with the recent cuts. Cllr Dickerson thanked County Cllr Rae Leighton for his report.

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

District Councillor Marian Andrews had sent her apologies. No report had been received.

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

District Cllr Sir Peter Batho reported on the recent elections and advised that he had expressed his disapproval regarding the delay in publishing the results on SCDC's website. Cllr Dickerson thanked Sir Peter for his report.

**(d) Police Report**

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

There has been one recorded crime for Kelsale during April, 2011, and none for Carlton. Harassment-Pursue Course of Conduct: During a 4 month period a male has sent numerous text messages and phone calls of an abusive and threatening nature to ex-partner following separation. **ACTION: Community Resolution signed by both parties and a Harassment Notice issued to male. Finalised.**

**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**

**Police Report cont...**

The Clerk advised an Annual Police Report would be given at the Annual Parish Meeting on Thursday 16<sup>th</sup> June 2011.

Cllr Ireland raised concerns regarding the mobile police station not being open when attending Kelsale-cum-Carlton.

**9255. Apologies**

Cllrs Garratt, Hartley, Summers, Revell and District Cllr Marian Andrews.

**9256. Declarations of Interest**

There were none.

**9257. To Approve the Minutes of the Parish Council Meeting held on Wednesday 6<sup>th</sup> April 2011**

The Minutes of the Parish Council meeting held on Wednesday 6<sup>th</sup> April 2011 had already been circulated and were Proposed for **Approval** once the relevant amendments had been made by Cllr Roberts, Seconded by Cllr Denny and duly signed by Cllr Dickerson.

**9258. Parish Clerk's Report**

To advise I attended a meeting with Cllr Mike Summers, PCSO Thora [REDACTED] and [REDACTED] from Flagship Housing at Beaumont Cottages on Wednesday 20<sup>th</sup> April 2011. Mike and I raised concerns regarding the parking around the green in the centre of the cottages and suggested that if the green was to be made smaller then angled parking could possibly be made available and help to solve the parking issues in this area. [REDACTED] advised that she would look into this matter in the future as at present no funding was available. We also enquired about the two Flagship properties currently up for sale in Carlton Road to which she advised that both these particular properties would need a great deal of work done before being able to re let and that in one of them the kitchen is so small it could not fit the appliances as required. Therefore due to this and also taking into consideration the current need for housing, they had decided to sell these particular two properties but stated there were no intentions to sell any other Flagship property in the area.

I have made further enquiries to the insurance companies who have provided a quote regarding the football club cutting the Recreation Ground. All except AON had confirmed that volunteers would be covered under the Parish Council's insurance policy whilst carrying out this task, providing the equipment they use is safe and fully serviced.

I have continued to chase [REDACTED] at Suffolk Coastal Services regarding the grass cutting and have now been informed that my enquiry has been passed [REDACTED]. I hope to be able to report further on this matter at the next Parish Council meeting.

I have received a letter from SCC and notification of temporary road closures due to the resurfacing of the following roads as part of this years programme:-

U2412 – Butchers Road from U2411 to U2409 Approx date for work – 28/7/11

U2507 – Rendham Road from B119 to C229 Approx date for work – 28/7/11

To advise I will display the relevant notices in the noticeboards.

I have spoken to [REDACTED] at SCDC to enquire as to whether the replacement of the street light in Carlton Road next to the Play Area could be funded from the Sports Fund to which she has advised that unfortunately this would not be considered to enhance sporting facilities within the parish so this would not be possible.

The work on the Play Area has now commenced and is due to be completed by the end of the week.

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

I have received details of New Councillor Briefings from SALC to which I would recommend all new councillors to attend. Details have been tabled.

The Internal Audit has now been carried out by Heelis and Lodge. The accounts were found to be in order except last years figures needed slightly amending and therefore have been reinstated on the Annual Return to this effect. To advise once Section 1 & 2 of the Annual Return has been approved I will be submitting this to BDO.

I will be presenting a full finance report at the Annual Parish meeting on Thursday 16<sup>th</sup> June 2011.

### **9259. Matters Arising from the Clerk's Report**

Cllr Dickerson asked for clarification regarding the reinstating of last years figures on the Annual Return to which the Clerk advised this was due to a minor rounding error.

Concerns were raised by Councillors regarding the proposed sale of the Flagship properties in Carlton Rd and it was agreed the Clerk should write to Flagship Housing opposing the sale of these properties and also ask for confirmation regarding whether the correct permission to sell had been granted. It was also agreed this would be an agenda item at the next meeting with the possibility of a motion opposing the sale.

### **9260. Matters Arising from the last Parish Council Meeting**

There were none.

### **9261. Parish Council Matters**

#### **(a) To consider a request to purchase a Grit Bin for Church Close**

Cllr Dickerson read a letter that had also been tabled for all Councillors from a member of the public requesting a grit bin to be provided in Church Close. Cllr Dickerson advised that the member of the public had previously written to the Parish Council in December 2010 and when the matter had been discussed it had been considered that the grit bin to be sited in the Bridge St Car Park would also serve Church Close. There was a brief discussion and concerns were raised by Cllr Ireland regarding the safety of siting a grit bin in Church Close. It was Proposed by Cllr Roberts that the Parish Council should purchase a further grit bin to be sited in Church Close and the Portfolio Holders and Clerk would liaise with the member of the public regarding its siting, Seconded by Cllr Denny. **7 In Favour, 1 Against. Carried.**

#### **(b) Parish Council Insurance Renewal**

The Clerk gave in-depth details of quotes provided from AON, Came & Co and Suffolk Acre. Following a brief discussion it was Proposed by Cllr Roberts that the Parish Council should **Approve** to undertake the 3 Year Long Term Policy with Suffolk Acre for a premium of £552.93, Seconded by Cllr Galloway. **Agreed Unanimously.**

#### **(c) Resolution to Approve the release of monies within the COIF Fund to replace the existing Multi-Play unit on the Recreation Ground**

The Parish Clerk gave background details regarding monies within the COIF Fund and advised it had now been confirmed by the Charity Commission that monies within the fund can only be used for Recreation facilities. She reported that herself and Cllr Revell had looked into units to replace the existing multi-play unit. Fenland Leisure had provided a quote for a new multi-play unit which would be more in line with the improvements currently being carried out, and she circulated a photograph and specifications. There was an in-depth discussion and Cllr Dickerson proposed **Approval** for the release of the COIF Fund to replace the existing multi play unit. Seconded by Cllr Roberts. **6 In Favour, 1 Against, 1 Abstention. Carried.**

**(d) Resolution to Approve the release of the remaining funds within the SCDC Play Space Fund to replace the existing Multi Play unit on the Recreation Ground.**

This matter was discussed as part of the Resolution to Approve the release of the COIF Fund. The Clerk confirmed the funding for this project would be from a combination of the release of the COIF Funds, the remaining funds available within SCDC Play Space, and also from a donation from a member of the public who wished to remain anonymous. **APPROVAL** was Proposed by Cllr Dickerson, Seconded by Cllr Roberts. **6 In Favour, 1 Against, 1 Abstention. Carried.**

**9263. Planning Matters**

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

**Application No: C11/0610**

Location: Meadow View, Rendham Rd. IP17 2QN

Proposal: Demolition and reconstruction of conservatory

The Planning Committee recommended **Approval** for this application

**Application No: C11/0762**

Location: Benstead, Main Rd, Kelsale-cum-Carlton. IP17 2RD

Proposal: Installation of a small wind generator (14.97m to centre of hub).

**The Planning Committee OBJECTED to this application on the following grounds:-**

Visual impact on local surroundings

The Planning Committee believe there is a Nursery Roost of bats in Kelsale Place which would be adversely affected by this proposal.

**(b) To consider Planning Decisions confirmed since last meeting**

**Application No: C11/0280**

Location: Cheney's Cottage, East Green Rd, Kelsale. IP17 2PH

Proposal: Retention of cart lodge and office building with workshop.

The above application has been **GRANTED** by SCDC with 3 Conditions.

**9264. Financial Matters**

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

**Income/Receipts**

27 <sup>th</sup> April 2011	UK Power Networks (Wayleaves Dept)	£ 70.55
28 <sup>th</sup> April 2011	Recycling Credits (Norse Commercial Services)	£ 7.96
28 <sup>th</sup> April 2011	1 <sup>st</sup> Half Precept from SCDC	£9518.00

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

13 <sup>th</sup> April 2011	Direct Debit to EON (Street Lights)	£ 49.58
-----------------------------	-------------------------------------	---------

**Bank Balances:**

Current A/C as at 30<sup>th</sup> April 2011 **£18903.55**

Business Reserve as at 30<sup>th</sup> April 2011 **£ 2007.25**

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

<b>Cheque No.</b>	<b>Payee</b>	<b>Amount</b>
101863	Clerks Salary + Expenses (Period 01/04/11 - 31/04/11)	£ 380.75
101864	Wages Litter Collector (5 Weeks)	£ 75.00
101865	SALC (Annual Subscription)	£ 351.00
101866	Sizewell Parishes Liaison Group (Annual Membership)	£ 30.00
101867	Kelsale Village Hall (Hall Hire)	£ 22.00
101868	Pearce & Kemp (Lantern 14)	£ 371.76
101869	Viking Direct – Stationery	£ 26.39
101870	Heelis & Lodge (Internal Audit)	£ 90.00
101871	Suffolk Acre Services (Insurance Renewal)	£ 552.93
	<b>Total Cheque Payments</b>	<b>£1899.83</b>

The above payments were proposed for **Approval** for payment by Cllr Aird, Seconded by Cllr Parry. **All in Favour.**

**(c) To Approve 2010/11 End of year Accounts**

The Annual Accounts were reviewed by the Parish Council and **Proposed** for **APPROVAL** by Cllr Denny, Seconded by Cllr Parry. **7 In Favour, 1 Abstention.**

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

Jo Jones, RFO circulated copies of Section 1 of the Annual Return and this was **Proposed** for **APPROVAL** by Cllr Dickerson, Seconded by Cllr Roberts. **7 In Favour, 1 Abstention.**

**(e) To Approve Section 2 of the Local Councils Annual Return**

Jo Jones, RFO circulated copies of Section 2 of the Annual Return and this was **Proposed** for **APPROVAL** by Cllr Dickerson, Seconded by Cllr Roberts. **7 In Favour, 1 Abstention.**

Going forward Cllr Ireland requested that the Clerk provides all Councillors with a copy of the End of Year Accounts prior to the meeting.

**9265. Any Other Business (matter of report only)**

Cllr Darton reported on matters concerning the New Oasis, and advised that in future she might have to add additional pages to contain all the material available. Cllr Dickerson stated that this decision was within her powers as editor and thanked Cllr Darton for all her hard work on producing the New Oasis

Cllr Roberts asked permission for there to be an agenda item at the next meeting to consider changing the Parish Council banking arrangements.

Cllr Ireland reported on nature matters within the village and stated the need for the Parish to put a bio diversity plan in place as soon as possible. The Clerk was asked to chase [REDACTED] regarding this matter.

There was a brief discussion regarding arrangements for the Annual Parish Meeting.

**9266. Correspondence**

Cllr Dickerson gave details of a free Community Led Planning workshop being held at The Riverside Centre on Friday 10<sup>th</sup> June 2011 and urged Councillors to attend.

**9267. Date of Next Meeting**

The Annual Parish Meeting will be held on Thursday 16<sup>th</sup> June 2011 in Kelsale Village Hall and the next Parish Council meeting will be held on Wednesday 29<sup>th</sup> June 2011 at 7:00pm in the Committee Room, Kelsale Village Hall.

**There being no further discussion Cllr Dickerson thanked the Parish Council for their attendance and formerly closed the meeting at 9.30pm**

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



**KELSALE-CUM-CARLTON PARISH COUNCIL**  
**MINUTES OF THE PARISH COUNCIL MEETING HELD ON WEDNESDAY 29TH JUNE 2011**  
**AT 7:00PM IN KELSALE VILLAGE HALL**

Present: Cllr Mike Summers (In the Chair)  
Cllr Jeni Aird  
Cllr Keith Dickerson  
Cllr Pam Garratt  
Cllr Doug Ireland  
Cllr Alan Revell  
Cllr Nick Denny  
Cllr Edwina Galloway  
Cllr Paul Hartley  
Cllr Paul Parry  
Cllr Tim Roberts

In attendance: Joanne Jones – Parish Clerk. 2 Members of the public were present.

**Welcome by the Chairman**

**9268. Public Forum**

A member of the public asked permission to hire/borrow the Parish Council's marquee for use after a funeral to be held within the village on Friday 8<sup>th</sup> July 2011. There were no objections to this request provided that the marquee could be dried out adequately afterwards. A member of the public raised concerns regarding a overhanging branch in Rosemary Lane to which Cllr Parry advised he would look into this matter.

**9269. Reports**

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

In County Councillor Rae Leighton's absence there was no report.

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

District Councillor Marian Andrews had sent her apologies. No report had been received.

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

District Councillor Sir Peter Batho had sent his apologies. No report had been received.

**(d) Police Report**

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

Please find detailed the offences for Kelsale-cum-Carlton for June 2011. During this month there have been two crimes recorded for Kelsale and none for Carlton.

**Theft – Other:** Over a period of two weeks a heavy wooden garden chair has been removed from the front garden of a Beaumont Cottages property. **ACTION: H2H enquiries completed.**

**Finalised.**

**Harassment-Pursue:** This is a frequent and ongoing situation between a male and his female Course of Conduct ex-partner in the village.

**SNT Priorities remain the same –**

**Priority 1:** General youth related anti-social behaviour in Saxmundham, being tackled through Positive Activities Provision.

(The present activity for youth - boys and girls - is a free 18 week football course every Thursday evening 19:00 to 21:00 at Memorial Field – well attended, with on average, 25-30 kids attending).

**Priority 2:** Youth related disorder connected to Carlton Park.

(This refers to under-age drinking, the discarding of drink-related rubbish – bottles/cans and general unruly disorder).

**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**

**9270. Apologies**

Cllr Darton

**9271. Declarations of Interest**

Cllrs Denny and Roberts declared a prejudicial interest in item 9278. (b).

**9272. To Approve the draft minutes of the Annual General Meeting held on Wednesday 18<sup>th</sup> May 2011 and to Approve the draft minutes of the Parish Council Meeting that followed the Annual General Meeting**

The Minutes of the Annual General Meeting held on Wednesday 18<sup>th</sup> May 2011 had already been circulated and were Proposed for **Approval** without amendment by Cllr Dickerson, Seconded by Cllr Denny and duly signed by the Chairman.

The Minutes of the Parish Council meeting held on Wednesday 18<sup>th</sup> May 2011 had already been circulated and were Proposed for **Approval** without amendment by Cllr Aird, Seconded by Cllr Galloway and duly signed by the Chairman.

**9273. Parish Clerk's Report**

I have now received a reply from [REDACTED] at Suffolk Coastal Services regarding the grass cutting quote. He has confirmed the only area they cut is Carlton Rd Play Area within Kelsale and the quote for this area to be billed on 31<sup>st</sup> March 2012 will be £225.00 instead of £552.72. I have since contacted [REDACTED] to request that a refund should also be given for the season recently paid to which he has now replied and advised that the invoice received in March 2011 was for the service completed in 2010 and therefore the invoice to be received in March 2012 will be at the revised price for service completed in 2011.

I have received a letter from Kelsale Primary School asking if the Parish Council would like to either donate a raffle prize or sponsor a stall for £20.00 at their Summer Fair to be held on Saturday 8<sup>th</sup> July 2011 to raise further funds to refurbish/heat their swimming pool.

To confirm to date I have received 12 completed Fit Villages Questionnaires.

To advise I have now completed my CiLCA portfolio and have now sent this to SALC for checking before submitting to SLCC for marking.

**9274. Matters Arising from the Clerk's Report**

Cllr Revell raised concerns regarding the grass area on the corner of West View and Main Road which is no longer being cut by Flagship Housing. The Clerk advised she would contact Suffolk County Highways regarding this matter.

The Chairman asked the Parish Council for Approval to donate £20.00 to Kelsale Primary School to sponsor a stall at their forthcoming Summer Fair. **Agreed Unanimously.**

**9275. Matters Arising from the last Parish Council Meeting**

Cllr Hartley raised concerns regarding the election of Councillors to the Town Lands Trust and advised this vacancy had always been filled by the Clerk and therefore this vacancy should have been filled by Jo Jones. It was agreed this matter would be looked into further and discussed in more detail as an Agenda item at the next Parish Council meeting.

**9276. Parish Council Matters****(a) Co-option to fill current vacancy**

The Chairman advised there had been one application to fill this position but unfortunately Mr Geoff Fordham was unable to attend the meeting due to illness. However the Chairman had received written confirmation from Mr Fordham expressing his willingness to accept this co-option. Cllr Dickerson Proposed Mr Geoff Fordham should be co-opted onto the Parish Council, Seconded by Cllr Roberts. 10 In Favour, 1 Abstention. Geoff Fordham was duly elected to the Parish Council. The Chairman asked the Clerk to arrange for Geoff Fordham to sign his Declaration of Acceptance of Office and Register of Members Interest forms as soon as possible.

## **9276. Parish Council Matters**

### **(b) Resolution to obtain Council Approval to extend the existing play area in Bridge St to site the proposed new multi-play unit**

Cllr Revell advised further to the resolution passed at the last meeting for Approval to replace the existing multi-play unit in the Bridge St play area, a sub-committee meeting had been held to discuss the possibility of extending the existing play area to incorporate the new multi-play unit and also keep the existing unit. There was a brief discussion to which Cllr Revell and the Clerk gave further details. **Approval** to extend the play area was Proposed by Cllr Revell, Seconded by Cllr Roberts. **All in Favour.**

### **(c) Resolution to Agree in Principle to Implement a Management Plan for the Recreation Ground**

Cllr Revell raised concerns regarding the upkeep of the Recreation Ground and recommended the Parish Council should consider implementing a management plan to maintain this area. He advised he had contacted a local contractor for a quote to carry out this work and gave details of costings for the programme. There was an in-depth discussion and it was agreed the Parish Council would engage the services of a contractor to carry out this work between April – October in principle, with a view to review the schedule of works annually. Proposed by Cllr Revell, Seconded by Cllr Garratt. 10 In Favour, 1 Against. It was also agreed the approved contractor would liaise with Cllr Parry regarding trees in the area.

### **(d) To Consider changing the Parish Council's banking arrangements**

Cllr Roberts gave details of a free banking facility available from the Co-operative Bank to Parish Councils. There was a brief discussion and the Chairman asked Jo Jones (RFO) for her opinion on this matter. The RFO expressed concerns regarding the change over period and also face to face customer relations and it was therefore Proposed by Cllr Roberts that the Clerk should look into possibly opening a savings account with the Co-operative Bank once current interest rates had been looked into further. Seconded by Cllr Galloway. 10 In Favour, 1 Abstention.

### **(e) Biodiversity Action Plan**

The Chairman advised he had been informed by Cllr Ireland that he wished to withdraw the paper he originally circulated regarding this matter and that he also did not want to be responsible for leading this project. There was a brief discussion regarding the need for a Biodiversity Plan and Cllr's Dickerson, Parry and Roberts volunteered their services to be involved within the process of adopting this plan.

The Chairman pointed out to all Councillors there was no exclusion for any councillor to be involved in any of the Portfolios currently held.

### **(f) To Consider opposing the sale of two Flagship Housing properties in Carlton Rd**

Further to the last meeting the Chairman advised the Clerk had written to Flagship Housing to enquire as to whether the correct permission had been granted to allow them to sell these properties. Several Councillors raised concerns that these properties may have now been sold at a dramatically reduced price. It was agreed the Clerk would look into this matter and chase up her original letter and also request a copy of the correspondence stating the correct consent had been gained prior to the sale of these properties.

## **9277. Planning Matters**

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

### **Application No: C11/1245**

Location: Farm View, Curlew Green. IP17 2RA

Proposal: Erection of detached garage and store.

### **Application No: C11/1149**

Location: 5 Carlton Green, Kelsale-cum-Carlton. IP17 2QF

Proposal: Installation of external oil tank and external boiler.

**The Planning Committee recommended APPROVAL for this application**

**To consider Planning Applications received since the last meeting cont.....**

**Application No: C11/1150**

Location: 6 Carlton Green, Kelsale-cum-Carlton. IP17 2QF

Proposal: Installation of external oil tank and external boiler.

**The Planning Committee recommended APPROVAL for this application**

**Application No: C11/1046**

Location: Carlton Meres Country Park, Carlton Lane, Kelsale-cum-Carlton. IP17 2QP

Proposal: Change of Use from stationing of touring caravans to stationing of 12 static holiday caravans.

**The Planning Committee OBJECTED to the above application**

**Application No: C11/1000**

Location: 4 Beaumont Cottages, Kelsale cum Carlton. IP17 2NW

Proposal: Erection of rear conservatory.

**The Planning Committee recommended APPROVAL for this application**

(b) To consider Planning Decisions confirmed since last meeting:-

**Application No: C11/0610**

Location: Meadow View, Rendham Rd. IP17 2QN

Proposal: Demolition and reconstruction of conservatory.

**The Planning Committee recommended APPROVAL for this application. This application has been GRANTED by SCDC with 1 condition.**

**Application No: C11/0762**

Location: Benstead, Main Rd, Kelsale-cum-Carlton. IP17 2RD

Proposal: Installation of a small wind generator (14.97m to centre of hub).

**The Planning Committee OBJECTED to this application. This application has been REFUSED by SCDC with 2 Conditions.**

(c) To discuss a Proposal Agreed by Leiston-cum-Sizewell Town Council regarding future large Planning Applications

Cllr Hartley gave details of correspondence received from Cllr Ron Bailey, Leiston-cum-Sizewell Town Council regarding planning procedures for future large planning applications such as the proposal for a Tesco store in Leiston. Cllr Hartley recommended that the Parish Council should support Leiston-cum-Sizewell Town Council on this matter. Cllr Dickerson advised this matter was also discussed at a recent SALC Area Meeting and would be an agenda item at their AGM. The Chairman Proposed that the Clerk should inform Ron Bailey of the Parish Council's decision to support their proposal, Seconded by Cllr Roberts. **All in Favour.**

Cllr Denny raised concerns regarding the size of the proposed site for a Tesco store in Saxmundham. The Chairman asked the Clerk to contact Saxmundham Town Council/Suffolk Coastal District Council for clarification regarding this matter.

**9278. Financial Matters**

(a) Financial Statement since last meeting

**Income/Receipts**

21 <sup>st</sup> June 2011	SCDC - 2 <sup>nd</sup> S.106 Playspace Funding	£ 2625.27
20 <sup>th</sup> June 2011	Clive Welton (Window Box Ad)	£ 20.00
16 <sup>th</sup> June 2011	Donation (Recreation Ground)	£ 5000.00
2 <sup>nd</sup> June 2011	Release of COIF Fund for Recreation Ground	£ 6929.32
1 <sup>st</sup> June 2011	Interest from COIF Fund	£ 2.85

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

13 <sup>th</sup> June 2011	EON Energy (Street Lighting)	£ 49.58
----------------------------	------------------------------	---------

**Bank Balances:**

Business Reserve A/C as at 31 <sup>st</sup> May 2011	<b>£ 2,007.25</b>
Current A/C as at 31 <sup>st</sup> May 2011	<b>£18,853.97</b>

(b) To consider/approve the following cheque payments

<i>Cheque No.</i>	<i>Payee</i>	<i>Amount</i>
101872	Clerks Salary + Expenses	£ 413.33
101873	Wages - Litter Collector	£ 75.00
101874	Gipping Press	£ 216.09
101875	Cllr Nick Denny (APM Refreshments)	£ 25.35
101876	Fenland Leisure Products Ltd (Improvements to Recreation Ground)	£6054.63
101877	HMRC (PAYE for April, May & June 2011)	£ 205.20
101878	Cllr Tim Roberts (Cables for Audio Equip – APM)	£ 15.40
101879	SALC – New Councillor Briefing (Cllr's Aird, Galloway & Garratt)	£ 60.00
101880	Pearce & Kemp Ltd	£ 66.00
101881	John Davidson (Pipes) Ltd (Grit Bin)	£ 140.22
101882	Pearce & Kemp Ltd	£ 623.76
	<b>Total Cheque Payments</b>	<b>£7,894.98</b>

The above payments were proposed for **Approval** for payment by Cllr Revell, Seconded by Cllr Parry. **All in Favour.**

### **9279. To Fill Current Vacancies and to receive reports form Portfolio Holders**

The Chairman informed the Parish Council he would like to elect a further Councillor to join him on the Bonfire Party Portfolio. He advised he had spoken to Cllr Galloway regarding this matter who had volunteered to stand with him on this Portfolio. There were no Objections to this request.

The outstanding vacancies resulting from the AGM were filled as follows:-

**Planning Committee** (4) – Cllr's Ireland, Hartley, Aird and Garratt

**SALC** (2) - Cllr's Summers and Fordham

The Chairman gave details of correspondence received from Kelsale Primary School regarding the Governing Body Portfolio and advised a vacancy for a Parish Council Governor was not available at this stage. Therefore, he suggested this Portfolio should be amended to read Kelsale Primary School Liaison Representative. The Chairman asked the Clerk to inform the Headteacher of this decision. Cllr Denny recommended that Cllr Galloway should also approach the school with a view to joining the Friends of Kelsale Primary School Committee.

**Kelsale Primary School Liaison Representative** (1) – Cllr Galloway

**Emergency Officers** (2) – Cllr's Roberts and Parry

**Kelsale Welfare Trust** (1) – Remains Vacant

**Innovation and Grant Aid** (1) – Cllr Fordham

**Publicity Officer** (1) – Cllr Fordham

**Webmaster** (1) – There was an in-depth discussion regarding this matter and it was Agreed this would be an agenda item at the next meeting to be discussed in further detail.

### **Village Hall Management Committee**

Cllr Garratt reported on the recent Art Show and confirmed £270.00 had been raised. Cllr Garratt thanked Parish Council Members who donated a raffle prize for the event and advised the refurbishment plans were ongoing.

### **Youth Club**

Cllr Denny reported there was one more session to be held this term and that a recent visit to the Recreation Ground had been well attended.

### **Grit Bins**

Cllr Denny advised he had spoken to [REDACTED] regarding the siting of the grit bin in Church Close to which he gave details. It was agreed a working party would carry out a site visit to each agreed location and arrange siting of the grit bins in the Autumn.

**Portfolio Holder Reports cont....**

**Footpaths/Rights of Way**

Cllr Parry gave clarification regarding alterations to Footpath 17. There was also a brief discussion regarding the upkeep of Footpath 25. Cllr Revell advised that the Footpath sign that crosses Sandy Lane has fallen down. The Clerk advised she would report this matter to Suffolk County Highways.

**SALC**

Cllr Dickerson reported that he had recently attended an Area Meeting. He advised he had also attended a community workshop whereby he had presented the Parish Council's process and findings when composing the Parish Plan to which he gave details. Cllr Dickerson advised a Senior member of Flagship Housing also attended the SALC Area Meeting and had volunteered to attend a future Parish Council meeting to discuss any issues the Parish Council may have.

**Environment, Heritage & Access**

To agree revised terms of reference – A paper stating the revised expanded portfolio had been circulated to all Councillors and it was agreed once the relevant amendments had been made this would replace the existing terms. 10 In Favour, 1 Against.

Cllr Hartley advised the road sign at the bottom of Carlton Rd had been damaged. The Clerk was asked to report this matter to Highways. Cllr Hartley also raised concerns regarding the blocked drain also at the bottom of Carlton Rd. Clerk to also report this matter to Highways.

Cllr Hartley thanked Cllr Ireland for all his hard work on the proposed Biodiversity Action Plan and also the Parish Plan.

**Recreation Ground**

Cllr Revell informed the Parish Council that he was still trying to finalise the funding for the proposed improvements to the entrance from County Cllr Rae Leighton's Quality of Life Budget. Cllr Revell asked the Clerk to write to [REDACTED] to inform her that unfortunately the S.106 Sports Funds only funds outdoor sporting facilities therefore the equipment the Bowls Club requested cannot be funded from this fund.

**9280. Any Other Business**

Cllr Roberts gave details of a £1000 Grant available from Greener Sax for green issues within the community.

Cllr Parry thanked the PCC for entering the Kelsale Lych Gate into the Waitrose fundraising scheme.

The Chairman advised he had been given a letter by Cllr Revell from Kelsale Social Club requesting a donation towards the Senior Citizens Party. The Chairman asked the Clerk to include this matter for consideration as an agenda item at the next meeting.

The Chairman informed the Parish Council that due to other commitments both himself and the Clerk would like to ask permission for August Parish Council meeting to be held on Wednesday 24<sup>th</sup> August 2011 instead of Wednesday 31<sup>st</sup> August 2011. There were no objections to this request.

**9281. Correspondence**

The correspondence received since the last meeting had been tabled by the Clerk.

**9282. Date of Next Meeting**

The next meeting of Kelsale-cum-Carlton Parish Council will be held on Wednesday 27<sup>th</sup> July 2011 at 7:00pm in Kelsale Village Hall Committee Room.

**There being no further discussion the Chairman thanked the Parish Council and members of the public for their attendance and formerly closed the meeting at 9:25pm**

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

**KELSALE-CUM-CARLTON PARISH COUNCIL**  
**MINUTES OF THE PARISH COUNCIL MEETING HELD ON WEDNESDAY 27TH JULY 2011**  
**AT 7:00PM IN KELSALE VILLAGE HALL, COMMITTEE ROOM**

Present: Cllr Alan Revell (In the Chair)  
Cllr Jeni Aird  
Cllr Keith Dickerson  
Cllr Edwina Galloway  
Cllr Paul Hartley  
Cllr Paul Parry

Cllr Nick Denny  
Cllr Geoff Fordham  
Cllr Pam Garratt  
Cllr Doug Ireland  
Cllr Tim Roberts

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

**Welcome by the Vice Chairman**

**9283. Public Forum**

A member of the public raised concerns regarding the state of the bed of the river Fromus and reported that she feared the risk of a possible future flood on the Recreation Ground. The Clerk informed the member of the public she had previously reported this matter to the Environment Agency. Cllr Parry agreed to contact the Environment Agency again regarding this issue. The Vice Chairman thanked the member of the public for her comments.

**9284. Reports**

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

County Councillor Rae Leighton reported there had been some dramatic changes within SCC over the last few months especially concerning the route the County Council are taking. He advised various consultations had taken place and reported on local libraries and household recycling centres. Cllr Leighton confirmed an interim Chief Executive had been appointed by SCC until a permanent one had been recruited. The Vice Chairman thanked County Cllr Rae Leighton for his report.

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

District Councillor Marian Andrews enquired further to the last Parish Council meeting if the Clerk had received clarification regarding Cllr Denny's query concerning the size of the proposed Tesco in Saxmundham. The Clerk confirmed she had spoken to the Case Officer at SCDC who had confirmed no further applications had been received since the original proposal.

District Cllr Marian Andrews reported she had recently attended the North Sub Committee Planning meeting where the Carlton Meres Country Park Planning Application was discussed. Cllr Andrews advised she had contested this application vigorously but after being considered the Planning Application had been Approved by SCDC. Cllr Andrews advised the Head of Planning at SCDC had assured her he would send an Enforcement Team to Carlton Meres Country Park in order to monitor any future development of the site. Cllr Andrews reported herself and Sir Peter Batho had attended a meeting regarding the Local Development Framework to which she gave details. The Vice Chairman thanked District Cllr Andrews for her report. Cllr Hartley on behalf of the Chairman thanked Cllr Andrews for all her help regarding the Carlton Meres Planning Application. There was a brief discussion and Cllr Hartley stated that he felt the Enforcement Team from SCDC should have visited the site before approving this recent application. Cllr Hartley proposed the Council should consider a vote of 'No Confidence' against the SCDC Planning Dept regarding this matter. The Vice Chairman agreed this item should be carried for Resolution at the next Council meeting.

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

District Councillor Sir Peter Batho had sent his apologies. No report had been received.

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

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

Detailed below is the one crime recorded for Kelsale during July, 2011 and three for Carlton

#### **KELSALE:-**

Take or ride pedal cycle without Consent: During hours of darkness unknown offender has entered insecure rear gate that is shared by other occupiers and removed a silver Alien electric bike. Bike was secured with padlock and had been Smartwater marked on handlebars and battery pack. **Enquiries finalised.**

#### **CARLTON:-**

Assault ABH: Between February and July 2011 in a residential flat, whilst drunk, has assaulted female partner during argument by hitting, pushing and throwing downstairs causing her to be knocked unconscious and a cut to her forehead. **Enquiries ongoing.**

Theft – Other: Known female offender has fled the country, for unknown reasons, leaving behind the victims horse, which was on loan. She has also taken various equine rugs and tack without permission belonging to victim. **Suspect known and enquiries ongoing.**

Burglary-Other Building: During a five week period unknown offender has knocked over a metal shed, which was situated on a local caravan park, and broke two padlocks on shed. Also stolen - a wooden outside table and chairs, a patio umbrella and two wooden sun loungers. **No further lines of enquiry. Finalised.**

SNT Priorities remain the same as detailed on June Police Report.

**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**

#### **9285. Apologies**

Cllrs Darton & Summers (Chairman)

#### **9286. Declarations of Interest**

Cllrs Denny and Revell declared a Personal Interest in item 9291 (d).

Cllr Revell declared a Personal Interest in item 9291 (b)

#### **9287. To Approve the draft minutes of the Annual Parish Meeting held on Thursday 16<sup>th</sup> June 2011 and to Approve the draft minutes of the Parish Council Meeting held on Wednesday 29<sup>th</sup> June 2011**

The Minutes of the Annual Parish Meeting held on Thursday 16<sup>th</sup> June 2011 had already been circulated and were Proposed for **Approval** without amendment by Cllr Aird, Seconded by Cllr Denny and duly signed by the Vice Chairman.

The Minutes of the Parish Council meeting held on Wednesday 29<sup>th</sup> June 2011 had already been circulated and were Proposed for **Approval** once the relevant amendment had been carried out by Cllr Dickerson, Seconded by Cllr Roberts and duly signed by the Vice Chairman.

#### **9288. Parish Clerk's Report**

The Clerk reported in the Chairman's absence that he had asked her to recommend as some Councillors are already suggesting amendments to the draft minutes prior to the following meeting that going forward this might be the policy in order to reduce time spent on this matter at the meeting.

She had made enquires to Suffolk Acre regarding adding a local contractor to the insurance policy to carry out part time maintenance on the Recreation Ground and they had informed her the premium would rise by around £5.00 per year.



### **Clerk's Report Cont....**

To date she advised she had only received 15 completed Fit Villages questionnaires and reported she was currently in the process of liaising with [REDACTED] at SCDC to arrange for Yoga sessions to commence in September 2011.

The Clerk reported she had been informed by [REDACTED] at Suffolk County Highways that all the matters reported arising from the last meeting will be looked into over the next three weeks to which she advised she would continue to monitor.

The Clerk confirmed she had now received a reply from [REDACTED] at Flagship Housing regarding the sale of the two properties in Carlton Road to which she had tabled a copy for all Councillors.

### **9289. Matters Arising from the Clerk's Report**

Cllrs Ireland and Roberts raised concerns regarding the amendment of any minutes prior to the following meeting as it might be unclear what had changed and some important issues might be obscured. It was agreed amendments might be carried out and highlighted in interim distribution when sending to Councillors but that any substantial amendments, corrections or points of controversy should still be discussed and agreed at the following meeting as usual.

The Vice Chairman asked the Clerk to continue to chase Suffolk County Highways regarding the future maintenance of the area of land on the corner of Main Road and Bridge St. Further to the reply received from Flagship Housing concerning the sale of the two properties in Carlton Rd Cllr Dickerson suggested the Clerk should invite [REDACTED] to attend the next meeting to discuss this matter in further detail.

### **9290. Matters Arising from the last Parish Council Meeting**

Cllr Dickerson enquired if any actions had been carried out regarding opening an account with the Co-Operative Bank as discussed at the last meeting. The Clerk informed Cllr Dickerson she was currently looking into this matter.

### **9291. Parish Council Matters**

#### **(a) Town Lands Trust Portfolio Holder**

Further to the last meeting whereby Cllr Hartley raised concerns regarding the election of Cllr Roberts to be the Town Lands Trust Portfolio Holder he advised this should be amended to Town Lands Trust Liaison Representative and confirmed that all representatives are elected by the Trustees. Cllr Hartley advised that due to the former Clerk being a representative for several years it had been agreed that, as Mrs Joanne Jones held the position of Clerk she should be the liaison representative. The Vice Chairman advised this matter would be discussed at the next Parish Council meeting.

#### **(b) RESOLUTION to Approve a Contractor to carry out the services for the Management Plan on the Recreation Ground.**

Cllr Revell circulated two quotes to be considered to carry out the proposed Management Plan work and gave details. Cllr Ireland informed Cllr Revell that Suffolk Coastal Services had cut the grass around the play area on Friday 22<sup>nd</sup> July 2011 to which the Clerk advised she would look into this matter as she was not aware of them cutting this area in the past. The Vice Chairman closed the meeting for the member of the public to comment regarding the works to be included within the proposed Management Plan. The Vice Chairman thanked the member of the public for her comments and reconvened the meeting. Cllr Dickerson asked for clarification on the map as tabled by Cllr Revell as to which areas would be cut.

Cllr Ireland enquired if a risk assessment had been carried out for the proposed works to which Cllr Revell confirmed he had received a risk assessment from one of the contractors who had submitted a quote. There was a brief discussion and Cllr Roberts **Proposed** the Council should engage the services of [REDACTED] to carry out the Management Plan on the Recreation Ground, Seconded by Cllr Fordham. **Agreed Unanimously.**

Cllr Revell asked the Clerk to write to the contractor who had also quoted for the work and inform [REDACTED] of this decision.

**(c) Website**

The Clerk reported the Chairman had found a volunteer willing to manage the Parish Council's website. She advised she had informed the volunteer he would be invited to the next Parish Council meeting to discuss this matter in further detail.

**(d) RESOLUTION to Consider giving a Donation to Kelsale Social Club towards the Senior Citizens Party.**

There was a brief discussion and Cllr Garratt **Proposed** a donation of £100.00 should be given to Kelsale Social Club towards this event, Seconded by Cllr Parry.

**8 In Favour.**

**1 Against**

**CARRIED**

**9292. Planning Matters**

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

None Received

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

**Application No: C11/1245**

Location: Farm View, Curlew Green. IP17 2RA

Proposal: Erection of detached garage and store.

**The Planning Committee felt this application did not provide enough information to make a decision. The Clerk informed SCDC of this decision. No decision has been made by SCDC to date.**

**Application No: C11/1149**

Location: 5 Carlton Green, Kelsale-cum-Carlton. IP17 2QF

Proposal: Installation of external oil tank and external boiler

**The Planning Committee recommended APPROVAL for this application.**

**This application has been GRANTED by SCDC with 3 Conditions**

**Application No: C11/1150**

Location: 6 Carlton Green, Kelsale-cum-Carlton. IP17 2QF

Proposal: Installation of external oil tank and external boiler

**The Planning Committee recommended APPROVAL for this application**

**This application has been GRANTED by SCDC with 5 Conditions**

**Application No: C11/1046**

**Location: Carlton Meres Country Park, Carlton Lane, Kelsale-cum- Carlton. IP17 2QP**

Proposal: Change of Use from stationing of touring caravans to stationing of 12 static holiday caravans

**The Planning Committee OBJECTED to the above application**

**This application has been APPROVED by SCDC.**

**Application No: C11/1000**

Location: 4 Beaumont Cottages, Kelsale cum Carlton. IP17 2NW

Proposal: Erection of rear conservatory

**The Planning Committee recommended APPROVAL for this application**

**This Application has been GRANTED by SCDC with 2 Conditions.**

### **9293. Financial Matters**

(a) Financial Statement since last meeting

#### **Income/Receipts**

18 <sup>th</sup> July 2011	SCDC - 1 <sup>st</sup> S.106 Spots Funding	£ 1060.00
20 <sup>th</sup> July 2011	Window Box Advertisement (Oasis)	£ 16.00

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

13 <sup>th</sup> July 2011	EON Energy (Street Lighting)	£ 49.58
----------------------------	------------------------------	---------

#### **Bank Balances:**

Current A/C as at 30 <sup>th</sup> June 2011	<b>£25118.76</b>
Business Reserve as at 30 <sup>th</sup> June 2011	<b>£ 8939.67</b>

(b) To consider/approve cheque payments:-

Chq no. 101884	Kelsale Football Club (Funding from SCDC S.106 Sports Fund)	£ 370.00
Chq no. 101885	Jo Jones Salary & Expenses	£ 373.51
Chq no. 101886	██████████ Wages (Litter Collector)	£ 60.00
Chq no. 101887	Kelsale Village Hall (Hall Hire)	£ 42.00

**Total Cheque Payments    £ 845.51**

Cllr Aird raised concerns regarding the Litter Collector's duties to which the Clerk informed Cllr Aird she had been trying to contact the Litter Collector but has been unsuccessful to date. Cllr Denny volunteered to contact ██████████ to request that he contact the Clerk.

The above payments were proposed for **Approval** for payment by Cllr Garratt, Seconded by Cllr Dickerson. **All in Favour.**

### **9294. To Receive Reports on Portfolio Matters**

#### **Youth Club**

Cllr Denny reported Youth Club had now stopped until September 2011. He advised it was still well attended and they were holding their AGM in August 2011. On behalf of the Youth Club, Cllr Denny thanked the Parish Council for their help throughout the year.

#### **Bonfire Event**

In the Chairman's absence Cllr Galloway gave a report on the recent Bonfire Committee meeting. (Full copy of the report attached to the minutes).

#### **Environment, Heritage & Access**

Cllr Parry gave details regarding alterations to Footpath 17 and advised from 25<sup>th</sup> August 2011 the footpath would officially be extended as agreed. He reported he is currently liaising with Suffolk County Highways to clarify when footpath 17 will be cleared. Cllr Parry also reported there is a lime tree in Church Close with a Tree Preservation Order and advised the owner had gained permission from SCDC to cut the tree back to 8 metres.

Cllr Ireland informed the Parish Council it was two years since the trees on the Recreation Ground and within Spinney Close had been inspected and therefore recommended an inspection should be carried out. Cllr Aird recommended the pine tree in Church Lane should also be included within the inspection.

#### **Village Hall Management Committee**

Cllr Garratt reported the Bowls Club had recently held a tournament to raise funds for the Village Hall and had successfully raised £610.00. She gave details of future events and advised a new cleaner had now been recruited.

**Innovation & Grant Aid**

Cllr Fordham gave details of a seminar he had recently attended regarding Planning for Local Living and Community Energy Projects. Cllr Fordham proposed this matter should be an agenda item at the September Parish Council meeting.

**Emergency Plan**

Cllr Parry gave details on the latest developments on the Emergency Plan.

**Recreation Ground**

Cllr Revell reported the new 5 a side goal posts would be sited week commencing 1<sup>st</sup> August 2011.

**9295. Any Other Business**

- Cllr Hartley reported there was a blocked drain between Appletrees and Fairbrook in Carlton Rd. The Clerk advised she would report this matter to Suffolk County Highways. Cllr Hartley also reported a further blocked drain on the corner of Rendham Road to which the Clerk advised she would also report to Highways.
- Cllr Galloway raised concerns regarding a blocked ditch in Tiggins Lane. The Clerk advised she would report this matter to Suffolk County Highways.
- Cllr Ireland informed the Parish Council the hedge on the Recreation Ground needed cutting back. The Vice Chairman asked the Clerk to instruct [REDACTED] to carry out this work as soon as possible.
- Cllr Ireland raised concerns regarding any documents that were currently being held in archive and recommended these were placed in the Suffolk Records Office. Cllr Revell advised he would look into this matter.
- Cllr Parry reported on possible future funding for the Lych Gate.

**9296. Correspondence**

The correspondence received since the last meeting had been tabled by the Clerk.

**9297. Date of Next Meeting**

The next meeting of Kelsale-cum-Carlton Parish Council will be held on Wednesday 24<sup>th</sup> August 2011 at 7:00pm in Kelsale Village Hall Committee Room.

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

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

**KELSALE-CUM-CARLTON PARISH COUNCIL**  
**MINUTES OF THE PARISH COUNCIL MEETING HELD ON WEDNESDAY 24TH AUGUST**  
**2011 AT 7:00PM IN KELSALE VILLAGE HALL, COMMITTEE ROOM**

Present: Cllr Mike Summers (In the Chair)  
Cllr Jeni Aird  
Cllr Keith Dickerson  
Cllr Pam Garratt  
Cllr Paul Parry  
Cllr Tim Roberts  
Cllr Nick Denny  
Cllr Edwina Galloway  
Cllr Paul Hartley  
Cllr Alan Revell

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

**Welcome by the Chairman**

**9298. Public Forum**

A member of the public raised concerns regarding dog fouling within the village especially on the footpaths between Tiggins Lane and Dorley's Corner. It was suggested the Parish Council should consider purchasing more Dog Bins to help resolve this matter. The Chairman advised the member of the public the Parish Council would look into this matter.

**9299. Reports**

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

County Councillor Rae Leighton reported with effect from 23<sup>rd</sup> January 2012 the street lighting owned by Suffolk County Council was going onto an Intelligent Lighting Scheme to which he gave details. Cllr Leighton gave details on behalf of Suffolk Constabulary of the introduction to the 101 Scheme which is coming into effect in Suffolk from October 2011 for Non Emergency calls. The Chairman thanked County Councillor Rae Leighton for his report.

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

District Councillor Marian Andrews had sent her apologies. No report had been received.

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

District Councillor Sir Peter Batho had sent his apologies. No report had been received.

**(d) Police Report**

PCSO [REDACTED] was not present. Due to a misunderstanding regarding the change of date of the August Parish Council meeting no report had been received.

The Clerk gave details of an e-mail received from PCSO [REDACTED] raising concerns regarding a male shooting in the field behind Pear Tree Close, Carlton.

**9300. Apologies**

Cllrs Darton, Fordham & Ireland

**9301. Declarations of Interest**

There were none.

**9302. To Approve the draft minutes of the Parish Council Meeting held on Wednesday 27<sup>th</sup> July 2011**

The Chairman gave details regarding the procedure for amending the draft minutes and reminded all Councillors that the minutes are the Clerk's interpretation of a true record of the meeting and gave details of guidance as received from SALC. The Chairman advised if any matter of importance required amending this must be carried out at the next meeting.

The Minutes of the Parish Council meeting held on Wednesday 24<sup>th</sup> July 2011 had already been circulated and were Proposed for **Approval** once the relevant amendments had been carried out by Cllr Dickerson, Seconded by Cllr Roberts and duly signed by the Chairman as a true record.

### **9303. Parish Clerk's Report**

The Clerk confirmed that she had now added [REDACTED] to the insurance policy to carry out part-time maintenance duties on the Recreation Ground.

She advised that she had recently requested, from Fenland Leisure, a quote to repaint the swing at Carlton Rd Play Area. She originally believed this was going to be included within the recent works carried out but had since been informed, by Fenland Leisure, that this work was not included with the order. Therefore, the Clerk advised the quote for this work was for £350.00 + VAT.

The Clerk reported she had recently received confirmation from [REDACTED] at SCDC that the application for the remainder of the SCDC Playspace fund to install the new multi-play unit at the Recreation Ground had been approved and the 1<sup>st</sup> payment has now been credited to the Parish Council's bank account.

She advised she had received confirmation from Fenland Leisure that work will commence on Monday 19<sup>th</sup> September 2011 to install the Oak Multi-Play unit within the Bridge St play area, and, therefore a working party will need to have made the relevant adjustments to the existing fence panels by this date.

The Clerk confirmed she had now received the licence from SCC for the Grit Bin to be sited within Church Close.

She reported she had received an entry form from SALC for a Newsletter of the Year competition to which she advised she had entered the New Oasis.

The Clerk advised she had recently submitted a VAT Return to HMRC for a refund of £1,447.61 to which has now been credited to the Parish Council's bank account.

She advised she had now reported the abandoned vehicles in the Bridge St Car Park to PCSO [REDACTED] and confirmed she has now also advised Suffolk Coastal Services regarding this ongoing concern.

Finally, the Clerk gave details of a temporary road closure which she advised would also be advertised on the noticeboards.

### **9304. Matters Arising from the Clerk's Report**

Cllr Revell asked the Clerk to chase [REDACTED], SCDC regarding the release of the Sports Fund for the replacement fencing on the Recreation Ground.

The Chairman proposed the Clerk should contact Fenland Leisure regarding the quote to paint the swing at the Carlton Rd play area to request they re-consider this amount. **All In Favour.**

### **9305. Matters Arising from the last Parish Council Meeting**

The Chairman informed the Council, further to Cllr Revell's request to site one of the newly purchased five-a-side goal posts on the green within the Beaumont Cottage Estate, that he had been advised by Flagship Housing this would not be possible. There was a brief discussion and it was **AGREED** the Recreation Ground Committee would consider and agree on a suitable location for the goal posts. **All In Favour.**

The Clerk reported she had now spoken to [REDACTED] (Litter Collector) and, due to full-time work commitments, she advised he could no longer carry out these duties for the Parish Council. However, his younger brother had often accompanied him on his route and [REDACTED] had suggested that he could take over these duties if Approved by the Parish Council. There was a discussion regarding this matter and the Parish Council **AGREED** to offer this position to [REDACTED].

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

The Chairman requested the Clerk to produce a contract and map detailing the revised route as discussed. It was **AGREED** the Parish Council would monitor [REDACTED] performance accordingly. Cllr Denny volunteered to assist the Clerk with regards to this matter. It was **AGREED** the Clerk would inform [REDACTED] of this decision and a letter of thanks would be sent thanking him for his previous service given.

The Chairman advised further to the last meeting, whereby there was a discussion regarding the Town Lands' Trust, he had since received a letter, written on behalf of the Chairman of the Trustee's informing the Parish Council that it is not possible for a Parish Council member to be appointed by the Parish Council as a Trustee directly. Therefore, the Chairman advised that the Parish Council Portfolio Holder's Terms of Reference should be updated accordingly, paying extra attention to the Town Lands' Trust and Kelsale Primary School portfolios requirements and that these roles should only act as points of liaison between these bodies and the Parish Council. The Chairman proposed this matter should be an agenda item at the next meeting and suggested a Towns Lands' Trust Liaison Officer Representative could be elected at this meeting.

Cllr Revell informed the Parish Council, further to the last meeting, that he had looked into the documents stored within his storage premises and advised there are currently four boxes in archive. The Chairman suggested the Clerk should inform Cllr Ireland regarding this matter and request if he could kindly look into relocating these documents to the Suffolk Records Office as discussed at the last meeting.

Cllr Hartley asked the Clerk to chase Suffolk County Highways regarding the blocked drains in Carlton Rd. Cllr Revell informed the Clerk regarding the exact location of the damaged footpath sign in Sandy Lane as requested by Suffolk County Highways.

### **9306. Parish Council Matters**

#### **(a) Website**

The Chairman *closed the meeting* and welcomed [REDACTED] to the meeting. The Chairman informed Council members that [REDACTED] had kindly volunteered to create a new website for the Parish Council with no charge for doing so. [REDACTED] gave details of the work involved and of websites he has previously created. There was a discussion regarding the Parish Council's requirements and costs involved and it was **AGREED** that the Parish Council would engage the services of [REDACTED] to create a new website and domain name. The Chairman asked the Clerk to liaise with [REDACTED] and Cllr Ireland (previous Webmaster) to take this matter forward. On behalf of the Parish Council, the Chairman thanked [REDACTED] for his kindness. The Chairman *reconvened the meeting*.

#### **(b) To discuss the potential sale of two Flagship Housing properties in Carlton Rd**

In the absence of [REDACTED] of Flagship Housing, the Chairman deferred this item to the September 2011 meeting. The Chairman requested the Clerk to write again to [REDACTED] informing of the date of the September meeting.

#### **(c) RESOLUTION to Consider a vote of 'No Confidence' in SCDC Planning Dept regarding the recent Carlton Meres Country Park Planning Application**

The Clerk had tabled a list of the points as presented by the Chairman at the SCDC North Sub Committee meeting held on 20<sup>th</sup> July 2011. Cllr Hartley advised SCDC's decision notice had now been received and he felt no consideration to the points raised at the meeting had been taken by SCDC's Planning Dept. There was an in-depth discussion and Cllr Hartley raised further concerns regarding other Planning Application approved by SCDC which had been contested by the Parish Council. Cllr Hartley recommended the Parish Council should submit a vote of 'No Confidence' in SCDC Planning Dept. Cllr Galloway gave details regarding previous Parliamentary discussions in relation to this site as documented in Hansard. Cllr Roberts **Proposed** a letter of 'No Confidence' should be sent to SCDC requesting that Enforcement Action should be carried out at the site by 31<sup>st</sup> October 2011. **Seconded** by Cllr Aird. **9 In Favour, 1 Abstention.**

**CARRIED.**

It was **AGREED** Cllr Hartley would produce a draft letter to be circulated to all Council members and copied to Therese Coffey MP.

**(d) Parish Clerk/RFO Salary Review**

The Clerk asked if the Council would like her to leave the meeting. The Chairman advised this would not be necessary. The Chairman gave details of the Clerk/RFO's current salary and NALC pay scales. It was **Proposed** by Cllr Parry that the Clerk should move up one NALC salary scale point to SCP 19. **Seconded** by Cllr Garratt. **All in Favour.** The Chairman advised once the Clerk had passed her CiLCA qualification the Parish Council were obliged to move her up a further NALC salary point. **AGREED UNANIMOUSLY.**

**9307. Planning Matters**

(a) To consider Planning Applications received since the last meeting:

None received

(b) To consider Planning Decisions confirmed since last meeting:

**Application No: C11/1245**

Location: Farm View, Curlew Green. IP17 2RA

Proposal: Erection of detached garage and store.

**The Planning Committee felt this application did not provide enough information to make a decision. The Clerk informed SCDC of this decision. This Application has been GRANTED by SCDC.**

Cllr Hartley raised concerns regarding SCDC's decision for the above Planning Application and felt the Parish Councils comments submitted had been ignored once again.

**9308. Financial Matters**

(a) Financial Statement since last meeting

**Income/Receipts**

Recycling Credit from Norse Commercial Services £ 21.03

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

13<sup>th</sup> August 2011 EON Energy (Street Lighting) £ 49.58

**Bank Balances:**

Current A/C as at 30<sup>th</sup> July 2011 **£17,140.79**

Business Reserve as at 30<sup>th</sup> July 2011 **£ 8,939.67**

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

Chq 101889 Jo Jones Salary & Expenses £ 384.59

Chq 101890 [REDACTED] Wages £ 60.00

(Litter Collector)

Chq 101891 BDO (External Auditor) £ 342.00

Chq 101892 SCDC (Election Costs) £ 784.83

Chq 101893 [REDACTED] (Hedge Cutting – Recreation Ground) £ 72.00

Chq 101894 SCDC (Temporary Events Notice Fee – Bonfire

Event)

Chq 101895 E. Jacobs & Sons Ltd £ 2,100.00

(Five-a-Side Goals)

Chq 101896 [REDACTED] – Recreation Ground Maintenance £ 65.00

(Cut grass & trim Recreation Grd & River Bank)

**TOTAL PAYMENTS £ 3,829.42**

The above payments were **Proposed** for **Approval** by Cllr Garratt, **Seconded** by Cllr Denny. **All in Favour.**

The RFO informed the Council she would be producing a half-yearly accounts statement for review at the next meeting.



### **(c) To Approve completion of the 2010/11 Annual Return**

The completion of the 2010/11 Annual Return was **APPROVED** by the Parish Council. **Proposed** by Cllr Denny, **Seconded** by Cllr Galloway. **All in Favour**. The RFO advised the statutory notice from BDO will now be placed on the Noticeboards.

### **9309. To Receive Reports on Portfolio Matters**

#### **Village Hall Management Committee**

Cllr Garratt gave details of future events. She reported the Village Hall information on the current Parish Council website was incorrect and needed updating. Cllr Garratt advised the VHMGM have suggested organising a joint event with the Parish Council to celebrate the Diamond Jubilee. The Chairman advised this matter could be discussed as an Agenda item at the next meeting.

#### **Youth Club**

Cllr Denny reported Youth Club re-commences on Monday 19<sup>th</sup> September 2011.

#### **Environment, Heritage & Access**

Cllr Parry reported further to the last meeting whereby, it was recommended a tree survey should be carried out within the Parish, he had now spoken to [REDACTED], SCDC who had advised there will be a charge to carry the survey out. He advised [REDACTED] manager is currently looking into the costs required and advised he will inform the Clerk of these details accordingly. There was a brief discussion to which Cllr Parry gave details of previous work carried out and budget requirements were discussed.

Cllr Parry advised he had received an e-mail from the Rights of Way Officer at SCC regarding alterations to Footpath 17 and reported it is the landowner's responsibility to turn this into a footpath. Therefore, after the objection period is over on 28<sup>th</sup> August 2011, there is a period of 70 days for the landowner to carry out this work, to which he advised he would continue to monitor.

Cllr Parry raised concerns regarding the Lych Gate and felt that this matter was not progressing at a desirable speed therefore he suggested a joint Sub Committee should be formed between the Parish Council and the Parochial Church Council to take this matter forward. Cllr Hartley advised he would liaise with the PCC regarding this matter and it was Agreed this would be an agenda item at the next meeting.

Cllr Parry raised concerns regarding the recent vegetation removal from the banks of the River Fromus and reported a large amount of cuttings had been left by the Environment Agency in the concrete gully. It was suggested a working party could be organised to clear this area.

Cllr Roberts advised he had recently had a meeting with [REDACTED] and [REDACTED] regarding the Churchyard maintenance and advised he had **AGREED** to work [REDACTED] and liaise with the Hollesley Bay volunteers to carry out any future maintenance works.

Cllr Dickerson advised he and Cllr Fordham would like to discuss Solar PV at the next meeting and asked for this to be added as an agenda item.

#### **Kelsale Primary School Liaison Representative**

Cllr Galloway advised that she and the Chairman had been invited to the opening of the new part of the school.

#### **Recreation Ground**

Cllr Revell reported [REDACTED] had now carried out the first of his maintenance duties on the Recreation Ground and it was agreed the area looked considerably tidier. Cllr Revell advised the Football Season will re-commence early September 2011.

**Bonfire Event**

Cllr Summers asked Parish Council members, if out of courtesy, they could perform the same duties as last year on the day of the event. There was a brief discussion regarding the lantern parade and it was **AGREED** this matter would be looked into.

*The Chairman asked permission to Suspend Standing Orders to continue the meeting. All in Favour.*

**9310. Any Other Business**

- Cllr Galloway raised concerns regarding the lack of secure bicycle racks within the village, particularly outside the Village Hall. The Chairman advised this matter would be looked into.

**9311. Correspondence**

All correspondence received since the last meeting had been tabled by the Clerk. The Chairman gave details of a letter received from Argent & Son Solicitors regarding the land outside the Village Hall. It was **AGREED** as Cllr Ireland is happy to continue with his enquires the Clerk would inform Argent & Son no further action by themselves is required but it was **AGRRED** she would enquire as to which Title Deeds are held by themselves to date. **All in Favour.**

The Chairman gave details of a letter of thanks received from the Senior Citizens' Annual Party, Kelsale Social Club thanking the Parish Council for its recent donation given.

**9312. Date of Next Meeting**

The next meeting of Kelsale-cum-Carlton Parish Council will be held on Wednesday 28<sup>th</sup> September 2011 at 7:00pm in Kelsale Village Hall Committee Room.

**9313. RESOLUTION for Council Approval to hold an In Camera meeting to discuss a confidential matter**

**Approval was Proposed** by Cllr Roberts, **Seconded** by Cllr Parry. **All in Favour.**

**There being no further discussion the Chairman thanked the Parish Council and members of the public for their attendance and formerly closed the meeting at 9:15pm**

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

**KELSALE-CUM-CARLTON PARISH COUNCIL**  
**MINUTES OF THE PARISH COUNCIL MEETING HELD ON WEDNESDAY 28<sup>th</sup>**  
**SEPTEMBER 2011 AT 7:00PM IN KELSALE VILLAGE HALL, COMMITTEE ROOM**

Present: Cllr Mike Summers (Chairman)  
Cllr Jeni Aird  
Cllr Nick Denny  
Cllr Edwina Galloway  
Cllr Paul Hartley  
Cllr Alan Revell  
Cllr Ivy Darton  
Cllr Geoff Fordham  
Cllr Pam Garratt  
Cllr Paul Parry  
Cllr Tim Roberts

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

**Welcome by the Chairman**

**9298. Public Forum**

A member of the public reported that he was currently liaising with Flagship Housing to gain permission for a five-a-side goal to be sited on the green within the Beaumont Cottage estate. He advised that [REDACTED] from Flagship Housing had been for a site visit and had advised this was not a safe area for the goal to be sited regarding health and safety issues. The Chairman advised the Parish Council had recently planned to install a new five-a-side goal within this area but had been advised by Flagship Housing that this was not a designated play area, therefore permission had not been granted by them to site the goal and she had also requested that the goal that was originally there was to be removed. The Chairman advised the Parish Council would be happy to work with a representative from the Beaumont Cottage Estate to endeavour to site the new five-a-side goal within this area.

A member of the public thanked the Parish Council for arranging for the bank of the River Fromus to be cut back. She did however raise concerns regarding the state of the bed of the river Fromus, and reported that she feared the risk of a possible future flood. Cllr Parry advised the Environment Agency were due to come again a week before Christmas, to which the member of the public advised if there was heavy Autumn rain this matter would therefore worsen. The Chairman suggested a small working party could carry out the work to clear the area and also asked the Clerk to contact the Environment Agency again to ask them to clear this area again sooner. The Chairman thanked the member of the public for her comments.

The Chairman formerly opened the meeting.

**9299. Reports**

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

County Councillor Rae Leighton reported on SCC Budget Proposals. He advised the County Council had to find £50,000,000 of savings over two years as the government grant has been dramatically reduced. Cllr Leighton gave details of the consultation process and advised a questionnaire is currently being issued to Town & Parish Councils for completion. He reported that the results of these questionnaires will be taken into consideration when the County Council's budget is set. The Chairman thanked County Cllr Rae Leighton for his report.

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

District Councillor Marian Andrews had sent her apologies. The Clerk read the following report:- Cllr Andrews is constantly being reassured that the car parking at Tesco in Saxmundham will be free, but there will be a system of number plate recognition put in place to deter people from parking persistently for over the two hour time limit they intend to set.

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

District Councillor Sir Peter Batho apologised for not being able to attend recent meetings of Kelsale-cum-Carlton Parish Council. He reported on waste collection day changes and advised this was the 1<sup>st</sup> week of the changes and gave details regarding the reason for the change. Cllr Sir Peter Batho gave details of a SCDC Budget meeting to be held at the Riverside Centre on Wednesday 26<sup>th</sup> October 2011 to discuss details of the District Council's budget and therefore advised he would be unable to attend the next meeting of Kelsale-cum-Carlton Parish Council due to the clash of dates. The Clerk informed Cllr Sir Peter Batho she was attending the SCDC Budget meeting to be held on Monday 17<sup>th</sup> October 2011 at SCDC offices and advised she would forward the details of both these meetings to all Councillors. The Chairman thanked District Cllr Sir Peter Batho for his report.

**(d) Police Report**

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

Detailed below are the crimes recorded for Kelsale and Carlton during August, 2011.

**KELSALE**

Criminal Damage – Vehicle: During the hours of darkness unknown offenders have used apples to throw onto garden at Beaumont cottages making contact with the carport made of corrugated clear plastic causing this to be damaged. **H2H completed. Finalised.**

**CARLTON**

Burglary – other building x 2: During the early hours suspect has entered a local holiday complex and approached a lodge, entered and removed a quantity of piping, then approached a storage shed outside and removed a quantity of plumbing equipment before leaving the site. **Enquiries ongoing.**

During hours of darkness unknown suspects have forced entry into a secure shed on a farm property near to A12 and conducted a search of the shed block. **Smartwater and security advice given. Finalised.**

Criminal Damage – Dwelling: Overnight at a bungalow, set back from Carlton Road, decorative fairy lights secured by brackets onto the main guttering have been pulled off damaging the brackets along the guttering. **H2H completed. No further lines of enquiry. To be finalised.**

At the last Public Forum and SNT Tasking Meeting the priorities were reviewed and revised as follows:

Priority 1: Framlingham – Tackling ASB on Market Hill, Friday and Saturday nights.

Priority 2: Framlingham - Tackling ASB (scooters/skaters) Market Hill and graffiti issues at Pageant Field.

Priority 3: Framlingham - Addressing speeding issue through Dennington and Charsfield villages.

**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 Chairman asked the Clerk to request that a representative from Suffolk Constabulary attends the next Kelsale-cum-Carlton Council meeting.

**9300. Apologies**

Cllrs Dickerson & Ireland

**9301. Declarations of Interest**

Cllr Hartley declared a Prejudicial interest in item 9307 (a) regarding Planning Applications C11/2020 and C11/2021.

**9302. To Approve the draft minutes of the Parish Council meeting held on Wednesday 24<sup>th</sup> August 2011**

The draft minutes of the Parish Council meeting held on Wednesday 24<sup>th</sup> August 2011 had already been circulated and were Proposed for **Approval** by Cllr Denny, Seconded by Cllr Aird and duly signed by the Chairman. The Chairman reminded Councillors that when suggesting amendments to the Clerk's minutes they should be kept to factual and not grammatical changes.

**9302 a).** The Chairman announced he would like to make a Resolution to hold an In-Camera meeting to follow this meeting to Approve the minutes of the In-Camera meeting held on Wednesday 24<sup>th</sup> August 2011. **All in Favour.**

**9303. Parish Clerk's Report**

The Clerk advised she had now been informed by [REDACTED] at Suffolk Coastal Services that he has made some investigations regarding the abandoned vehicles in the car park in Bridge St to which she gave details.

To confirm [REDACTED] from Suffolk Coastal Services has advised that the bottle bank sited within the Bridge St Car Park should be emptied on a weekly basis, and has confirmed that she will ensure that this is carried out. If there is still an overflowing problem she will arrange for another bank to be sited.

Further to the request from a member of the public at the last meeting for extra dog bins to be provided within the village, to advise I am currently looking into this matter.

[REDACTED] has now contacted me regarding the new PC website and has asked for the Parish Council's views on the new domain name to be used and has suggested 'www.Kelsalecumcarltonpc.org.uk'.

I am due to start working on the budget and would like to ask permission to attend a Budgeting Workshop to be held at SALC on Thursday 20<sup>th</sup> October 2011 at the cost of £25.00 which can be split between three Councils.

I am also attending a SCDC Budget meeting on Monday 17<sup>th</sup> October 2011 at SCDC Offices.

**9304. Matters Arising from the Clerk's Report**

There were no objections for the Clerk to attend the Budget workshop at SALC. There was a brief discussion regarding the suggested domain name for the Parish Council website and it was Agreed the Clerk would contact [REDACTED] and advise the preferred domain name is '[www.kelsalecarltonpc.org.uk](http://www.kelsalecarltonpc.org.uk)'. Several Councillors raised concerns regarding the abandoned vehicles still within the Bridge St car park and the Chairman requested that the Clerk contact [REDACTED] and remind him that this is public land and insist the vehicles are to be removed by the Bonfire Event on Saturday 5<sup>th</sup> November 2011.

**9305. Matters Arising from the last Parish Council Meeting**

The Clerk had tabled a reply from [REDACTED], Chief Executive, SCDC further to the last Parish Council meeting whereby a Resolution was taken for a vote in 'No Confidence' in the SCDC Planning Dept. There was a discussion and it was Agreed the Planning Committee would compile a reply to this letter.

The Chairman asked Cllr Revell to continue to liaise with the representative from Beaumont Cottages regarding the siting of the five-a-side goal. The Clerk was asked to liaise with Jacobs and request a key for the goal sited at Carlton Play Area.

In Cllr Ireland's absence the Chairman reported Cllr Ireland was currently working on getting the files in archive to the Suffolk Records Office.

### **9306. Parish Council Matters**

#### **(a) To Review the Terms of Reference for Portfolio Holders**

The Clerk had circulated this document prior to the meeting. The relevant amendments were carried out and the Clerk advised she would circulate the amended copy to all Councillors. The Chairman asked the Clerk to contact Kelsale Welfare Trust to enquire if there is currently a vacancy for a Parish Councillor to which Cllr Aird volunteered to fill, if available. It was Agreed the revised terms of reference for the Publicity Officer would be an Agenda item and Approved at the next meeting.

#### **(b) Town Lands Trust Liaison Officer**

The Chairman advised that four independent Councillors had contacted him with concerns regarding this Portfolio and asked if any Councillors would like to make a proposal. Cllr Darton Proposed as there was not a requirement for this representative that this Portfolio should be withdrawn, Seconded by Cllr Aird. Cllr Roberts confirmed that he was aware the original vote was for a Trustee and he understood that this vacancy did not exist, however he felt lack of information to the villagers regarding the trust could benefit from a liaison representative to report villagers views. Cllr Denny raised concerns that this matter continues to appear on the Agenda and recommended that Cllr Darton's proposal should be Approved.

**6 In Favour**

**3 Against**

**2 Abstentions**

**CARRIED**

The Chairman informed all Councillors if there were any future matters regarding the Towns Lands Trust they would like to raise they would be welcome to do so.

#### **(c) Diamond Jubilee Celebrations**

Cllr Garratt reported the Village Hall Management Committee had recently discussed this matter at a Committee meeting and had suggested that the Parish Council work together with them to organise a joint fete to be held on 12<sup>th</sup> May 2012. The Chairman advised he felt this event should be held on the weekend of the Diamond Jubilee celebrations and requested that Cllr Garratt suggest to the Village Hall Management Committee to change their suggested date for this combined event to Saturday 2<sup>nd</sup> June 2012.

#### **(d) Lych Gate Joint Sub Committee**

Further to the last meeting Cllr Hartley confirmed he had informed the Chairman of the Parochial Church Council of the Parish Council's request to form a joint sub committee regarding the Lych Gate but advised the next meeting whereby this matter could be discussed would not be until 20<sup>th</sup> October 2011. Therefore this item was deferred until the next meeting. Cllr Parry asked for permission to obtain further quotes. There were no objections to this request.

#### **(e) To Adopt the Freedom of Information (Model Publication Scheme 2008)**

The Clerk had circulated this document to all Councillors prior to the meeting. Cllr Galloway suggested that the new councillor website e-mail addresses should be advertised on the noticeboards rather than personal ones. The Freedom of Information (Model Publication Scheme 2008) was Proposed for **Approval** by Cllr Fordham, Seconded by Cllr Roberts and duly **Adopted** by the Parish Council.

### **9307. Planning Matters**

(a) To consider Planning Applications received since the last meeting:

#### **Application No: C11/2020&2021 (Full & Listed)**

Location: Carlton Green Farmhouse, Rendham Rd, Carlton. IP17 2QN

Proposal: Erection of 9 photovoltaic solar panels to the south facing elevation of the existing curtilage listed house.

The Parish Council recommended **Approval** for the above applications.

### Planning Matters cont....

#### **Application No: C11/1976**

Location: Westhome, East Green Rd, Kelsale-cum-Carlton. IP17 2PH

Proposal: Erection of first floor extension (including raising the roof).

The Parish Council **Objected** to the above application on the following grounds:-

- The Committee felt the proposal would be an over-development of the site in accordance to Policy SP28 and the development would not be in keeping with the neighbouring properties including the height of the roof in accordance with Development Management Policy DM3.
  - Proposals were unneighbourly and privacy to the neighbouring property would be disturbed.
- (b) To consider Planning Decisions confirmed since last meeting:

#### **Application No: C11/1245**

Location: Farm View, Curlew Green. IP17 2RA

Proposal: Erection of detached garage and store.

This Application has been **Granted** by SCDC with 3 Conditions

### **9308. Financial Matters**

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

##### Income/Receipts

S.106 SCDC Playspace Fund for Multi-play (1 <sup>st</sup> Payment)	£ 1,111.82
VAT Refund from HMRC	£ 1,447.61

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

EON Energy (Street Lighting)	£ 49.58
Bank Commission Charges	£ 2.00

### **Financial Matters Cont...**

#### **Bank Balances:**

Current A/C as at 30 <sup>th</sup> August 2011	<b>£18,896.05</b>
Business Reserve as at 30 <sup>th</sup> August 2011	<b>£ 8,939.67</b>

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

Jo Jones Salary & Expenses	£ 390.94
██████████ Wages (Litter Collector)	£ 75.00
Kelsale Village Hall (Hire of Hall)	£ 30.00
Cllr T. Roberts (Conservation Manual & DVD)	£ 29.70
Cllr E. Galloway (Bonfire Event Expenses)	£ 74.23
Cllr M. Summers (Ink Cartridge)	£ 14.40
Cllr M. Summers (Bonfire Event Expenses)	£ 124.24
██████████ (Recreation Ground Maintenance)	£ 65.00
Gipping Press (Oasis Printing)	£ 216.00
<b>TOTAL</b>	<b>£ 1,019.51</b>

The above payments were proposed for **Approval** for payment by Cllr Denny, Seconded by Cllr Fordham. **All in Favour.**

#### **(c) To review half-yearly accounts**

The Clerk/RFO had circulated this spreadsheet prior to the meeting. No questions relating to this matter were addressed to the Clerk/RFO. **All in Favour.**

### **9309. To Receive Reports on Portfolio Matters**

#### **Bonfire Event**

The Chairman reported that the firework lighter volunteers were due to go on a safety course in October and recommended that next year a member of the Parish Council should also attend this course.

### **Bonfire Event cont....**

The Chairman advised Councillors of duties and arrangements for the day and confirmed the publicity for the event was in hand. It was Agreed the gates would open at 5:30pm, the Lantern Procession would commence at 6:00pm and the fireworks would start at 7:00pm. There was a brief discussion regarding gazebos and it was Agreed the Council would purchase a new gazebo for next years' bonfire event. The Chairman advised the gates would open on Wednesday 5<sup>th</sup> October 2011 for the bonfire. The Clerk agreed to display a poster.

### **Grit Bins**

Cllr Denny reported that the grit bins would be sited in the agreed locations within the next four weeks. The Clerk asked Cllr Denny to inform her when they were in place in order for her to request Suffolk County Highways to fill them. It was Agreed that going forward the responsibility for Dog Bins would also be included within this Portfolio.

### **Environment, Heritage & Access**

Cllr Parry reported the branch in Tiggins Lane is being monitored. He advised that himself and Cllr Galloway had recently attended the Suffolk Flora Preservation Trust site to which he stated that they were looking for support from the Parish Council and would be willing to attend a future meeting.

### **Emergency Officer**

Cllr Roberts circulated a paper giving details of matters carried out since the last meeting.

*The Chairman asked for permission to Suspend Standing Orders to continue the meeting. All in Favour.*

### **Village Hall Management Committee**

Cllr Garratt reported the quiz night had proved to be a success and had raised over £250.00. She also gave details of future events to be held.

### **Kelsale Primary School Liaison Representative**

Cllr Galloway reported the opening of the new extension went well and asked Councillors if they could provide any old clothes for the school children to make guys for the forthcoming Bonfire event.

### **Recreation Ground**

Cllr Aird reported the new multi-play unit was being installed this week. It was Agreed a working party would replace the fencing to the new extended area.

Cllr Revell reported the contractor was due to start work to replace the existing chain link with a post and rail fencing the week beginning 3<sup>rd</sup> October 2011. He advised that rabbit fencing would now also need to be purchased to go along the bottom of the new fencing and it was Proposed by Cllr Fordham that up to £100.00 could be spent to purchase this, as necessary, Seconded by Cllr Aird. Cllr Revell asked the Clerk to contact the Quality of Life Officer at SCC to secure the funding as Agreed by County Councillor Rae Leighton for the improvements to the entrance.

### **9310. Any Other Matters Arising**

- Cllr Roberts asked for permission to continue to promote growing within the village. There were no Objections to this request.



**9311. Correspondence**

The correspondence received since the last meeting had been tabled by the Clerk. The Chairman gave details of a letter received from a member of the public regarding the possible proposal for an authorised cycle route from Kelsale to Saxmundham. There was a brief discussion and it was Agreed the Parish Council would support the proposal in principal although some concerns were raised regarding the width of the footpath.

**9312. Date of Next Meeting**

The next meeting of Kelsale-cum-Carlton Parish Council will be held on Wednesday 26<sup>th</sup> October 2011 at 7:00pm in Kelsale Village Hall Committee Room.

**There being no further discussion the Chairman thanked the Parish Council and members of the public for their attendance and formerly closed the meeting at 9:50pm**

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

**KELSALE-CUM-CARLTON PARISH COUNCIL**  
**MINUTES OF THE PARISH COUNCIL MEETING HELD ON WEDNESDAY 26TH**  
**OCTOBER 2011 AT 7:00PM IN KELSALE VILLAGE HALL, COMMITTEE ROOM**

Present: Cllr Mike Summers (Chairman)  
Cllr Jeni Aird  
Cllr Nick Denny  
Cllr Geoff Fordham  
Cllr Pam Garratt  
Cllr Doug Ireland  
Cllr Alan Revell  
Cllr Ivy Darton  
Cllr Keith Dickerson  
Cllr Edwina Galloway  
Cllr Paul Hartley  
Cllr Paul Parry  
Cllr Tim Roberts

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

**Welcome by the Chairman**

**9316. Public Forum**

Further to the last meeting a member of the public raised concerns regarding the bed of the River Fromus. The Clerk advised she had written to the Environment Agency asking them to come and assess the bed of the river, and carry out future works as soon as possible. The member of the public informed the Parish Council that if further dredging work was not carried out in the near future she would be writing to Therese Coffey MP regarding this ongoing matter. Cllr Parry advised he would telephone the Environment Agency as a matter of urgency. The member of the public also informed the Parish Council that she was on the Patients Committee for the Doctors Surgery and asked if there was any relevant information whether she could advertise this within the New Oasis. There was no objections to this request. The Chairman thanked the member of the public for her comments.

The Chairman formerly opened the meeting.

**9317. Reports**

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

County Councillor Rae Leighton reported on the SCC Budget Proposals and advised the public consultation was now completed. He reported 1500+ comments had been submitted as a result of this consultation with only 50 of these being from people aged 75 and over. Cllr Leighton advised the next step would be for SCC Scrutiny Committee to hold a series of meetings to examine the results and for the Cabinet to draw up a draft budget which will come back to the public for consultation. The Chairman thanked County Cllr Rae Leighton for his report.

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

District Councillor Marian Andrews reported she had recently attended a SCDC Budget Briefing to which she gave details. She reported that at the last District Council meeting several concerns were raised regarding Flagship Housing. She advised she had personally received several complaints over the past 4-6 weeks regarding repairs not being carried out and difficulty communicating with Flagship to which she is in the process of trying to follow up. District Cllr Andrews confirmed that Saxmundham would be having a new free school and advised she would provide further information when available. The Chairman thanked District Cllr Marian Andrews for her report.

Cllr Garratt raised concerns regarding the change of day to refuse collections within Kelsale-cum-Carlton and reported that some collections were still not being carried out correctly. District Cllr Andrews advised the Chairman that she would look into this matter. The Chairman thanked Cllr Andrews and advised that he felt these problems were due to the lack of communication from SCDC regarding changes to this scheme.

Cllr Hartley made enquires to District Cllr Andrews regarding staff reductions at SCDC. Cllr Andrews advised that District Cllrs had been informed there would not be too many reductions, but it now appeared there has been more than expected reductions in staff due to the recent cuts.

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

District Cllr Sir Peter Batho had sent his apologies due to attending a SCDC Budget Briefing. No written report had been submitted.

**(d) Police Report**

PCSO [REDACTED] reported there had been no crimes reported in Kelsale or Carlton during September 2011. She gave details of an ongoing investigation regarding a media company from Liverpool who were claiming they were associated with Suffolk Police. She also advised to date there had been no crimes reported for Kelsale or Carlton for October 2011.

At the last Public Forum and SNT Tasking Meeting the priorities were reviewed and revised as follows:-

1. Burglary: Reduction measures - promote better home security, raise awareness, encourage eyes and ears. Community intelligence (promote NHW and Police Direct).
2. Middleton: Road safety - assist local community with their campaign for road safety improvements (signage '20' zone etc.).
3. Addressing speeding issues through Dennington and Charsfield villages.

PCSO [REDACTED] advised speed enforcement had recently been carried out near West View to which she advised a few motorists were caught going 30mph and above. She reported that two months previous to this 3 motorists had been caught speeding to which one was fined and two were cautioned.

Cllr Garratt raised concerns regarding speeding at the top of the hill near Curlew Green to which PCSO [REDACTED] advised on the conditions regarding speed enforcement checks. Cllr Fordham also raised concerns regarding speeding on Carlton Rd to which again PCSO [REDACTED] outlined the legal reasons why it was not possible to carry out speed checks on this stretch of road.

**As always you can contact Suffolk Constabulary via email:** [saxfram.snt@suffolk.pnn.police.uk](mailto:saxfram.snt@suffolk.pnn.police.uk)

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

The Chairman thanked PCSO [REDACTED] for her report and for attending the meeting.

**9318. Apologies**

There were none.

**9319. Declarations of Interest**

Cllr Revell declared a Personal Interest in item 9323.

**9320. To Approve the draft minutes of the Parish Council meeting held on Wednesday 28<sup>th</sup> September 2011 and the draft minutes of the In-Camera meeting that followed this meeting**

The draft minutes of the Parish Council meeting held on Wednesday 28<sup>th</sup> September 2011 had previously been circulated to all Council members and were Proposed for **Approval** by Cllr Galloway, Seconded by Cllr Aird and duly signed by the Chairman.

The draft minutes of the In-Camera meeting that followed this meeting had already been circulated prior to this meeting and were Proposed for **Approval** by Cllr Parry, Seconded by Cllr Denny and duly signed by the Chairman.

### **9321. Parish Clerk's Report**

I have now been informed by [REDACTED] at Suffolk Coastal Services that the removal of the abandoned vehicle in the Car Park in Bridge St is in hand and will be removed in the near future.

I attended a Budgeting Workshop at SALC on Thursday 20<sup>th</sup> October 2011 to which proved to be very informative, and I am now working on the 2012/13 budget which will be sent to you prior to the November Council meeting.

Further to the last meeting I have written to the Environment Agency regarding the bed of the river Fromus and have requested that they come as soon as possible to assess and carry out any future works. I have also asked them to notify me of when they will be coming.

Further to the last meeting, I have written to [REDACTED] from Kelsale Welfare Trust who has confirmed there is currently a vacancy for a representative from the Parish Council and has advised their next meeting is due to be held on 3<sup>rd</sup> November 2011.

I have now received from [REDACTED], SCDC the schedule of the Tree Inspection works to take place on the Recreation Ground and Spinney Pocket Park. The cost of this inspection is £328.00.

Further to the last meeting I have requested a key from Jacobs for the five-a-side goal and they have advised they will either send this, or bring it with them when they site the 2<sup>nd</sup> goal.

### **9322. Matters Arising from the Clerk's Report**

Cllr Aird advised further to the last meeting whereby she had volunteered to be the PC representative for the Kelsale Welfare Trust if a vacancy was available that she would be happy to carry out this role. **Approval** for Cllr Aird to be Elected as the PC Representative for the Kelsale Welfare Trust was Proposed by Cllr Denny, Seconded by Cllr Garratt. Cllr Aird advised she would attend the next meeting of the Kelsale Welfare Trust on 3<sup>rd</sup> November 2011.

### **9323. Matters Arising from the last Parish Council Meeting**

Cllr Revell advised further to the last meeting he had now received a quote for the rabbit fencing to be installed around the new fencing at the Recreation Ground and confirmed this was for the amount of £225.18. Cllr Revell reminded Councillors that at the last meeting it was Approved that £100.00 would be spent on this work but this did not include the fitting and therefore asked for Approval for a further £125.18 to be spent. There was a brief discussion and subject to the condition that the rabbit fencing would be buried **Approval** was Proposed by Cllr Roberts, Seconded by Cllr Dickerson.

Cllr Roberts asked what progress had been carried out regarding dog bins to which Cllr Parry advised there are currently 6 dog bins within Kelsale-cum-Carlton to which he gave details. Cllr Denny advised there had also been a bin previously at Clay Hills. It was Agreed the Clerk would obtain some prices to purchase 3 further dog bins to be sited at Clay Hills, Dorleys Corner and at a further location to be agreed.

Cllr Ireland updated Council members regarding the archiving of documents that he had been recently carrying out. There was a discussion regarding these documents and items for disposal were Agreed. The Chairman thanked Cllr Ireland for all his hard work carried out on this project.

Cllr Darton suggested that a Horticultural Show could be held to celebrate the Diamond Jubilee Celebrations. The Chairman advised this matter could be discussed under the Village Hall Management Committee Portfolio.

Cllr Galloway enquired as to the progress of the new Parish Council website. The Clerk advised she had informed [REDACTED] of the Approved domain name and that she believed progress was under way. It was Agreed an article would be put within the next copy of the New Oasis giving details of this matter. The Chairman asked the Clerk to [REDACTED] to follow up progress.

#### **9324. Parish Council Matters**

##### **(a) To Approve the Revised Terms of Reference for the Publicity Officer Portfolio**

As agreed at the last meeting Cllr Fordham had produced and circulated the revised Terms of Reference for the Publicity Officer Portfolio to which he gave details. This was Proposed for **Approval** by Cllr Roberts, Seconded by Cllr Galloway. **All in Favour.** The Chairman asked the Clerk to circulate the revised list of Portfolio Holders.

##### **(b) To Approve the transfer of £6921.32 (COIF Fund) from the PC Business Reserve Account to the Business Current Account for the new Multi-play Unit.**

Approval for the above transfer to be carried was Proposed by Cllr Revell, Seconded by Cllr Denny.

##### **(c) Lych Gate**

Further to the last meeting Cllr Hartley confirmed at the Parochial Church Council meeting held on 22<sup>nd</sup> October 2011 there was a discussion regarding forming a sub-committee with the Parish Council regarding this matter and advised it was felt that more bodies would be beneficial to seek funding for the project. Cllr Hartley highlighted that the PCC did appreciate that the Lych Gate was a major priority to members of the Parish and therefore understood the need to action this matter. There was a discussion whereby Cllr Hartley informed the Parish Council that currently to date the balance of the Lych Gate fund was £2,263.00. The Chairman felt that joint co-ordination would be necessary to progress this matter Cllr Parry raised concerns regarding the previous quote obtained and asked for permission to obtain a further up to date estimate for the restoration work needing to be carried out. The Chairman gave permission for Cllr Parry to carry out this task. Cllr Hartley advised he would also obtain a further estimate on behalf of the PCC. The Chairman urged Cllr Hartley to inform the Parish Council of any future PCC matters necessary under his Portfolio report.

#### **9325. Planning Matters**

(a) To consider Planning Applications received since the last meeting:

None Received.

(b) To consider Planning Decisions confirmed since last meeting:

##### **Application No: C11/2020&2021 (Full & Listed)**

Location: Carlton Green Farmhouse, Rendham Rd, Carlton. IP17 2QN

Proposal: Erection of 9 photovoltaic solar panels to the south facing elevation of the existing curtilage listed house. Kelsale-cum-Carlton Planning Committee recommended **Approval** for this application, subject to a bat survey being carried out in the roof space. **No decision has been made by SCDC to date.**

##### **Application No: C11/1976**

Location: Westhome, East Green Rd, Kelsale-cum-Carlton. IP17 2PH

Proposal: Erection of first floor extension (including raising the roof). Kelsale-cum-Carlton Parish Council Planning Committee **Objected** to this application. **The application has been Withdrawn by SCDC.**

#### **9326. Financial Matters**

(a) Financial Statement since last meeting

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

2 <sup>nd</sup> Payment SCDC Playspace Fund (Multi-play)	£ 1,111.82
2 <sup>nd</sup> Part of the Precept from SCDC	£ 9,518.00
Window Box Advertisement (Oasis)	£ 16.00

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

EON Energy (Street Lighting)	£ 49.58
------------------------------	---------

**Bank Balances:**

Current Account as at 30 <sup>th</sup> September 2011	<b>£25,341.50</b>
Business Reserve as at 30 <sup>th</sup> September 2011	<b>£ 8,940.77</b>

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

Jo Jones Salary & Expenses	£ 401.27
██████████ Wages (Litter Collector)	£ 60.00
SLCC Subscription	£ 95.00
Fenland Leisure Products (Multi-play)	£10,416.00
HMRC (PAYE)	£ 208.60
██████████ (Fencing – Recreation Ground)	£ 1,375.00
SALC (Budget Workshop – Jo Jones)	£ 10.00
Bonfire Float (Cash)	£ 510.00
<b>TOTAL</b>	<b>£13,075.87</b>

The above payments were proposed for **Approval** for payment by Cllr Garratt, Seconded by Cllr Roberts. **All in Favour.**

**9327. To Receive Reports on Portfolio Matters**

**Emergency Officer**

Cllr Roberts advised an article regarding “101” was due to be submitted to Cllr Darton for Approval to be inserted within the next issue of the “New Oasis”.

**Environment, Heritage & Access**

Cllr Roberts tabled an informative report detailing actions carried out by himself since the last meeting. He gave details on funding available for local growing schemes and advised he had prepared a draft outline plan on community growing. Cllr Fordham gave details of a resident who was willing to provide part of his land for community growing. Cllr Roberts informed the Chairman that he intended to form an Allotments Society to which the Chairman informed Cllr Roberts this was not a Parish Council matter and therefore liaison with the Townlands Trust would be required.

Cllr Parry reported he was continuing to monitor the progress of Footpath 17 which at present, is still overgrown. He advised this was required to be made accessible as a footpath within the next two weeks. Cllr Darton reported that a member of the public had raised concerns regarding a large pine tree on the the footpath next to Greengarth opposite the Carlton Rd Play Area. Cllr Parry advised he would look into this matter. Cllr Hartley reported that a large oak tree had recently been felled on Spinney Pocket Park near to the school. The Clerk advised no notification of tree works had been received from SCDC. Cllr Parry advised he would contact Anne Westover, SCDC regarding this matter.

**Youth Club**

Cllr Denny advised that Youth Club was still going well.

**Grit & Dog Bins**

Cllr Denny reported that the grit bins had not yet been sited. There was a discussion and it was agreed these would be sited as a matter of urgency and the Chairman urged Councillors to ensure these were in place by the next meeting. The Clerk requested that Cllr Denny informed her once they had been sited in order for her to contact Suffolk County Highways to fill them

### **Village Hall Management Committee**

Cllr Garratt had tabled a report giving details of events recently held and outlining future events. She reported that further to the last meeting she had asked the VHMC if they would form a joint sub-committee with the Parish Council to co-ordinate the Diamond Jubilee Celebrations and advised they had Agreed to do so. The Chairman asked Cllr Garratt to thank the VHMC for their co-operation and requested that this matter should be an agenda item to be Agreed at the next meeting. He also requested that Councillors to give some thought to any ideas/suggestions for this event.

### **Recreation Ground**

Cllr Aird reported since the new multi-play unit had been installed she had noticed some sharp edges and therefore had asked the Clerk to contact Fenland Leisure regarding this matter. The Clerk advised Fenland Leisure were aware of this matter.

Cllr Revell commented that he felt the post and rail fencing had improved the area. He asked the Clerk to continue to attempt to contact the Quality of Life Officer at SCC to secure the funding as Agreed by County Councillor Rae Leighton for the improvements to the entrance. Cllr Revell advised once this funding had been secured the Clerk would then submit the s.106 application to SCDC sports fund to complete the funding for this project.

### **Bonfire Event**

Cllr Galloway reported that all was in hand regarding the legal formalities for the event. She reminded Councillors to donate any unwanted clothes to Kelsale Primary School in order for the pupils to make guys. There was a brief discussion and Cllr Galloway gave details of the final instructions for the event. Cllr Ireland raised concerns regarding the position of the bonfire to which the Chairman advised Cllr Ireland that his comments had been noted and that he would ensure that the bonfire was in line with safety regulations prior to the event. The Chairman thanked Cllr Galloway for all her hard work carried out on this event to ensure that the Parish Council were complying with the correct legislation procedures.

### **SALC**

Cllr Fordham advised that unfortunately he would not be attending the SALC AGM on Monday 7<sup>th</sup> November 2011.

### **Publicity Officer**

Cllr Fordham reported that the advertising for the Bonfire Event was in hand.

### **Innovation and Grant Aid**

Cllr Fordham tabled a paper regarding Community Energy & Grant Aid Schemes to which he gave details. He asked permission to hold an Energy Saving Day to canvas village support regarding this matter. The proposed date for this event was Wednesday 7<sup>th</sup> December 2011. Cllrs Roberts gave details of community oil buying schemes being carried out locally. District Cllr Marian Andrews gave details regarding the winner of the Village of the Year Competition Boyton and schemes that they are carrying out, and suggested the Parish Council should contact Boyton Parish Council for guidance and advice on this matter.

### **New Oasis**

Cllr Darton gave details of future articles and deadlines for the next edition. Cllr Dickerson volunteered his services to provide some photographs of the Bonfire Event for the next copy. Cllr Revell suggested that the community bulk oil buying scheme organised by Tony Cox should be advertised within the next issue.

**Planning Committee**

Further to the last meeting Cllr Hartley had tabled a draft reply to [REDACTED], Chief Executive, SCDC regarding the Carlton Meres Country Park Planning Application. There was a discussion whereby concerns were raised, and therefore, it was felt that supporting evidence and detail should be included within the reply. It was Agreed the Planning Committee would meet to amend and finalise the draft to circulate to all Councillors prior to this being sent.

*The Chairman asked permission to Suspend Standing Orders to continue the meeting. 12 in Favour, 1 Abstention.*

**9328. Any Other Matters Arising**

Cllr Fordham advised that he had received a request from a local resident regarding the ditch in Sandy Lane. Cllr Darton gave details of future action due to be taken regarding this matter. The Chairman suggested that the resident due to carry out improvement works was contacted to request a date when the work to install the bio-digester would be carried out. It was Agreed Cllrs Roberts and Fordham could compile a letter to be sent.

Cllr Dickerson asked if the Parish Council would be replying to the letter recently sent by SCDC regarding the possible divestment of open spaces and suggested that the Parish Council look to obtaining ownership of the Bridge St Car Park. It was Agreed the Clerk would send a letter to SCDC registering the Parish Council's interest regarding this matter. It was also Agreed this matter would be an agenda item at the next meeting.

Cllr Roberts reported that further to the recent e-mail regarding the Sizewell Parishes Liaison Group that he felt that the Parish Council should look to encourage and support the future of this group through [REDACTED] as Liaison Representative. **Agreed.**

The Chairman informed the Council that the Clerk is currently undertaking discussions with HMRC regarding the former Clerk [REDACTED] 2010/11 End of Year Return. He advised the former Clerk did not hand over any PAYE information to Jo Jones and therefore this matter was proving to be a difficult task to complete.

**9329. Correspondence**

The correspondence received since the last meeting had been tabled by the Clerk.

**9330. Date of Next Meeting**

The next meeting of Kelsale-cum-Carlton Parish Council will be held on Wednesday 30<sup>th</sup> November 2011 at 7:00pm in Kelsale Village Hall Committee Room.

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

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



**KELSALE-CUM-CARLTON PARISH COUNCIL**  
**MINUTES OF THE PARISH COUNCIL MEETING HELD ON WEDNESDAY 30TH**  
**NOVEMBER 2011 AT 7:00PM IN KELSALE VILLAGE HALL, COMMITTEE ROOM**

Present: Cllr Mike Summers (Chairman)  
Cllr Jeni Aird  
Cllr Nick Denny  
Cllr Edwina Galloway  
Cllr Paul Hartley  
Cllr Paul Parry  
Cllr Tim Roberts

Cllr Ivy Darton  
Cllr Geoff Fordham  
Cllr Pam Garratt  
Cllr Doug Ireland  
Cllr Alan Revell

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

**Welcome by the Chairman**

**9331. Public Forum**

A member of the public raised concerns regarding significant odour problems at the ditch in Sandy Lane, Carlton. He gave in-depth details of previous work carried out by SCC and SCDC and asked if the Parish Council could assist in trying to improve this situation. The Chairman thanked the member of the public for informing the Parish Council of these concerns. Cllr Roberts informed the member of the public that himself and Cllr Fordham had now drafted a letter to surrounding residents to encourage individual action. Cllr Hartley reported he had attended a meeting some time ago regarding this matter whereby it was felt a mains sewerage line would be the best way forward.

The Chairman formerly opened the meeting.

**9332. Reports**

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

County Councillor Rae Leighton had sent his apologies. A report had not been submitted.

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

District Councillor Marian Andrews reported that she had received a letter from a local resident regarding a proposal for a shared pedestrian/cycle path to be installed from Low Rd, Kelsale to Brook Farm Rd, Saxmundham to which she asked the Chairman to enlighten her regarding this matter. The Chairman advised this matter had been discussed at a recent Parish Council meeting and it was Agreed the Parish Council would support this proposal in principal, but to date no further correspondence had been received.

District Cllr Marian Andrews made enquiries regarding a recent planning application that had been submitted for the Carlton Meres Country Park and advised that she personally felt this application should be considered by the North Sub-Committee, and therefore asked if the Parish Council wished for her to pursue this request. Cllr Hartley stated that he felt until an overall review of the site had been carried out, no further development should be permitted. Cllr Andrews advised she could apply for a deferment for this application, to which the Chairman agreed this would be the best way forward to highlight the Parish Council's concerns to SCDC regarding this site. The Chairman thanked District Cllr Andrews for her assistance in this matter.

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

District Cllr Sir Peter Batho reported on Suffolk Coastal District Council's budget proposals and congratulated the Parish Council on their recent successful bonfire event. The Chairman thanked District Cllr Sir Peter Batho for his comments.

**(d) Police Report**

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

Please find detailed below the one crime for Kelsale in November 2011. During this time there have been no crimes recorded for Carlton:-

Driving Motor Vehicle with Excess Alcohol: During the hours of daylight a female activated a mobile ANPR(Automatic Number Plate Recognition) camera northbound on the A12 at Kelsale junction. The vehicle was followed and stopped at Beaumont Cottages and the female was found to be over the legal alcohol limit. **Action: Female charged.**

At this time the SNT Priorities remain as they were in October.

**As always you can contact Suffolk Constabulary via email: [saxfram.snt@suffolk.pnn.police.uk](mailto:saxfram.snt@suffolk.pnn.police.uk) or by calling 01473 613500 or 101**

**PCSO 3070 [REDACTED]**

**Saxmundham and Framlingham SNT**

**9333. Apologies**

Cllr Dickerson

**9334. Declarations of Interest**

There were none.

**9335. To Approve the draft minutes of the Parish Council meeting held on Wednesday 26<sup>th</sup> October 2011**

The draft minutes of the Parish Council meeting held on Wednesday 26<sup>th</sup> October 2011 had been previously circulated to all Council members and once an amendment had been carried out they were Proposed for **Approval** by Cllr Denny, Seconded by Cllr Aird and duly signed by the Chairman. **10 In Favour, 2 Abstentions.**

**9336. Parish Clerk's Report**

The Clerk confirmed she had now received a letter from the Environment Agency regarding the bed of the river Fromus. She advised they have confirmed that they plan to return to undertake a second channel clearance towards the end of November/beginning of December 2011 and reported that they had stated that normally they would have aimed to undertake this second clearance before the winter months, but due to delays in their program this has meant some works are taking place later than desired. The Clerk advised she had informed the member of the public who raised concerns at a recent Parish Council meeting regarding this matter.

The Clerk reported over the past few months she had been trying to contact the Quality of Life Officer at SCC and advised she had now been informed of the correct contact to whom she has e-mailed regarding the funds to be allocated to the Parish Council towards improving the entrance to the Recreation Ground.

She advised further to the last meeting she had now looked into the cost for the Parish Council to purchase three additional dog bins to which she gave details.

Finally, the Clerk confirmed that the grit bins had now been filled by Suffolk County Highways.

**9337. Matters Arising from the Clerk's Report**

Cllr Aird advised there was currently a post for a dog bin in Main Road, Kelsale, but the dog bin is missing, therefore, if further dog bins were to be purchased this bin could then be replaced. The Clerk gave details of the suggested locations for additional dog bins as discussed at the previous meeting.

### **9338. Matters Arising from the last Parish Council Meeting**

The Chairman advised a letter had now been compiled by the Planning Committee in response to [REDACTED], Chief Executive Officer's reply to the letter sent by the Parish Council as a result from the discussion held at the October Parish Council meeting. Concerns were raised by Cllr Ireland regarding a paragraph within the letter to which the Chairman stated he now felt very concerned this matter had already taken over two months to compile a response to the Chief Executive Officer and therefore he recommended subject to a few minor amendments the letter should be sent as a matter of urgency. Cllr Fordham asked the Planning Committee their thoughts on the reply to which Cllr Aird gave details of a Planning Committee meeting that was held to discuss the content of the letter. The Chairman reiterated that he felt the length of time in responding to the CEO's letter was unacceptable and Cllr Revell proposed that once the minor amendments had been carried out that the reply is now sent and copied to Therese Coffey, MP, Seconded by Cllr Parry. **8 In Favour, 3 Against, 1 Abstention.**

Cllr Ireland raised concerns regarding the correct procedure for voting not being carried out at the October 2011 Council. The Chairman apologised for this oversight and ensured Cllr Ireland that in future he would endeavour to carry out the correct voting procedure at all times.

Cllr Ireland stated that it was Agreed at the last meeting that the rabbit fencing on the Recreation Ground would be buried when installed, and reported that to date this had not been undertaken by the contractor. Cllr Revell advised the contractor had taken the decision not to bury the rabbit fencing as this would have proved to have been a very difficult task due to the existing roots along the fence line.

### **9339. Parish Council Matters**

#### **(a) Resolution to Agree for the Parish Council to submit an application for funds towards a new gazebo for Community Events**

Cllr Fordham gave details regarding funding options to purchase a new gazebo for Community Events. **Approval** for the Parish Council to submit an application for funding towards a new gazebo was Proposed by Cllr Fordham, Seconded by Cllr Revell. **All in Favour.** Cllr Revell provided a brochure containing details for gazebos.

#### **(b) Resolution to Consider and Agree to increase the Clerk's hours**

The Chairman advised the Clerk has been having to work more than her contracted hours on a regular basis and therefore suggested that her hours should be increased to twelve hours per week. **Approval** was proposed by Cllr Denny, Seconded by Cllr Garratt. **All in Favour.**

#### **(c) Diamond Jubilee Celebrations**

The Chairman asked the Parish Council for any ideas/comments. Cllr Garratt suggested that all village hall users could be asked to provide some form of entertainment at the event. Cllr Denny volunteered to organise a five-a-side football event. It was Agreed a Working Group would be formed to co-ordinate this event whereby Cllrs Aird, Garratt, Galloway, Denny and Revell volunteered their services. The Chairman recommended that any future ideas for the event should be e-mailed to Cllr Garratt. It was Agreed the village event would take place on Saturday 2<sup>nd</sup> June 2012. The Chairman thanked all Councillors that had volunteered their services to form the Working Group.

#### **(d) Low Road Car Park**

Cllr Ireland gave background details regarding the car park and advised from 1981 until at least 2003 the Parish Council had a licence agreement with SCDC for the car park. He stated that since 2003 this licence had not been renewed and reported that in 1983 the Parish Council had paid for the car park area to be enlarged after taking out the 1<sup>st</sup> licensing agreement. Cllr Ireland advised the car park is currently owned by SCDC Housing Dept. The Chairman enquired that further to a letter received from SCDC regarding the possible future divestment of open spaces if the view of the Council would be to take over this piece of land.

#### **(d) Low Road Car Park Cont...**

Cllr's Revell and Hartley gave some information regarding the land and previous negotiations for the Parish Council to purchase this land from SCDC. The Clerk advised that further to the last meeting she had written to SCDC to pursue the possible divestment of the car park. Cllr Ireland agreed to carry out some further investigations regarding the land to which the Chairman thanked him for his services. The Chairman stated that failing divestment of the car park he felt the Parish Council should liaise with SCDC regarding taking out a new licence in order to secure the future of the car park for the village.

#### **(e) SCDC Car Park Consultation**

The Chairman gave details of correspondence received from SCDC regarding a formal consultation that will be taking place to consider the proposed increase in car park charges. There was a discussion and it was Agreed the Clerk would respond to the consultation highlighting the following issues:-

- There should be one hour free parking spaces made available.
- Blue Badge Holders should not have to pay for parking.
- It was felt that car park charges should not be increased at this time although concerns were raised regarding the car park in Market Place, Saxmundham, and it was felt as the majority of spaces in this car park were used on a daily basis by local businesses and British Rail users the proposed charge of £2.00 per day was not sufficient.

#### **9340. Planning Matters**

(a) To consider Planning Applications received since the last meeting:

##### **Application No: C11/2515**

Location: Carlton Meres Country Park, Carlton Lane, Carlton. IP17 2QP

Proposal: Enclosure of existing outside swimming pool.

It was Agreed District Cllr Marian Andrews would ask for a deferment for the above planning application.

##### **Application No: C11/2365**

Location: 3 West View, Kelsale-cum-Carlton. IP17 2NR

Proposal: Erection of detached garage.

Kelsale-cum-Carlton Planning Committee recommended **Approval** for this application subject to fire risks being evaluated. No decision has been made by SCDC to date.

(b) To consider Planning Decisions confirmed since last meeting:

##### **Application No: C11/2020&2021 (Full & Listed)**

Location: Carlton Green Farmhouse, Rendham Rd, Carlton. IP17 2QN

Proposal: Erection of 9 photovoltaic solar panels to the south facing elevation of the existing curtilage listed house. The Planning Committee recommended **Approval** for this application. This application has been **Granted** by SCDC with 2 Conditions.

#### **9341. Financial Matters**

(a) Financial Statement since last meeting

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

2 <sup>nd</sup> Payment SCDC s.106 Sports Fund (Fencing)	£ 687.50
Recycling Credit	£ 43.27
Bonfire Event	£ 3,765.30

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

EON Energy (Street Lighting)	£ 49.58
------------------------------	---------

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

Current Account as at 31 <sup>st</sup> October 2011	<b>£24,782.07</b>
Business Reserve as at 31 <sup>st</sup> October 2011	<b>£ 8,940.77</b>

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

Jo Jones Salary & Expenses	£ 420.26
██████████ Wages (Litter Collector)	£ 75.00
Kelsale Village Hall (Hall Hire)	£ 30.00
Essex Pyrotechnics Ltd (Fireworks)	£1,112.16
██████████ (Burgers for Bonfire Event)	£ 110.00
Earl Soham Brewery Ltd (Ale & Cider Bonfire Event)	£ 280.48
PRS for Music (Music Permit)	£ 27.66
Cllr Summers (Bonfire Event & Printer Cartridge Expenses)	£ 291.36
██████████ (Website domain name & hosting costs)	£ 77.62
██████████ (Bonfire Event - Charcoal)	£ 42.12
White & Partners Ltd (Burgers - Bonfire Event)	£ 110.00
Cllr Hartley (Fencing for new multi-play area expenses)	£ 156.20
Gipping Press Ltd (Oasis)	£ 259.31
<b>TOTAL</b>	<b>£2,992.17</b>

The above payments were proposed for **Approval** for payment by Cllr Galloway, Seconded by Cllr Parry. **All in Favour.**

(c) To Approve the Draft 2012/13 Budget and to set the Precept

The Clerk/RFO gave details and explanations regarding the draft budget and recommended the Precept for 2012/13 should remain at £19,036.00. **Approval** to Agree the draft budget and to set the 2012/13 precept at £19,036.00 was Proposed by Cllr Roberts, Seconded by Cllr Denny. **All in Favour.** On behalf of the Parish Council the Chairman thanked Jo Jones Clerk/RFO for all her hard work carried out.

#### **9342. To Receive Reports on Portfolio Matters**

##### **Recreation Ground**

Cllr Revell reported he was still in the process of negotiating the siting of the 2<sup>nd</sup> five-a-side goal and advised he hoped to be able to provide a further update at the next meeting. On behalf of the Parish Council Cllr Revell thanked Cllr Hartley for erecting the fencing around the new multi-play area.

##### **Kelsale Welfare Trust**

Cllr Aird reported she had attended a recent meeting of the Kelsale Welfare Trust as a representative and was invited to become a Trustee to which she had Agreed to do so. Cllr Aird gave details of recent donations given.

##### **SALC**

Cllr Fordham gave details of Parish Council financial recommendations as sent by SALC.

##### **New Oasis**

Cllr Darton thanked Councillors for their articles for the recent issue. On behalf of the Parish Council the Chairman congratulated Cllr Darton on her latest issue of the New Oasis.

*The Chairman asked permission to Suspend Standing Orders to continue the meeting. 11 in Favour, 1 Against.*

##### **Environment, Heritage & Access**

Cllrs Fordham and Roberts gave details of a Community Energy meeting to be held on Thursday 15<sup>th</sup> December 2011 to which they urged all Councillors to attend, if possible.

Cllr Parry reported the results of the recent Tree Survey had now been received to which he gave details. Cllr Ireland raised concerns regarding the work needing to be carried out to an oak tree on the Recreation Ground due to the issue of bats possibly roosting within this tree. Cllr Parry ensured the Parish Council that he would look into this matter and liaise with Natural England.

**Environment, Heritage & Access Cont...**

Cllr Parry reported he was still continuing to monitor the progress of Footpath 17 to which at present had still not been opened up properly. Further to concerns raised by Cllr Hartley at the last meeting regarding the removal of a large lime tree close to Kelsale Primary School Cllr Parry confirmed this tree had been removed by Orbit Housing to which he gave details.

**Grit & Dog Bins**

Cllr Parry reported he had recently attended a Winter Gritting Workshop to which he gave details. He stated that after some consideration he felt the Parish Council should purchase two additional grit bins to be located by Kelsale Church at the top of Denny's Lane and by the railway bridge at Lowes Hill. **Approval** to purchase two additional Grit Bins was Proposed by Cllr Parry, Seconded by Cllr Aird. **11 In Favour, 1 Against.** The Clerk advised the additional Grit Bins may be able to be funded from County Cllr Rae Leighton's Locality Budget.

There was a brief discussion and it was Agreed Cllrs Fordham, Ireland, Summers, Revell and Roberts and also [REDACTED] (Church Close) would be responsible for spreading grit along with Cllr Parry as Co-ordinator. The Chairman asked the Clerk to inform Suffolk County Highways of the volunteers details.

**Village Hall Management Committee**

Cllr Garratt gave details of future events.

**Youth Club**

Cllr Denny advised that Youth Club was still going well.

**Webmaster**

Cllr Denny reported the new website was now up and running.

**Planning Committee**

Cllr Hartley requested that the Clerk should contact SCDC to follow up the renaming of Carlton Lane as Approved by the Parish Council. He also advised a weight restriction on this road was now becoming a necessity.

**Bonfire Event**

Cllr Summers reported on the recent successful bonfire event and thanked all Councillors who had volunteered on the day. He gave details of the income and expenditure and reported that the total takings on the night were £3,765.30 and that a surplus of £1,319.13 would be donated to local organisations to be agreed at the January 2012 Council meeting. Cllr Summers especially thanked Cllr Galloway for assisting him in co-ordinating the event. On behalf of the Parish Council Cllr Revell congratulated Cllr Summers (Chairman) on the success of the recent bonfire event.

**9343. Any Other Matters Arising**

Cllr Ireland reported he had now deposited the first batch of archive documents at the Suffolk Records Office. On behalf of the Parish Council the Chairman thanked Cllr Ireland for his time when carrying out this essential task.

**9344. Correspondence**

The correspondence received since the last meeting had been tabled by the Clerk. The Chairman read a letter from a local resident thanking the Parish Council for providing a grit bin within Church Close. The Chairman read a letter from a pupil from Kelsale Primary School asking the Parish Council for a donation to sponsor a stall at their forthcoming Christmas Fair. It was Proposed by Cllr Galloway that a donation of £50.00 should be given, Seconded by Cllr Revell. **All in Favour.** The Chairman asked the Clerk to reply to the pupil to inform him of this decision.

**9345. Date of Next Meeting**

The next meeting of Kelsale-cum-Carlton Parish Council will be held on Wednesday 14<sup>th</sup> December 2011 at 7:00pm in Kelsale Village Hall Committee Room.

**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 14TH**  
**DECEMBER 2011 AT 7:00PM IN KELSALE VILLAGE HALL, COMMITTEE ROOM**

Present: Cllr Mike Summers (Chairman)  
Cllr Jeni Aird  
Cllr Geoff Fordham  
Cllr Pam Garratt  
Cllr Doug Ireland  
Cllr Alan Revell  
Cllr Ivy Darton  
Cllr Edwina Galloway  
Cllr Paul Hartley  
Cllr Paul Parry  
Cllr Tim Roberts

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

**Welcome by the Chairman**

**9350. Public Forum**

There were no members of the public present.

**The Chairman formally opened the meeting.**

**9351. Reports**

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

County Councillor Rae Leighton reported on Suffolk County Council's budget proposals. He gave details regarding the future options for Suffolk's libraries and reported that Saxmundham library would remain open but would be managed under different terms. County Cllr Rae Leighton advised that going forward the management of Roads and Highways would be dealt with from the Highways Dept at the Saxmundham office to which he gave details of necessary contacts. The Chairman thanked County Cllr Rae Leighton for his report. Cllr Ireland made enquiries regarding the Mobile Library Service within Kelsale-cum-Carlton to which County Cllr Leighton advised this service would remain unchanged, at present.

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

District Councillor Marian Andrews reported she was due to attend a special meeting of the full Council to discuss and finalise the Local Development Framework Core Strategy before this is submitted to the inspector to which she gave details. The Chairman thanked District Cllr Andrews for her report. District Cllr Marian Andrews asked the Chairman if the Parish Council had agreed how they would respond to the recent planning application received for Carlton Meres County Park. As District Cllr Marian Andrews was unable to stay for the entire meeting the Chairman Agreed to move item 9359. (a) to the start of the meeting in order for Cllr Andrews to give advice.

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

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

**(d) Police Report**

PCSO [REDACTED] was not present. The following report was submitted after the meeting:-

Please find detailed below two crimes for Kelsale in December 2011. During this time there have been no crimes recorded for Carlton:-

Theft - Other: During hours of daylight at Hill Farm, a Ford Transit Tipper reversed up to a derelict outbuilding in order to load some scrap metal without permission being given by owner **Action: 1 male cautioned (under 18yrs of age) and 1 male charged.**

Possession Class 'B' Drugs - Cannabis: During hours of daylight offender was stopped and found to be in possession of a small amount of a herbal material - cannabis - in a tin in her bag. **Action: A Street Warning issued by officer.**

At this time the SNT Priorities remain as they were in November 2011.

As always you can contact Suffolk Constabulary via email: [saxfram.snt@suffolk.pnn.police.uk](mailto:saxfram.snt@suffolk.pnn.police.uk) or by calling 01473 613500 or 101

PCSO 3070 [REDACTED]

Saxmundham and Framlingham SNT

**9352. Apologies**

Cllr Denny

**9353. Declarations of Interest**

Cllr Revell declared a Personal Interest in item 9360. (b) (Payment to [REDACTED]).

As previously advised the Chairman moved item 9359. (a) in order for this matter to be discussed.

(a) To consider Planning Applications received since the last meeting:

**Application No: C11/2515**

Location: Carlton Meres Country Park, Carlton Lane, Carlton. IP17 2QP

Proposal: Enclosure of existing outside swimming pool.

Cllr Hartley gave details regarding the application received to which a discussion was held. The Clerk reported that she had recently spoken to Chris Harden at SCDC who had informed her that he had now visited the site with an Enforcement Officer. It was Agreed the Parish Council would **Object** to the above Planning Application. Proposed by Cllr Aird, Seconded by Cllr Garratt, **11 in Favour, 0 Against, 1 Abstention.**

**9354. To Consider and Approve the draft minutes of the Parish Council meeting held on Wednesday 30th November 2011 and the draft minutes of the In-Camera meeting that followed this meeting**

The draft minutes of the Parish Council meeting held on Wednesday 30<sup>th</sup> November 2011 had been previously circulated to all Council members and were Proposed for **Approval** by Cllr Roberts, Seconded by Cllr Parry and duly signed by the Chairman. **All In Favour.**

The draft minutes of the In-Camera meeting held on Wednesday 30<sup>th</sup> November 2011 had been previously circulated to all Council members and were Proposed for **Approval** by Cllr Aird, Seconded by Cllr Galloway and duly signed by the Chairman. **11 In Favour, 0 Against, 1 Abstention.**

**9355. Parish Clerk's Report**

The Clerk reported she had now ordered the two additional grit bins and advised that they were due to be delivered this week. She advised she would now contact Suffolk County Highways in order for them to produce the licence for these to be sited.

Further to Cllr Hartley's enquiry at the last meeting regarding the renaming of Rendham Rd, Carlton, the Clerk reported that she had now spoken to [REDACTED] at SCDC who had informed her that this exercise had been carried out throughout the whole of the District, and therefore it would take some time to implement the necessary changes requested, but did assure her that this matter would be looked into in the New Year.

Further to liaison with Councillors regarding the Bridge St Car Park the Clerk confirmed she had spoken to [REDACTED] at SCDC regarding the village envelope boundary proposals that were submitted in October 2010. She confirmed that this was the initial first proposal stage to gather the comments from Parish and Town Councils and that the next stage would be a formal consultation which would be carried out next year.



**9356. Matters Arising from the Clerk's Report**

Cllr Dickerson made enquiries regarding the consultation stages of the proposed village envelope boundary proposals to which the Clerk gave details.

**9357. Matters Arising from the last Parish Council Meeting**

The Chairman thanked Cllr Hartley on behalf of the Parish Council for erecting the Christmas Tree outside the Village Hall, Committee Room. Cllr Dickerson advised that in previous years a short ceremony had been held to switch on the Christmas Lights. The Chairman informed Cllr Dickerson that he was not aware of this ceremony but assured him he would look into this matter for future years.

**9358. Parish Council Matters**

(a) To Agree 2012 Parish Council meeting dates

Once the relevant amendments had been carried out the proposed dates were **Approved Unanimously** by the Council.

(b) **Diamond Jubilee Celebrations**

Cllr Garratt advised two members from the Village Hall Management Committee had volunteered to join the working party. She reported the next meeting would be held in January 2012 to which she had already received some ideas via e-mail, and advised that she would report further on this matter at the next meeting.

(c) **Consultation process for the proposed Sizewell C**

The Chairman gave details of a meeting attended by himself and the Clerk with [REDACTED] from EDF Energy and [REDACTED] who is the Sizewell Project Manager at SCDC. He advised the meeting was for them both to formally introduce themselves, and to provide some information regarding the consultation process for Sizewell C to which he gave details.

**9359. Planning Matters**

(a) To consider Planning Applications received since the last meeting:

**Application No: C11/2515**

Location: Carlton Meres Country Park, Carlton Lane, Carlton. IP17 2QP

Proposal: Enclosure of existing outside swimming pool.

As previously discussed it was Agreed the Parish Council would **OBJECT** to this application.

(b) To consider Planning Decisions confirmed since the last meeting:

**Application No: C11/2365**

Location: 3 West View, Kelsale-cum-Carlton. IP17 2NR

Proposal: Erection of detached garage

Kelsale-cum-Carlton Planning Committee recommended **Approval** for this application subject to fire risks being evaluated. This application has been **Granted** by SCDC with 2 Conditions.

**9360. Financial Matters**

(a) Financial Statement since last meeting

**Income/Receipts**

Olympic Torch Route Funding from SCDC £ 400.00

Window Box Advertisement (New Oasis) £ 16.00

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

EON Energy (Street Lighting) £ 49.58

**Bank Balances:**

Current Account as at 30<sup>th</sup> November 2011 **£24,291.81**

Business Reserve as at 30<sup>th</sup> November 2011 **£ 2,019.45**

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

Jo Jones Salary & Expenses	£	454.60
██████████ Wages (Litter Collector)	£	60.00
HMRC PAYE for Oct, Nov, Dec 2011 (Jo Jones)	£	231.20
██████████ (Rabbit Fencing – Recreation Ground)	£	225.00
Leiston Press (Community Energy Meeting Posters/Fliers)	£	98.00
<b>TOTAL</b>	<b>£</b>	<b>1,068.80</b>

The above payments were proposed for **Approval** for payment by Cllr Dickerson, Seconded by Cllr Galloway. **10 In Favour, 1 Against, 1 Abstention.**

### **9361. To Receive Reports on Portfolio Matters**

#### **Environment, Heritage & Access**

Cllr Roberts reminded all Councillors that the Community Energy Meeting was due to be held on Thursday 15<sup>th</sup> December 2011.

Cllr Parry reported that works to Footpath 17 had now been carried out and the new route was now formally a designated footpath. He gave details of some cables at Curlew Green that were being interfered with, and also advised that one of the Footpaths on Main Rd needed some attention, to which he confirmed he had been in touch with SCC regarding both the above mentioned matters.

Cllr Parry reported that he had now contacted Reades regarding the Lych Gate and advised that they had provided him with a guideline estimate of around £15K for the required works to be carried out. Cllr Parry advised that he was waiting for the quotes for the required works to be carried out as a result of the recent tree survey and confirmed that further to discussions at the last meeting regarding the Oak Tree on the Recreation Ground he had now been in contact with Natural England as concerns had been raised regarding possible bats roosting within the tree. He reported that Natural England had advised that the PC should contact Suffolk Wildlife Trust in order for a specialist bat expert to inspect the tree. There was an in-depth discussion to which the Chairman gave details of a letter received from Cllr Ireland relating to this matter. Cllr Ireland gave advice and it was Agreed that Parish Council representatives would fence off the tree six foot inside the football pitch and put warning notices up to make members of the public aware. It was also Agreed as per Cllr Ireland's advice that a qualified tree expert should be appointed to inspect the structure of the tree. Cllr Parry agreed to co-ordinate the fencing as a matter of urgency.

#### **Kelsale Primary School**

Cllr Galloway advised that Kelsale Primary School had thanked the Parish Council for the recent donation given and confirmed this would be going towards heating the swimming pool.

#### **Village Hall Management Committee**

Cllr Garratt gave details of the recent successful event 'A Keepers Daughter'. She reported that the next phase on the repairs project would be the external painting of the Village Hall which she advised would be carried out in Spring 2012. Cllr Garratt advised the Committee was currently carrying out research regarding Disabled Toilet Facilities.

#### **Innovation/Grant Aid**

Cllr Fordham advised that County Cllr Rae Leighton had agreed to provide funding for a new gazebo and the additional dog bins from his Locality Budget. He gave details of grants available from the Low Energy Assessment Fund for up to £130K to which he advised the Parish Council would be eligible to apply for. Cllr Fordham gave in-depth details regarding the terms of funding and bidding deadlines and asked if the Parish Council had any objections to him applying. The Chairman confirmed that he had no objections to Cllr Fordham initial proposals. Cllrs Roberts, Dickerson and Parry volunteered to assist Cllr Fordham in producing an application to submit for this funding.

### **2012 Olympic Torch Route**

Cllr Aird gave details of a brief meeting held with [REDACTED] (Headteacher) Kelsale Primary School regarding this matter.

### **Recreation Ground**

Cllr Revell asked the Clerk to continue chasing SCC regarding the Quality of Life funding to improve the entrance to the Recreation Ground.

Cllr Revell asked for permission for [REDACTED] to carry out some extra work on the Recreation Ground along the fence line on the Main Rd as there is a large amount of brambles now overgrown in this area. The Chairman requested Cllr Revell should provide a detailed proposal for consideration as an Agenda item at the next Parish Council meeting.

Cllr Ireland gave informative advice regarding this matter.

Cllr Revell reported he was still in the process of negotiating the siting of the 2<sup>nd</sup> five-a-side goal and advised that he hoped to confirm these details at the next meeting.

Cllr Ireland confirmed that the grass cutting had been carried out according to the schedule as produced by SCC.

The Chairman asked the Clerk to chase Jacob & Sons to provide a key for the five-a-side goal sited at Carlton Rd.

### **9362. Any Other Matters Arising**

Cllr Galloway advised the Chairman that the Terms of Reference for the Recreation Ground Portfolio needed some slight amendments.

Cllr Hartley raised concerns regarding double poles in Rosemary Lane. The Chairman advised this matter would be looked into.

Cllr Hartley also raised concerns regarding caravans that were being parked in a field just past Mill Farm and the Carlton Crossing on the A12. The Clerk advised she would look into this matter.

The Chairman advised he had now obtained 100% agreement from all residents at Carlton Park to apply to change the name to Carlton Hall to which he gave details.

Cllr Roberts asked the Clerk if she had sent the letters to residents regarding the ditch in Sandy Lane, to which the Clerk confirmed she had now been given details of whom to send these to, and advised these would be going out in the near future.

Cllr Dickerson gave details of previous studies carried out within Kelsale regarding conservation buildings. He recommended that the Parish Council should look into this matter in further detail and advised that he had a copy of the study in order for this to be circulated. The Chairman requested that this matter should be an agenda item at the next meeting

Cllr Ireland made enquiries to the Chairman regarding a list of Parish Council priorities to be achieved. The Chairman informed Cllr Ireland that himself and the Clerk would be producing a new priority list to be distributed for suggestions in January 2012. Cllr Ireland highlighted the matter of traffic on Low Rd which was on a previous list and gave details of correspondence received several years ago giving recommendations to improve this issue. The Chairman advised this matter would be a priority on the new list.

**9363. Correspondence**

The correspondence received since the last meeting had been tabled by the Clerk. The Chairman read a letter from a local resident concerning a property that is currently being converted to which he gave details. The Chairman asked the Clerk to telephone SCDC Planning Dept regarding this matter.

**9364. Date of Next Meeting**

The next meeting of Kelsale-cum-Carlton Parish Council will be held on Wednesday 25<sup>th</sup> January 2012 at 7:00pm in Kelsale Village Hall Committee Room.

**There being no further discussion the Chairman thanked the Parish Council all for their hard work carried out during 2011 and wished them a Happy Christmas and New Year and formally closed the meeting at 8:30pm**

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