

Kelsale-cum-Carlton Parish Council

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MINUTES OF THE PARISH COUNCIL MEETING HELD ON WEDNESDAY 28TH JANUARY 2015 IN KELSALE VILLAGE HALL, COMMITTEE ROOM AT 7:00PM

Present:	Cllr Keith Dickerson (Chairman)	Cllr Alan Revell (Vice Chairman)
	Cllr Jeni Aird	Cllr Nick Denny
	Cllr Geoff Fordham	Cllr Edwina Galloway
	Cllr Pam Garratt	Cllr Paul Hartley
	Cllr Doug Ireland	Cllr Susan Major
	Cllr Paul Parry	Cllr Carolyn Taylor
	Cllr Tim Roberts	

In attendance: Joanne Jones, Parish Clerk. Suffolk County Cllr Michael Gower and District Cllr Batho. There were 4 members of the public present.

Welcome by the Chairman

9968. Public Forum

The Chairman welcomed [REDACTED] to the meeting. [REDACTED] gave details regarding the proposed 3 Communities Cycle Link. He confirmed 3 work parties had been formed and displayed the final draft plans for the route. He reported full support had been received from the local Primary Schools and stated the group also required support from the communities in order to reinforce the project and to carry weight when applying for funding to which he gave details. He gave details regarding figures received from SCC and confirmed the proposed cost of the project was just over £400,000.00 to which funding will be sought. Finally [REDACTED] asked for a vote of support and a donation of £150.00 towards the scheme. The Chairman thanked [REDACTED] for this information and asked what the £150.00 would be spent on. [REDACTED] reported to date £2000.00 had been raised towards the project and £500.00 had been spent on the production of the draft plan. He confirmed the £150.00 would be put towards fundraising for the project. On behalf of the Parish Council the Chairman thanked [REDACTED] for all his hard work carried out and confirmed his funding request would be considered under agenda item 9978.

9969. Reports

(a) Report by County Cllr Michael Gower

County Cllr Gower reported on SCC's budget and provided details on the savings needing to be made. He confirmed a report had just been published regarding Sizewell C and its surrounding roads and reported this was pushing for the 4 village bypass to which he gave details. Cllr Hartley raised concerns regarding the potential building of the Sizewell C campus and the effect this would have on the roads. The Chairman thanked County Cllr Gower for his report.

(b) Report by District Councillor Sir Peter Batho

District Cllr Batho confirmed SCDC's budget was now being finalised. He also reported a local resident was keen to put up small starter units for businesses on the Tenza Site which he felt would create more jobs. The Chairman thanked District Cllr Batho for his report.

(c) Report by District Councillor Marian Andrews

District Cllr Andrews had sent her apologies as she was attending an ESTA meeting on behalf of SCDC.

(d) Police Report

The Clerk read the following report:-

Please find detailed below the 1 crime recorded for Carlton during December 2014. There were no crimes recorded for Kelsale during this time:-

Carlton

Theft – Other: Approximately 12 empty wooden pallets stolen from outside a warehouse on Industrial Estate.

PCSO 3070 [REDACTED], Saxmundham and Framlingham SNT, 01473 613500 or 101
Saxfram.snt@suffolk.pnn.police.uk

The Chairman formally opened the meeting at 7:31pm

9970. Apologies

There were none.

9971. Declarations of Interest

There were none.

a) To consider any dispensations

None received.

9972. To consider the Approval of the draft minutes of the Parish Council meeting held on Wednesday 17th December 2014

The draft minutes of the Parish Council meeting held on Wednesday 17th December 2014 had been circulated to all Councillors prior to the meeting and subject to a minor amendment were Proposed for **Approval** by Cllr Roberts, Seconded by Cllr Taylor. **10 in Favour, 3 Abstentions.**

9973. Parish Clerk's Report

Further to the article sent in the LCPAS Newsletter regarding precept referendums the Chairman has asked that I respond to **Kris Hopkins** stating the Parish Council would be against mandatory referenda in principle as this would add to the Council's costs, and therefore these should not be extended to Parish Councils.

I would like to ask permission to attend an Election Briefing Training Course on Tuesday 17th March 2015. The cost of this course is £20.00 which can be split between the four Councils in which I am employed.

Further to receiving the Local Plan Issues and Options Consultation it has been agreed an Open Public Meeting will be held on Tuesday 17th February 2015 at 7:00pm in Kelsale Village Hall. I have prepared a flyer for distribution in order to advertise this meeting.

9974. Matters arising from the Parish Clerk's Report

There were **No Objections** for the Clerk to attend the Election Briefing on 17th March 2105. It was agreed a flyer should be circulated to all households in order to advertise the Open Public Meeting to be held on Tuesday 17th February 2015. It was agreed the Clerk should respond to [REDACTED] in respect to the correspondence received regarding precept referendums.

9975. Matters Arising from the Parish Council meeting held on Wednesday 17th December 2014

Cllr Galloway had circulated a report to all Councillors regarding proposals for a defibrillator to be sited within the village. Following a brief discussion **Approval** for the Parish Council to accept the Co-op's offer of a defibrillator was Proposed by Cllr Galloway, Seconded by Cllr Dickerson. **All in Favour.** It was agreed the siting of the defibrillator would be agreed once further investigations into the suggested locations had been carried out.

The Clerk confirmed the date of the Annual Parish Meeting would need to be changed as this meeting had to be held between 1st March and 1st June 2015. It was agreed the APM would be held on Thursday 30th April 2015 at 7:00pm.

Cllr Galloway confirmed she had now liaised with the local resident who had shown an interest in hosting an event on the Recreation Ground in 2016.

(a) To consider matters relating to Kelsale Village Hall

Further to the December 2014 Parish Council meeting whereby the Clerk provided details regarding matters relating to the deeds of Kelsale Village Hall she advised she had now received a response from former Clerk [REDACTED] to which she gave details and confirmed that he was not in possession of these deeds. It was agreed the next course of action would be for the Clerk to contact the Charities Commission in respect of this matter.

(b) To consider matters relating to Kelsale Village Hall Management Committee

Cllr Major had circulated a report to all Councillors which she had compiled with the help of the former Chairman [REDACTED]. She provided details regarding the formation of this report and confirmed the KVHMC were very unhappy with the content of this report and therefore she asked for this report to be withdrawn from discussion. Cllr Major also confirmed she had now resigned as a member of the VHMC and offered a vote of thanks to [REDACTED] and to the members of KVHMC for all their hard work carried out. She stated although she was no longer a Trustee for the VHMC that she would still be willing to remain as the Parish Council representative for this Committee. The Chairman *closed the meeting* to allow [REDACTED] to comment. Mike Garratt thanked [REDACTED] and Susan Major for their time spent on the VHMC. He reported it was felt that some items stated within the report were not entirely true to which he gave details and confirmed there were more hall users now than in the last 8 years. He confirmed there had recently been new Trustees appointed and gave details regarding future works needing carrying out to the Village Hall. He reported the Committee were not in a crises but would welcome more individuals to join the Committee. The Chairman thanked [REDACTED] for his report. Cllr Galloway confirmed [REDACTED] did circulate copies of the quote for the windows to the VHMC. [REDACTED] thanked [REDACTED] for continuing to carry out some duties for the VHMC. The Chairman *reconvened the meeting*.

(c) Annual Parish Meeting – To consider Guest Speaker

Cllr Galloway gave details regarding the Pro Corda Trust in Leiston. In the absence of any other suggestions it was agreed the Clerk would invite a representative from the Pro Corda Trust to speak at the APM.

(d) To clarify matters relating to Kelsale Recreation Ground and Secure Storage Shed (Key Holders)

Billie Box (4 keys) – It was agreed Cllrs Garratt, Denny, Hartley and Revell would be key holders. Cllr Garratt reported as the original key to the Billie Box had proved very difficult to have cut she had previously brought a new lock with 6 keys and suggested the current lock should be replaced with this one. There were **No Objections** to this request.

Recreation Ground Gate (3 keys) – Agreed key holders would be Cllrs Hartley, Denny & Revell.

(e) Supply of Broadband in Kelsale Village Hall – To receive an update from Cllr Revell

Cllr Revell confirmed he had now found a company who would be willing to install Broadband in the Village Hall. He offered a vote of thanks to Cllr Galloway for all her hard work and assistance in respect of this matter. Cllr Revell reported [REDACTED] who had attended the recent meeting held regarding the installation of broadband had confirmed the BThub 5 had enough firewalls and parameters in order to restrict any malicious surfing of the internet. Cllr Revell gave details of costings and confirmed the cost to install broadband via a BT connection would be £110 + VAT. He reported the monthly cost of superfast broadband including line rental would be £41 + VAT for a 24 month contract with a 35mbps download speed and 50gb data. Cllr Revell suggested these costs could possibly be shared with KVHMC and the Social Club. The Chairman thanked Cllr Revell for all his hard work. Cllr Major reported KVHMC had raised concerns regarding these costs and also as to how much the facility would be used. Cllr Aird stated she had asked if there would be any interest on the two mornings when the Committee Room is open and there had been no interest expressed. Some concerns were also raised that the connection may not reach the main hall to which it was suggested a WiFi booster could be purchased. There was a brief discussion and the Chairman *closed the meeting* to allow a member of the public to comment. [REDACTED] stated there was already a telephone line within the Committee Room which could be updated.

Supply of Broadband in Kelsale Village Hall – To receive an update from Cllr Revell cont...

She also advised she felt the installation of broadband within the Village Hall was a very good idea but he felt KVHMC should not be asked to pay towards this service. Cllr Revell stated he felt this scheme could increase the Village Hall bookings and therefore they should be asked to contribute towards these costs. The Chairman **reconvened the meeting**. Cllr Galloway suggested the Parish Council could pay for the installation costs from the funds raised at Dog Show/Fete. Cllr Ireland suggested the Parish Council could also speak to Wenhaston Village Hall Management Committee as they have a very successful broadband scheme running there. **Approval** for installation of broadband in the Village Hall subject to KVHMC's acceptance was Proposed by Cllr Dickerson, Seconded by Cllr Fordham, **12 in Favour, 1 Abstention**. It was also agreed the Parish Council would fund the installation from the Dog Show/Fete funds and then the monthly subscription should be split three ways between the Parish Council, KVHMC and Kelsale Social Club if they agreed to this.

9977. Planning Matters

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

9978. Financial Matters

(a) Income/Receipts

Wood Sales	£	80.00
Repayment of remaining LEAF funds to Parish Council (VAT)	£	765.09
New Oasis Advertisements	£	32.00

Expenditure: (Direct Debits/Standing Orders)

EON Energy (Street Lighting)	£	49.91
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Bank Balances:

Current Account as at 31 st December 2014	£16,550.45
Business Saver Account as at 31 st December 2014	£12,037.38

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

Jo Jones Salary & Expenses	£	565.63
██████████ Wages (Litter Collector)	£	75.00
HMRC (Jo Jones)	£	59.80
Cllr Geoff Fordham (Bonfire Event Expenditure)	£	81.66
██████████ (Removal of Xmas Tree)	£	40.00
TOTAL	£	822.09

Approval for the above payments was Proposed by Cllr Denny, Seconded by Cllr Revell. **10 in Favour, 3 Abstentions**

(c) To consider the Grass Cutting quotations received for Kelsale Recreation Ground

The Clerk gave details of the quotes received and it was **Approved** the Parish Council would engage the services of Suffolk Coastal Norse at the cost of £672.00 + VAT. **Approval** was Proposed by Cllr Dickerson, Seconded by Cllr Aird. **All in Favour**. Cllr Ireland stated he felt EFMS may have a key to the Recreation Ground which would need to be returned. It was agreed the Clerk would write to SCN and EFMS. It was also **Unanimously Agreed** that Cllr Ireland would continue to cut the grass within the Low Rd Car Park.

The Chairman asked further to Chris Burslem's request for **Approval** for the Parish Council to contribute £150.00 towards the 3 Communities Cycle Scheme. Following a brief discussion it was agreed £150.00 should be paid towards this scheme. **Approval** was Proposed by Cllr Fordham, Seconded by Cllr Ireland. **12 in Favour, 1 Abstention**.

9979. To Receive Reports from Portfolio Holders and Liaison Representatives

Village Hall Management Committee

Cllr Major reported the recent entertainment evening had been very well attended. She confirmed a Film Night was due to be held on Friday 13th February 2015 and a Jumble Sale would be held on 21st March 2015.

New Oasis

Cllr Fordham reported the deadline for articles for the next issue was 14th February 2015. He also confirmed he would be standing down as Editor from May 2015.

Kelsale Primary School

Cllr Taylor asked the Parish Council for their support for a lollipop lady/man to assist with the traffic outside the Primary School to which she provided details. She confirmed she had arranged for a survey to be carried out and had even stated to SCC that she would be prepared to pay the wages of a lollipop man/women if they were able to train them. Cllr Taylor asked for letter of support from the Parish Council in order to support her application for a lollipop lady/man. It was agreed the Clerk would write a letter of support on behalf of the Parish Council. Finally, Cllr Taylor reported the building works taking place at the school had been held up due to a blocked sewerage pipe at Southview. Cllr Hartley confirmed the Parish Council had raised concerns regarding sewerage to SCDC and had been against any further building at Southview.

Youth Club

Cllr Denny reported Youth Club held not been held since Xmas 2014. He advised he would look into the reasons behind this and update the Council at the February Parish Council meeting.

Recreation Ground

The Clerk confirmed she had attended a site meeting with Cllr Revell and Cllr Aird in order to agree the positioning for the proposed Netball post. She confirmed now this had been agreed she was going to apply for funding from District Cllr Batho's Community Enabling Budget towards this project.

Village Enhancement Group

The Chairman confirmed a further meeting had been held on 26th January 2015 and reported three stages of work were being proposed to which he gave details. He advised the first stage of work would be for the trees within Low Rd Car Park to be cut back and some of the smaller trees and scrub removed. **Approval** for this work to be carried out and for funds up to £300.00 to be spent was Proposed by Cllr Dickerson, Seconded by Cllr Roberts. **11 in favour, 2 against.**

The Chairman confirmed the second stage of work would be to replace the fencing to which Cllr Revell confirmed the cost for this would be around £1400.00. It was suggested the Parish Council could apply to County Cllr Gower and District Cllr Batho for some funding towards these costs.

Approval for the second stage of work, subject to funding being received was proposed by Cllr Dickerson, Seconded by Cllr Fordham. It was agreed if funding was not available then this matter would be an agenda item at the February Parish Council meeting.

Finally, the Chairman confirmed the final stage of work to be completed in the new financial year would be to resurface the car park. Cllr Revell gave details regarding the quotation for this work and confirmed the cost of this work would be around £16,000.00. Cllr Ireland confirmed sometime in the near future part of the car park would need to be dug up due to sewerage pipe works needing to be carried out.

9980. Correspondence

(a) To consider correspondence received from Sandlings Safer Cycling Campaign

A copy of this correspondence had been circulated to all Councillors. It was agreed the Clerk would ask [REDACTED] if he attended these meetings and report back to the Parish Council.

Correspondence cont...

(b) To consider correspondence received from Kelsale Carpet Bowls Club

A copy of this correspondence had been circulated to all Councillors. It was agreed this matter would be considered as an agenda item at the February Parish Council meeting.

(c) To consider correspondence received from SALC regarding the Ipswich to Peterborough Passenger Service

A copy of this e-mail had been circulated to all Councillors. It was agreed the Clerk would respond to SALC in order to state the Parish Council objections to this service terminating at Ely.

9981. Any Other Matters Arising

It was agreed the donations to be considered from the funds raised at the 2014 Bonfire Event would be an agenda item at the February Parish Council meeting.

Cllr Denny made enquires as to when the new street light at Low Rd would be lit. Cllr Galloway confirmed she was still waiting for confirmation from UKPN.

Cllr Ireland reminded the Clerk around six months ago it had been agreed that some hard signs reminding Parishioners that “No Dogs are Allowed” on the Recreation would be purchased. The Clerk confirmed she would look into purchasing these signs.

Cllr Ireland raised concerns that the hedge on the Main Rd alongside the Recreation Ground had been cut but the footpath had still not been cleared by SCC, as promised. It was agreed the Clerk would chase [REDACTED] and also remind him again that the road signs at Butchers Rd and Carlton Rd were still broken.

Cllr Ireland asked when the trees in the Low Rd car park would be topped. Cllr Parry agreed to chase SCDC regarding this matter.

Cllr Revell reported he had received confirmation of Approval from the landowner for the new bench to be sited outside the Industrial Park.

9982. Date of next Meeting

The next meeting of Kelsale-cum-Carlton Parish Council will be held on Wednesday 25th February 2015 at 7:00pm in Kelsale Village Hall, Committee Room.

There being no further discussion the Chairman thanked the Parish Council for their attendance and formally closed the meeting at 9:31pm

Signed: Chairman Date:

Planning Appendix (28th January 2015)

Planning Applications received since the last meeting:-

Planning Ref: DC/14/4238/LBC & DC/14/4237/FUL

Location: The Hedgehogs, Main Rd, Kelsale-cum-Carlton

Proposal: Change of use of dwelling with commercial premises (restaurant and kitchen) to sole residential use

This application is currently being circulated amongst the Planning Group

Planning decisions confirmed since last meeting:-

Planning Ref: SCC C14

Location: Kelsale Primary School, Carlton Rd, Kelsale-cum-Carlton

Proposal: Construction of new single storey classroom and main entrance area and associated landscape works. The Planning Group had **No Objections** to this

Planning Application but some points were raised regarding the shed, gate and also the extractor unit above the kitchen. No decision has been made by SCC, to date.

Planning Application: DC/14/1497/FUL

Location: Land East of Warren Avenue, Church Hill, Saxmundham

Proposal: Demolition of redundant farm buildings and construction of 170 dwellings (including 56 affordable units) with associated car parking, open space, landscaping, new vehicular access and pedestrian links. The Planning Group **Objected** to this application. No decision has been made by SCDC, to date.

Planning Application: DC/14/1728/CLE

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

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

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

Kelsale-cum-Carlton Parish Council

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MINUTES OF THE PARISH COUNCIL MEETING HELD ON WEDNESDAY
25TH FEBRUARY 2015 IN KELSALE VILLAGE HALL, COMMITTEE ROOM AT 7:00PM

Present: Cllr Alan Revell (Vice Chairman)
Cllr Jeni Aird
Cllr Geoff Fordham
Cllr Pam Garratt
Cllr Paul Parry
Cllr Tim Roberts
Cllr Nick Denny
Cllr Edwina Galloway
Cllr Paul Hartley
Cllr Carolyn Taylor

In attendance: Joanne Jones, Parish Clerk. Suffolk County Cllr Michael Gower and District Cllrs Andrews and Batho. There was 1 member of the public present.

Welcome by the Vice Chairman

9983. Public Forum

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

9984. Reports

(a) Report by County Cllr Michael Gower

County Cllr Gower reported on SCC's budget and confirmed there would not be any increase in the Council Tax. The Vice Chairman thanked County Cllr Gower for his report.

(b) Report by District Councillor Sir Peter Batho

District Cllr Batho offered congratulations to Cllr Keith Dickerson on conducting the very well run Open Pubic Meeting regarding the Local Plan Issues and Options Consultation. The Vice Chairman thanked District Cllr Batho for his report.

(c) Report by District Councillor Marian Andrews

District Cllr Andrews reported the Hopkins Homes planning application for Church Hill, Saxmundham was due to be discussed at the SCDC North Sub-Committee meeting on Wednesday 4th March 2015 to which she gave details. She confirmed she had recently attended an ESTA meeting whereby they had discussed the proposed new railway franchise which will replace the Abellio Greater Anglia franchise due to expire in 2016 to which she gave details. The Vice Chairman thanked District Cllr Andrews for her report

(d) Police Report

PCSO [REDACTED] read the following report:-

Please find detailed below the 3 crimes recorded for Carlton during January 2015 and the 1 crime record for Kelsale during this time:-

Kelsale

Possession of Offensive Weapon w/out Authority (U): At the Kelsale/A12 junction following a road rage incident male threatened driver of other vehicle with a metal bar. **Enquires Ongoing.**

Carlton

Theft – Other x3 (Ux3): Theft of 500ltrs of heating oil from insecure tank at a Carlton Road address. **Enquiries ongoing.**

Possession Class 'B' Drug – Cannabis x 2: Three males in parked vehicle on industrial estate found in possession of cannabis. **Enquires Ongoing.**

Male found in possession of drugs paraphernalia whilst in parked vehicle on industrial estate. Linked to above crime. **Enquires Ongoing.**

Police Report Cont.....

The next SNT Priority Setting and Tasking Meeting will be held on Wednesday 8th April 2015 in Market Hall, Saxmundham at 2pm. All welcome.

PCSO [REDACTED] also gave details of the crimes recorded for February 2015, to date and provided information regarding recent heating oil thefts. The Vice Chairman thanked PCSO [REDACTED] for her report.

PCSO 3070 [REDACTED], Saxmundham and Framlingham SNT, 01473 613500 or 101
Saxfram.snt@suffolk.pnn.police.uk

The Vice Chairman formally opened the meeting at 7:30pm

9985. Apologies

Apologies were received from Cllrs Dickerson (Chairman), Ireland and Major.

9986. Declarations of Interest

Cllrs Revell (Vice Chairman) and Fordham declared a non-pecuniary Interest in item Planning Applications DC/15/0106 & 0107.

a) To consider any dispensations

None received.

9987. To consider the Approval of the draft minutes of the Parish Council meeting held on Wednesday 28th January 2015

The draft minutes of the Parish Council meeting held on Wednesday 28th January 2015 had been circulated to all Councillors prior to the meeting and were Proposed for **Approval** by Cllr Parry, Seconded by Cllr Roberts. **All in Favour.**

9988. Parish Clerk's Report

I have been notified that Age UK Suffolk holds Forget-Me-Not 'Time out' sessions around the county to offer a social time to those with dementia, or memory problems, and their carers. The Forget-Me-Not 'Time out' in Saxmundham is held at Kelsale Village Hall and is called Relax and Reminiscence ('R&R'). The event is an open afternoon to relax, socialise and reminisce about past memories. This may also include music. The club is held every third Friday of the month from 2:00 – 4:00pm. The cost is £2.00 which goes towards the tea and cake that is provided. Booking is needed. I can confirm I have put details regarding this group on the website.

I can confirm the defibrillator and its case has been added to the Council's insurance policy. There was an additional premium of £9.12 which is going to be added at the end of the policy.

I recently attended a Local Council Award Accreditation Scheme Briefing at Framlingham Town Council and can confirm there are three levels of accreditation that can be gained. I recommend this matter should be an agenda item after the May 2015 elections.

I can confirm applications have been made to the Enabling Communities Budget for a Basketball Net to be sited on the Recreation Ground, the siting of the defibrillator within a red telephone box and also for Enhancement works to the Low Rd Car Park.

I am pleased to advise I have now received confirmation from **Andrew Quartermain** from the Pro Corda Trust and he is delighted to be the guest speaker at this year's Annual Parish Meeting.

9989. Matters arising from the Parish Clerk's Report

Cllr Galloway had circulated a paper regarding the proposed siting of the defibrillator. On behalf of the Council the Vice Chairman thanked Cllr Galloway for all her hard work carried out in obtaining the defibrillator for the Parish. Cllr Galloway confirmed she had spoken to [REDACTED], SCDC and Planning Permission would need to be applied for a fee £195.00. She advised she had asked if this fee could be waived but unfortunately this request was declined by SCDC. **Approval** for Cllr Galloway to apply for planning permission for the change of use from the existing telephone kiosk to a red box was Proposed by Cllr Fordham, Seconded by Cllr Roberts. **All in Favour.** It was agreed the Clerk and Cllr Galloway would complete the planning application.

9990. Matters Arising from the Parish Council meeting held on Wednesday 28th January 2015

Cllr Garratt advised she had now replaced the lock on the Billie Box. She also confirmed she had ordered some extra keys for the Recreation Ground gate to be cut.

Cllr Fordham reminded Councillors he would not be continuing as the Editor to the New Oasis and therefore this matter would need to be taken into consideration.

Cllr Parry confirmed he had contacted SCDC regarding the topping of the trees in Low Rd Car Park to which he is still waiting for a response. He advised he had noticed a BT telephone cable running through some of these trees to which he stated he was going to contact BT Open Reach in order to request this is removed.

Broadband in the Village Hall – Cllr Revell thanked [REDACTED] for providing an update regarding the outcome of the recent VPMC meeting. He confirmed the VPMC had raised concerns regarding the need for broadband and therefore they did not feel they should contribute to the monthly cost. The Clerk asked Cllr Andrews if she felt the first 6 months of the monthly broadband charge could be funded from her Enabling Community Budget. Cllr Andrews felt this project would be eligible for funding. Following a brief discussion Cllr Roberts proposed the Parish Council should fund the installation costs and the first six months broadband charge, Seconded by Cllr Fordham. **9 in Favour, 1 Abstention.** The Vice Chairman *closed the meeting* to allow [REDACTED] to comment. [REDACTED] confirmed she personally was very much in favour of Broadband being installed within the Village Hall. Cllr Revell asked her if she felt the Parish Council needed to formally consult with the VPMC before the installation takes place. [REDACTED] suggested the Parish Council should liaise with [REDACTED]. Cllr Revell thanked [REDACTED] for her comments and *reconvened the meeting*.

Village Hall Deeds – The Clerk confirmed she had now contacted the Charity Commission and they had stated they do not have a copy of the deeds. Cllr Denny reported in 2007 a meeting of the VPMC was held whereby [REDACTED] was requested to withdraw the deeds by the former Chairman [REDACTED]. Cllr Aird suggested the Clerk should check they are not being held in Suffolk Records Office. Cllr Galloway Proposed the Clerk should contact Argent & Son in order to seek their advice and request them to look into registering the Village Hall and the Land outside the Committee Room with the Land Registry, Seconded by Cllr Roberts. **All in Favour.** It was also suggested the Recreation Ground should be registered. The Clerk confirmed she had now ordered the No Dogs Allowed signs for the Recreation Ground.

9991. Parish Council Matters

Outcome of Open Public Meeting held on Tuesday 17th February 2015

The Vice Chairman confirmed as a result of this meeting it had highlighted Speed Calming Measures on Carlton Rd should possibly be looked into. Cllr Garratt congratulated the Clerk on her letter sent in response to the Local Plan Issues and Options Consultation. It was agreed the Clerk would ask PCSO Taylor to site the Speed Indicator Device on Carlton Rd for one week. Cllr Taylor stated she had met with [REDACTED], Suffolk County Highways and he had confirmed he did not feel the speeding was bad enough to carry out any support for traffic calming within this area. It was agreed as this was a major concern at the Open Public meeting if the data from the SID supports these concerns the Parish Council should then seek to continue to try and implement speed calming measures in this area and possibly ask Hopkins Homes to contribute towards these costs if the application for new homes in Saxmundham is Granted by SCDC.

9992. Planning Matters

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

There was a brief discussion regarding the recent applications for the erection of a dwelling and Plymouth Brethren Meeting Hall at the site North of Carlton Road whereby it was felt despite the views of around 20 households and due to the outcome of the public meeting whereby these applications were considered that the Parish Council were still disappointed this application had even been submitted for this location. Concerns were also raised that the site in which had been previously approved for a Plymouth Brethren school had been deemed an unsuitable for these proposals by SCDC Planning Officers. Cllr Hartley raised concerns regarding these applications and gave details regarding the pre-application advice given. It was suggested the Clerk should write to [REDACTED], SCDC in order to enquire why the site approved for the school could not be used for the proposed dwelling and meeting hall and also raise concerns regarding the timeframe deadlines for these applications. **Approval** for the Clerk to write to [REDACTED] was Proposed by Cllr Roberts, Seconded by Cllr Aird. **All in Favour.** Cllr Andrews stated she would like to clarify that the point raised at the Open Public Meeting that the applicants had been directed to the Carlton Road site by District Councillors was incorrect.

9993. Financial Matters

(a) Income/Receipts

None

Bank Balances:

Current Account as at 31 st January 2015	£15,944.76
Business Saver Account as at 31 st January 2015	£12,037.38

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

Jo Jones Salary & Expenses	£ 576.38
[REDACTED] Wages (Litter Collector)	£ 60.00
HMRC (PAYE - Jo Jones)	£ 59.80
SALC (Quality Parish Status Course – Jo Jones)	£ 6.00
Kelsale Village Hall (Hall Hire)	£ 30.00
LCPAS (Election Briefing)	£ 5.00
SCC (Street Lighting)	£3, 632.06
Cllr Pam Garratt (Lock – Billie Box)	£ 54.00
TOTAL	£ 4,423.24

Approval for the above payments was Proposed by Cllr Roberts, Seconded by Cllr Taylor. **9 in Favour, 1 Abstention.**

(c) To consider the donations to be given from the proceeds from the 2014 Bonfire Event

The Vice Chairman *closed the meeting* to allow [REDACTED] to comment regarding the applications made from KVHMC from this fund. The Vice Chairman welcomed members of Kelsale Carpet Bowls Club to the meeting. A representative from the Carpet Bowls Club gave details regarding their equipment and thanked the Parish Council for buying their first set of woods several years ago. The Vice Chairman *reconvened the meeting*. Following a brief discussion it was agreed the following donations would be given:-

Suffolk Fire Service Benevolent Fund - £100.00
Kelsale Village Hall Management Committee (towards works to soffit) - £1000.00
Kelsale Primary School (Football/Rugby Kit) - £420.00
Kelsale Carpet Bowls Club - £350.00

Approval for the above donations to be given from the 2014 Bonfire Event was Proposed by Cllr Aird, Seconded by Cllr Fordham. **All in Favour.**

9994. To receive a report from the Village Enhancement Working Group

Cllr Revell confirmed if the application for funding for the fence made to the Community Enabling Budget was unsuccessful he felt the working group should apply either again in May 2015 or request some funding from County Cllr Gower's Locality Budget towards this project. Cllr Revell confirmed the work to remove and cut back some of the trees within the Low Rd car park had now been completed by [REDACTED]. The Clerk confirmed she had liaised with [REDACTED] and he had confirmed he has carried out work for many local Councils and he has the relevant policies in place. She also advised two further trees were removed at the far end of the car park as these were dead and [REDACTED] had raised concerns that if there were strong winds these trees could fall down onto the road.

9995. To Receive Reports from Portfolio Holders and Liaison Representatives
Village Hall Management Committee

In Cllr Major's absence Cllr Garratt reported a Jumble Sale would be held on Saturday 21st March 2015.

Street Lighting

Cllr Galloway had tabled a paper to all Councillors giving details of the transfer of the street lighting to SCC. She suggested the Clerk should write a letter of thanks to SCC in order to thank them for offering to take over the street lighting.

Power4KCC

Cllr Fordham reported Power4KCC had been shortlisted in the Suffolk Greenest County Awards to which he gave details. He advised the AGM of Power4KCC would be held in May 2015.

9996. Correspondence

The Clerk had circulated correspondence received from [REDACTED], Suffolk Bootcamps to all Councillors prior to the meeting. The Clerk confirmed [REDACTED] had asked permission to use Kelsale Recreation Ground on a weekly basis for outdoor exercise to which she provided details. Following a brief discussion it was agreed permission for [REDACTED] to use the Recreation Ground should be Granted and it was suggested the Clerk should ask for an annual donation of £40.00.

9997. Any Other Matters Arising

Cllr Galloway suggested the Clerk should write a letter of thanks to the Co-operative in order to thank them for the donation given towards the installation of the defibrillator.

Cllr Garratt thanked the Clerk for arranging the cutting of the hedge at Curlew Green.

Concerns were raised regarding the condition of the road at Lowes Hill. The Clerk confirmed she would report this matter to Suffolk County Highways.

9998. Date of next Meeting

The next meeting of Kelsale-cum-Carlton Parish Council will be held on Wednesday 25th March 2015 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 formally closed the meeting at 9:25pm

Signed: Chairman Date:

Planning Appendix (25th February 2015)

Planning Applications received since the last meeting:-

Planning Ref: DC/15/0107/OUT

Location: Site North of Carlton Rd, Kelsale-cum-Carlton

Proposal: Outline application for new dwelling.

The Parish Council **Objected** to this application. No decision has been made by SCDC, to date.

Planning Ref: DC/15/0106/FUL

Location: Os 7566, Carlton Rd, Kelsale-cum-Carlton

Proposal: New Brethren Meeting Hall.

The Parish Council **Objected** to this application. No decision has been made by SCDC, to date.

Planning decisions confirmed since last meeting:-

Planning Ref: DC/14/4238/LBC & DC/14/4237/FUL

Location: The Hedgehogs, Main Rd, Kelsale-cum-Carlton

Proposal: Change of use of dwelling with commercial premises (restaurant and kitchen) to sole residential use

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

Planning Ref: SCC C14

Location: Kelsale Primary School, Carlton Rd, Kelsale-cum-Carlton

Proposal: Construction of new single storey classroom and main entrance area and associated landscape works. The Planning Group had **No Objections** to this Application but some points were raised regarding the shed, gate and also the extractor unit above the kitchen. This application was **Granted** by SCC.

Planning Application: DC/14/1497/FUL

Location: Land East of Warren Avenue, Church Hill, Saxmundham

Proposal: Demolition of redundant farm buildings and construction of 170 dwellings (including 56 affordable units) with associated car parking, open space, landscaping, new vehicular access and pedestrian links. The Planning Group **Objected** to this application. No decision has been made by SCDC, to date.

Planning Application: DC/14/1728/CLE

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

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

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

Kelsale-cum-Carlton Parish Council

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

MINUTES OF THE PARISH COUNCIL MEETING HELD ON WEDNESDAY
25TH MARCH 2015 IN KELSALE VILLAGE HALL, COMMITTEE ROOM AT 7:00PM

Present: Cllr Keith Dickerson (Chairman)
Cllr Jeni Aird
Cllr Edwina Galloway
Cllr Paul Hartley
Cllr Paul Parry
Cllr Tim Roberts
Cllr Nick Denny
Cllr Pam Garratt
Cllr Susan Major
Cllr Alan Revell
Cllr Carolyn Taylor

In attendance: Joanne Jones, Parish Clerk. Suffolk County Cllr Michael Gower and District Cllr Andrews. There were 2 members of the public present.

Welcome by the Chairman

9999. Public Forum

A member of the public present raised concerns regarding speeding on Main Rd and suggested the Parish Council should ask Suffolk Constabulary to carry out regular speed checks in order to carry out enforcement to those drivers who were driving over the speed limit.

He also raised concerns regarding dog fouling on Carlton Rd. The Chairman thanked the member of the public for his comments and it was suggested an article asking residents to clean up after their dog could be placed within the next edition of the New Oasis. Cllr Aird volunteered to write this article. It was also suggested a letter could be sent to all households in Carlton Rd and Beaumont Cottages asking residents to clean up after their dog. The Chairman also urged the local resident to take photographs if he witnessed anyone allowing their dog to foul and did not clean up after them as these could then be sent to PCSO [REDACTED] as proof. **Action: Clerk to compile letter to households and Cllr Aird to write article for New Oasis.**

10000. Reports

(a) Report by County Cllr Michael Gower

County Cllr Gower reported on education results within Suffolk. The Chairman thanked County Cllr Gower for his report.

(b) Report by District Councillor Sir Peter Batho

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

(c) Report by District Councillor Marian Andrews

District Cllr Andrews reported on the outcome of SCDC's decision for the planning application on Church Hill, Saxmundham. Cllr Hartley raised concerns regarding the inconsistency for SCDC's 5 year land supply for housing and suggested SCDC's Chief Executive should write a letter to all Parishes in order to clarify the criteria in respect of this matter. Cllr Andrews confirmed if the Adastral Park development was included there would be the appropriate land supply but as this is in dispute SCDC will not include this within their 5 year land supply. County Cllr Gower provided further information regarding this matter. There was a brief discussion regarding the planning application for a single dwelling and a Plymouth Brethren meeting hall on Carlton Rd to which concerns regarding the proposed site were raised. The Chairman thanked District Cllr Andrews for her report

(d) Police Report

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

Please find detailed below the 3 crimes recorded during February for Kelsale. There were no crimes recorded for Carlton during this time.

Police report cont....

Kelsale

Theft – other x2: Grey wheelie bin taken. Metal gate taken from rural property.

Burglary - other building with intent: Forced entry to old shed. Nothing taken.

PCSO 3070 [REDACTED], Saxmundham and Framlingham SNT, 01473 613500 or 101

Saxfram.snt@suffolk.pnn.police.uk

The Chairman formally opened the meeting at 7:33pm

10001. Apologies

Apologies were received from Cllrs Fordham and Ireland.

10002. Declarations of Interest

There were none.

a) To consider any dispensations

None received.

10003. To consider the Approval of the draft minutes of the Parish Council meeting held on Wednesday 25th February 2015

The draft minutes of the Parish Council meeting held on Wednesday 25th February 2015 had been circulated to all Councillors prior to the meeting and were Proposed for **Approval** by Cllr Aird, Seconded by Cllr Roberts. **11 in Favour, 1 Abstention.**

10004. Parish Clerk's Report

I have recently attended a Sizewell C Early Engagement Meeting and can confirm the clear message that came across at this meeting was that Parishes need to be prepared in order to respond to Part 2 of EDF's Consultation, when received.

I have now received confirmation that funding of £2000.00 has been allocated from both Cllrs Batho and Andrews Community Enabling Budget towards the red telephone kiosk to site the defibrillator.

I can also confirm that £800.00 from the Community Enabling Budget has been allocated to fund the Basketball Post to be sited on Kelsale Recreation Ground.

Further to the last meeting I have looked into registering the land at the Village Hall with the Land Registry and am in the process of scheduling a meeting with Argents Solicitors in which Cllr Galloway has also volunteered to attend with me. **Action: Clerk to schedule meeting with Argents.**

Due to the recent funding application being unsuccessful for the Village Centre Enhancement Group for the works to the fence, I can confirm I am in the process of applying to County Cllr Gower's Locality Budget for some funding towards this project. **Action: Clerk to apply to County Cllr Gower's Locality Budget.**

Finally, I am pleased to confirm the telephone line for the broadband in the Village Hall was fitted yesterday. I have spoken to BT today who have confirmed that BT Open Reach are still in the process of completing this work to enable the broadband to be installed and have advised these works should be completed by Friday 27th March 2015. I have been informed once these works are completed I will then be given a date for the installation and receipt of the broadband equipment.

10005. Matters arising from the Parish Clerk's Report

The Chairman thanked Cllrs Batho and Andrews for the funding received from their Community Enabling Budgets.

10006. Matters Arising from the Parish Council meeting held on Wednesday 25th February 2015
There were none.

10007. Parish Council Matters

Speed Calming – Carlton Rd - To consider the outcome of the results of recent speeding exercise

The results of the recent speeding exercise carried out at Carlton Rd had be circulated to all Councillors prior to the meeting. The Clerk suggested a Vehicle Activated Sign could possibly be purchased jointly with neighbouring Parishes. It was agreed the Clerk would contact Sternfield, Friston and Benhall Parish Councils in order to enquire as to if they would be interested in funding a shared sign. **Approval** was Proposed by Cllr Dickerson, Seconded by Cllr Aird. **All in Favour.** It was also agreed if a sign was purchased that two poles could be erected being one on Carlton Rd and one on Main Rd. It was also suggested the Clerk should continue to press Suffolk Constabulary to carry out regular speed checks in both these locations.

10008. Planning Matters

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

10009. Financial Matters

Income/Receipts

Donation from Co-Op (Defibrillator)	£ 100.00
Wood Sales	£ 40.00

Direct Debits

EON (Street Lighting)	£ 39.69
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Bank Balances:

Current Account as at 28 th February 2015	£15,026.58
Business Saver Account as at 28 th February 2015	£12,037.38

a) To Consider/Approve the following cheque payments:-

Jo Jones Salary & Expenses	£ 592.19
██████████ Wages (Litter Collector)	£ 60.00
HMRC (Jo Jones)	£ 60.00
Leiston Press (No Dog Signs)	£ 54.00
White & Partners Ltd (Cutting of Hedge at Curlew Green)	£ 140.40
Kelsale Village Hall (Hall Hire)	£ 37.50
██████████ (Tree works in Low Rd Car Park)	£ 240.00
Cllr Garratt (Key Cutting – Recreation Ground)	£ 18.00
TOTAL	£ 1,202.09

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

District Cllr Andrews left the meeting. On behalf of the Parish Council the Chairman gave a vote of thanks to Cllr Andrews for all her hard work whilst serving as District Councillor.

b) To carry out the Annual Review of the Asset Register

This document had been circulated to all Councillors prior to the meeting. It was suggested the Thermal Image camera should be in the possession of a Parish Council member. Cllr Aird reminded Cllr Hartley to look into erecting the plaque on the oak tree. Subject to amendments, **Approval** was Proposed by Cllr Roberts, Seconded by Cllr Parry. **All in Favour.**

c) To carry out the Annual Review of the Risk Assessment

This document had been circulated to all Councillors prior to the meeting. The Clerk gave details of the necessary updates and **Approval** was Proposed by Cllr Roberts, Seconded by Cllr Taylor. **All in Favour.**

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

A copy of this document had been tabled to all Councillors. The Annual Review was carried out and **Approval** was Proposed by Cllr Galloway, Seconded by Cllr Aird. **All in Favour.**

f) To carry out the Annual Review of the Effectiveness of the Internal Audit

A copy of this document had been tabled to all Councillors. The Annual Review was carried out and **Approval** was Proposed by Cllr Roberts, Seconded by Cllr Hartley. **All in Favour.**

10010. To receive a report from the Village Enhancement Working Group

The Chairman reported as the recent funding request from the SCDC Community Enabling Budget towards the fencing had not been successful during this financial year the Clerk was now going to put in an application for funding from County Cllr Gower's Locality Budget towards this project. Cllr Roberts suggested the Parish Council could also apply to Viridor for funding. Cllr Garratt advised she was aware Aviva were also giving funding towards Community Projects and confirmed she would circulate these details. **Action: Cllr Garratt to provide Aviva funding details.**

10011. To Receive Reports from Portfolio Holders and Liaison Representatives

Environment Heritage and Access

Cllr Garratt suggested a Working Party could be formed to carry out some routine maintenance to the benches and noticeboards within the village. Cllr Revell stated since the Parish Council earmarked some funds for [REDACTED] to carry out maintenance to the benches that, unfortunately due to his workload, this had not been carried out. He therefore suggested an alternative contractor or Working Group would need to carry out this maintenance. The Clerk gave details regarding correspondence received from Suffolk Coastal Norse regarding a proposed litter pick. There was a brief discussion and it was suggested a litter pick could be held on Saturday 6th June 2015 at 10:00am. The Chairman suggested advertisements could be placed within the School Newsletter and Streetlife. It was also agreed the Clerk would inform Suffolk Coastal Norse and apply for them to supply the Parish with a skip. **Action: Clerk to contact Suffolk Coastal Norse.**

In respect of the maintenance needed to the benches and noticeboards it was suggested a Working Party should be formed or alternatively the Parish Council could advertise the Adopt a Bench Scheme. Cllr Roberts volunteered to advertise this scheme on Streetlife and within the next edition of the New Oasis. **Action: Cllr Roberts to advertise the Adopt a Bench Scheme.**

Cllr Hartley asked if there was a suitable location for the bench in memory of [REDACTED] which is currently being stored at his home. It was agreed this bench should be sited inside the children's play area within the Recreation Ground.

Cllr Parry reported that SCDC have confirmed the leylandii trees within the Low Rd car park were the responsibility of Parish Council not Flagship Housing.

Susan Major confirmed she had informed the Environment Agency that the water within the Gull was low and therefore it was agreed the Clerk would contact [REDACTED] from the Environment Agency in order to enquire when the dredging would be taking place. **Action: Clerk to contact the Environment Agency.**

Kelsale Primary School

Cllr Taylor confirmed the building work would commence on Monday 30th March 2015. She reported Kelsale Primary School had recently been inspected by Siams and as a result were awarded an outstanding in the 3 areas assessed.

Street Lighting

Cllr Galloway confirmed SCC would be taking over the streetlights on 31st March 2015. She reported that she was still continuing to chase UKPN regarding the switching on of the streetlight at the Low Rd car park. Cllr Galloway confirmed the Guildhall streetlight would be removed once the Low Rd streetlight has been switched on.

Youth Club

Cllr Denny reported the Youth Club was still running but the management had changed to which he gave details.

Village Hall

Cllr Major confirmed the VHMC were holding their AGM on 17th April 2015 to which she provided information and gave details regarding the current officers. She confirmed the Committee were very grateful for the Parish Council's generosity for the donations given. Finally, Cllr Major confirmed £226.00 had been raised at the recent Jumble Sale and she gave details regarding future events planned for 2015.

10012. Correspondence

The Clerk updated Councillors on the correspondence received.

10013. Any Other Matters Arising

Cllr Hartley asked for permission to revisit the changing of the road name for Rendham Rd to Carlton Lane. The Chairman suggested Cllr Hartley should obtain up to date petitions in order to take this matter forward.

Cllr Roberts reported that [REDACTED] had agreed to assist with the Emergency Plan. He advised that he had also applied independently for some funding for some pilot training in order to identify people that are prone and vulnerable to which he gave details.

Cllr Aird suggested some more dog fouling stickers should be put up within the village.

In Cllr Ireland's absence Cllr Denny reported he was due to cut the grass in the Low Rd car park in the near future.

Cllr Roberts reported that Groundworks Suffolk had produced a report regarding Kelsale Village Hall to which he handed over to Cllr Garratt to pass on to the Treasurer of KVHMC.

Cllr Revell reported he was due to carry some works out under permitted development at his home.

100014. Date of next Meeting

The Annual Parish Meeting will be held on Wednesday 22nd April 2015 at 7:00pm in Kelsale Village Hall.

The next meeting of Kelsale-cum-Carlton Parish Council will be held on Wednesday 29th April 2015 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 formally closed the meeting at 9:00pm

Signed: Chairman **Date:**

Planning Appendix (25th March 2015)

Planning Applications received since the last meeting:-

Planning Ref: DC/15/0670/FUL

Location: West End, Curlew Green, Kelsale

Proposal: Erection of a two-storey extension to rear of cottage to create a 5-bedroomed house.

This application is currently being circulated amongst the Planning Group

Planning Ref: DC/15/0539/FUL & DC/15/0540/LBC

Location: 1 Rectory Cottages, Church Lane, Kelsale

Proposal: Removal of C20th porch & construction of new shower room

This application is currently being circulated amongst the Planning Group

Planning decisions confirmed since last meeting:-

Planning Ref: DC/15/0107/OUT

Location: Site North of Carlton Rd, Kelsale-cum-Carlton

Proposal: Outline application for new dwelling.

The Parish Council **Objected** to this application. No decision has been made by SCDC, to date.

Planning Ref: DC/15/0106/FUL

Location: Os 7566, Carlton Rd, Kelsale-cum-Carlton

Proposal: New Brethren Meeting Hall.

The Parish Council **Objected** to this application. No decision has been made by SCDC, to date.

Planning Application: DC/14/1497/FUL

Location: Land East of Warren Avenue, Church Hill, Saxmundham

Proposal: Demolition of redundant farm buildings and construction of 170 dwellings (including 56 affordable units) with associated car parking, open space, landscaping, new vehicular access and pedestrian links. The Planning Group **Objected** to this application. No decision has been made by SCDC, to date.

Planning Application: DC/14/1728/CLE

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

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

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

MINUTES OF THE PARISH COUNCIL MEETING HELD ON WEDNESDAY
29TH APRIL 2015 IN KELSEALE VILLAGE HALL, COMMITTEE ROOM AT 7:00PM

Present: Cllr Keith Dickerson (Chairman)
Cllr Jeni Aird Cllr Geoff Fordham
Cllr Susan Major Cllr Paul Parry
Cllr Alan Revell Cllr Tim Roberts

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

Welcome by the Chairman

10015. Public Forum

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

10016. Reports

(a) Report by County Cllr Michael Gower

County Cllr Gower had sent his apologies. No written report had been submitted.

(b) Report by District Councillor Sir Peter Batho

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

(c) Report by District Councillor Marian Andrews

District Cllr Andrews had sent her apologies. No written report had been submitted.

(d) Police Report

PCSO [REDACTED] had sent her apologies. A full Police Report had been given at the Annual Parish Meeting held on Wednesday 22nd April 2015

The Chairman formally opened the meeting at 7:09pm

10017. Apologies

Apologies were received from Cllrs Denny, Galloway, Garratt, Hartley, Ireland & Taylor

10018. Declarations of Interest

There were none.

a) To consider any dispensations

None received.

10019. To consider the Approval of the draft minutes of the Parish Council meeting held on Wednesday 25th March 2015

The draft minutes of the Parish Council meeting held on Wednesday 25th March 2015 had been circulated to all Councillors prior to the meeting and were Proposed for **Approval** by Cllr Aird, Seconded by Cllr Roberts. **6 in Favour, 1 Abstention.**

10020. Parish Clerk's Report

To report further to the last meeting I have e-mailed the Clerk to Benhall and Sternfield Parish Council and Friston Parish Council regarding the possibility of sharing a Vehicle Activated Sign and can report the Clerk to Benhall and Sternfield has agreed to put this matter as an agenda item at their May meeting, but to date I have not received a response from Friston Parish Council.

Clerk's Report Cont....

Myself and Cllr Galloway have now met with [REDACTED] regarding the Parish Council registering the land at the Village Hall and outside the Committee Room and Carlton Green with the Land Registry. [REDACTED] has drafted the relevant documents and will be submitting these to the Land Registry on his return from his holiday in early May 2015.

Finally, to advise I have now closed the account with EON for the street lighting as this has now been taken over by SCC.

10021. Matters arising from the Parish Clerk's Report

The Chairman *closed the meeting* to allow [REDACTED] to comment. John provided details regarding the process of registering the land at Kelsale Village Hall and the area outside the Committee Room and also the area at Carlton Green. He advised the area at Carlton Green would be registered but this area extended up the path towards the Poachers Pocket Public House and therefore he would require clarification as to how much would need to be registered. The Chairman thanked [REDACTED] for his assistance and *reconvened the meeting*.

10022. Matters Arising from the Parish Council meeting held on Wednesday 25th March 2015

Broadband in the Village Hall – Cllr Revell confirmed the Broadband was now up and running. He thanked the Clerk and Cllr Garratt and [REDACTED] for all their help. With regards to the password for the BT Hub Cllr Revell advised he had discussed this matter with the Chairman and Cllr Galloway and they had suggested a suitable password for the Hub could be Vineyard. It was **Unanimously Agreed** the Chairman would look into changing the password. It was also agreed the Chairman would confirm to Cllr Revell and the Clerk once this change had been carried out. The Clerk suggested it would be a good idea to purchase some Free Wi-Fi Available Here stickers.

Action: Clerk to purchase stickers.

It was also agreed the Clerk should be responsible for holding the original passcode delivered with the BT Hub.

Benches within the Parish – Further to the last meeting it was agreed Cllr Roberts would advertise the proposed Adopt a Bench Scheme on Streetlife. Since this meeting Cllr Roberts had circulated a draft poster to which some concerns were raised. Cllr Aird asked for clarification regarding her concerns raised and stated she felt this article should be placed within the New Oasis in order to ask Parishioners if they would be interested in sponsoring or adopting a bench with guidelines provided. Cllr Revell provided further details regarding the future maintenance of the benches and confirmed he had two benches in need of repair to which he agreed to carry out the relevant repairs and re-site these benches. It was also suggested the Clerk should ask [REDACTED] to return the benches he has stored within his property to the Council. The Chairman *closed the meeting* to allow [REDACTED] to comment. [REDACTED] suggested a Charitable Trust could be set up to manage the future of the benches within the Parish. The Chairman thanked John [REDACTED] for his comments and *reconvened the meeting*.

10023. Parish Council Matters

a) To consider correspondence received from Cllr Galloway concerning the BT Payphone Kiosk sited outside Bell House

A paper had been circulated to all Councillors and it was agreed if the telephone kiosk is adopted/replaced to site a defibrillator that a phone line for Emergency 999 calls would not be necessary.

b) To consider correspondence received from a local resident concerning a telegraph pole sited within Church Lane

The Chairman *closed the meeting* to allow [REDACTED] to comment. [REDACTED] provided historic information regarding this pole and other poles that had previously been buried underground and suggested as this pole was unsightly it may be beneficial to remove this in order to make the view on the way to the Church more pleasant. He stated himself and his neighbours would be willing to pay half towards the costs as stated within his correspondence.

The Chairman thanked [REDACTED] for his comments and *reconvened the meeting*. [REDACTED] left the meeting. The Chairman suggested the Parish Council could look into a wider area of burying poles as part of Stage 2 of the Village Centre Enhancement Project. There was a brief discussion and it was felt if the Parish Council did contribute towards this work then this could set a precedent. There were also some concerns raised regarding the Chairman's suggestion of deferring this matter to Stage 2 of the Village Centre Enhancement Project.

10024. Planning Matters

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

The Chairman confirmed the application for a Single Dwelling and a Plymouth Brethren Meeting Hall had been **Refused** by SCDC's North Sub Committee. He suggested that going forward if a contentious planning application is received he felt an Extraordinary Council meeting should be held and the Parish Council should take the following actions:-

“ Persuade as many villagers as possible to write to SCDC and gain good relationships with members of the North Development Sub Committee and attend the North Development Sub Committee meetings in person to make our case”

a) Land Adjacent the Sports Ground, North Entrance, Saxmundham – To consider the correspondence received regarding the Appeal process

The Chairman confirmed he was going to attend the appeal and also ask permission to speak on behalf of the Parish Council. He urged Parish Councillors to also attend this appeal, if possible. There was a brief discussion and it was felt this area should not be developed as this land had been originally designated for Community Use.

10025. Financial Matters

Income/Receipts

Community Enabling Budget (Red Telephone Kiosk)	£ 2,000.00
Kelsale Fete Account (Broadband Installation Charges)	£ 110.00

Direct Debits

BT (Broadband & Line Rental including VAT)	£ 78.15
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Bank Balances:

Current Account as at 31 st March 2015	£12,609.97
Business Saver Account as at 31 st March 2015	£12,038.77

To Consider/Approve the following cheque payments:-

Jo Jones Salary & Expenses	£ 584.08
[REDACTED] Wages (Litter Collector)	£ 75.00
HMRC (Jo Jones)	£ 80.40
Kelsale Village Hall Management Committee (Ins Contribution)	£ 614.00
Office Direct (Printer – Jo Jones – to be shared between 4 PC's)	£ 240.00
Cllr Jeni Aird (Gift Tokens - Sir Peter Batho & Marian Andrews)	£ 50.00
Cllr Susan Major (Repayment of funds paid to D.Darton-Fromus)	£ 25.00
Cllr Edwina Galloway (Repayment of Planning Application Fee)	£ 97.50
BT (One off charges for Installation of Broadband in Village Hall)	£ 164.08
Leiston Press (Printing of Certificates for retiring Councillors)	£ 25.20
Eastern Facilities Management Solutions (Grass Cutting – Rec)	£ 646.30
TOTAL	£ 2601.56

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

10026. To receive a report from the Village Enhancement Working Group

The Chairman confirmed an application to County Cllr Gowers Locality Budget for the fencing would be applied for in May 2015.

10027. To Receive Reports from Portfolio Holders and Liaison Representatives

Recreation Ground

Cllr Revell confirmed the No Dogs Allowed signs had now been erected.

Emergency Officer

Cllr Roberts confirmed he had now met with Centrica Ignite regarding applying for some funding to identify vulnerable persons within the Parish to which he gave details and reported since liaising with SCC they had agreed to be a pilot for this scheme.

Power 4 KCC

Cllr Fordham confirmed their AGM was going to be held on 14th May 2015 at 7:00pm. He also reported they had just won the Greenest County Award.

Environment, Heritage and Access

Cllr Major asked if the area in which had recently had work carried out by Conservation Works on the Recreation Ground would be maintained going forward. The Clerk and Cllr Parry assured Cllr Major this area would be monitored and maintained going forward.

The Clerk confirmed the Environment Agency had confirmed the works to the River Fromus would now be carried out in August 2015.

Village Hall Management Committee

Cllr Major gave details of future events to be held.

10028. Correspondence

**Suffolk Coastal Local Plan – Village Services and Facilities Audit – To consider
correspondence received**

There was a brief discussion regarding this correspondence and it was agreed the Clerk would respond to SCDC.

The Chairman reported he had received a letter of thanks from Sir Peter Batho for the gift token presented to him at the Annual Parish Meeting.

10029. Any Other Matters Arising

Cllr Fordham reported he had received a letter from the Environment Agency regarding the ditch on Sandy Lane to which he gave details. There was a brief discussion and Cllr Roberts suggested this ditch could be converted into a reed bed. Cllr Revell also reminded the Council that this matter had been previously discussed by the Parish Council to which he gave details.

In Cllr Galloway's absence the Clerk reported she had asked her to advise Council members that she was having some work carried out to her property under Permitted Development Rights.

10030. Date of next Meeting

The Annual meeting of Kelsale-cum-Carlton Parish Council will be held on Wednesday 20th May 2015 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 formally closed the meeting at 8:55pm

Signed: Chairman Date:

Planning Appendix (29th April 2015)

Planning Applications received since the last meeting:-

Planning Ref: DC/15/0670/FUL

Location: West End, Curlew Green, Kelsale

Proposal: Erection of a two-storey extension to rear of cottage to create a 5-bedroomed house.

This application is currently being circulated amongst the Planning Group

Planning Ref: DC/15/0539/FUL & DC/15/0540/LBC

Location: 1 Rectory Cottages, Church Lane, Kelsale

Proposal: Removal of C20th porch & construction of new shower room

This application is currently being circulated amongst the Planning Group

Planning decisions confirmed since last meeting:-

Planning Ref: DC/15/0107/OUT

Location: Site North of Carlton Rd, Kelsale-cum-Carlton

Proposal: Outline application for new dwelling.

The Parish Council **Objected** to this application. No decision has been made by SCDC, to date.

Planning Ref: DC/15/0106/FUL

Location: Os 7566, Carlton Rd, Kelsale-cum-Carlton

Proposal: New Brethren Meeting Hall.

The Parish Council **Objected** to this application. No decision has been made by SCDC, to date.

Planning Application: DC/14/1497/FUL

Location: Land East of Warren Avenue, Church Hill, Saxmundham

Proposal: Demolition of redundant farm buildings and construction of 170 dwellings (including 56 affordable units) with associated car parking, open space, landscaping, new vehicular access and pedestrian links. The Planning Group **Objected** to this application. No decision has been made by SCDC, to date.

Planning Application: DC/14/1728/CLE

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

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

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

MINUTES OF THE PARISH COUNCIL MEETING HELD ON WEDNESDAY
20TH MAY 2015 IN KELSEALE VILLAGE HALL, COMMITTEE ROOM

Present: Cllr Geoff Fordham (Chairman)

Cllr Jeni Aird

Cllr Nick Denny

Cllr Ray Ellis

Cllr Pam Garratt

Cllr John Pulham

Cllr Tim Roberts

Cllr David Baker

Cllr Keith Dickerson

Cllr Edwina Galloway

Cllr Susan Major

Cllr Alan Revell

Cllr Carolyn Taylor

In attendance: Joanne Jones – Parish Clerk. District Cllr John Fisher, County Cllr Michael Gower and PCSO Thora Taylor. There were 2 members of the public present.

Welcome by the Chairman

10038. Public Forum

A member of the public raised concerns regarding Planning Application DC/15/1736 to which she confirmed she had also written to the Clerk with details of her concerns. Cllr Garratt gave details regarding the application and confirmed the property would be extended by 300% if this application is Granted and therefore she felt this would be an overdevelopment of the site. The Chairman asked members of the Planning Group to circulate the application or schedule a planning group meeting in order to compile a response to SCDC. Cllr Revell raised concerns regarding previous concerns raised regarding the conversion of the garage at this property and stated neither building regulations nor planning permission had been granted for this conversion. The Clerk confirmed that [REDACTED], SCDC had responded to this previous enquiry and confirmed that the converting of the garage into living space did not require planning permission, but the window may have. It was therefore agreed that the Clerk would contact [REDACTED] regarding this matter in order to request an update.

A member of the public raised concerns regarding the recent planning application received for Carlton Meres Country Park. The Clerk reported a site visit was being carried out with representatives from Carlton Meres Country Park, the Case Officer from SCDC and members of the Planning Group on Wednesday 3rd June 2015.

The Chairman gave details regarding the appeal in which he had recently attended in respect of the Land adjacent to the Sports Ground, North Entrance, Saxmundham and provided information regarding the 5 year land supply for new homes in SCDC.

10039. Reports

(a) Report by County Cllr Michael Gower

County Cllr Gower reported the first full meeting of SCC was due to take place on Thursday 21st May 2015. He provided information regarding education and reported concerns had been raised and that this matter would now be a priority going forward to ensure standards are raised within Suffolk. The Chairman thanked County Cllr Gower for his report and also for his valued support whilst serving on SCDC's North Development Sub Committee.

(b) Report by District Councillor John Fisher

District Cllr Fisher had nothing to report.

(c) Report by District Councillor Philip Dunnett

In District Cllr Dunnett's absence the Clerk read the following report:-

There is little to report, as SCDC has not yet held it's AGM.

The election has returned 42 members as per the Boundary Review - 37 Conservative, 2 Lib Dems, 2 Independents & 1 Labour.

The AGM will be held on the 28th May 2015. The Chairman of the Council & Vice Chairman for the ensuing year will be elected at this meeting. The Leader of the Council will be elected and the Cabinet will be announced. Committees will then be formed and then the Council will start its work. I look forward to meeting the Parish Council and working with you over the next 4 years.

(d) Police Report

PCSO [REDACTED] gave a verbal report and confirmed there had been two crimes one for Kelsale and one for Carlton to which she gave details.

The Chairman formally opened the meeting at 7:50pm

10040. Apologies

There were none.

10041. Declarations of Interest

There were none.

The Clerk provided details regarding the process for Councillors to enter their Declarations of Interests online via SCDC's website.

a) To consider any dispensations

None received.

10042. To consider the Approval of the draft minutes of the Parish Council meeting held on Wednesday 29th April 2015

The draft minutes of the Parish Council meeting held on Wednesday 29th April 2015 had been circulated to all Councillors prior to the meeting and were Proposed for **Approval** by Cllr Aird, Seconded by Cllr Roberts. **6 in Favour, 7 Abstentions.**

10043. Parish Clerk's Report

To confirm the End of Year accounts along with Sections 1 and 2 of the Annual Return will be considered and approved at the June Parish Council meeting.

I have received correspondence from The Pensions Regulator informing the Parish Council that every employer with at least one member of staff must automatically enrol those who are eligible into a workplace pension scheme and contribute towards it. The letter states the date for the Parish Council to implement these new legal duties is November 2016. To prepare for this I need to nominate a point of contact to which I will nominate myself as I carry out the payroll and then further to this a series of communications about this will be sent to which I will update you upon their receipt.

10044. Matters arising from the Parish Clerk's Report

The Chairman suggested the Clerk could be enrolled into a pension scheme sooner than November 2016 and recommended that once further details had been obtained regarding enrolment that this matter should be an agenda item.

10045. Matters arising from the Parish Council meeting held on Wednesday 29th April 2015

Cllr Galloway asked if any further progress had been made in order to register the land at the Village Hall with the Land Registry. Cllr Pulham reported he had not yet sent the application to the Land Registry but would do so in the near future. Cllr Revell confirmed he felt the boundary for the land also to be registered at Carlton Rd should include the play area along to the end of the footpath just before Rosemary Lane.

Matters arising from the Parish Council meeting held on Wednesday 29th April 2015 cont...

Cllr Dickerson provided an update regarding the password for the broadband and confirmed he and the clerk had experienced some difficulties in trying to change this. The Clerk confirmed she had now received correspondence quoting the broadband account number and therefore it was agreed the Clerk and Cllr Dickerson would again attempt to change the password using this information. Cllr Galloway raised concerns regarding the advertising of the new broadband facility. It was agreed a notice would be included within the next addition of The New Oasis and the Clerk would obtain some free wi-fi here stickers in order to display and advertise this facility.

10046. Parish Council Matters

a) Resolution for the Parish Council to agree to formally adopt the BT Payphone Kiosk sited outside Bell House and to consider replacing this with a red telephone box to site a defibrillator
Cllr Galloway provided further details including the relevant costs in respect of this matter and **Approval** for the Parish Council to adopt the existing phone kiosk and replace this with a red telephone box to site a defibrillator was Proposed by Cllr Galloway, Seconded by Cllr Roberts. **All in Favour**. On behalf of the Parish Council the Chairman thanked Cllr Galloway for all her hard work.

b) New Oasis – To consider a replacement Editor

The Chairman gave details regarding the role of Editor and asked if any Councillors would be willing to take on this role. There were no volunteers and therefore the Chairman provided information regarding the option for Leiston Press to take on the compiling of the New Oasis. Concerns were raised regarding this option and Cllrs Pulham, Aird and Major agreed to meet with the Chairman in order to discuss jointly taking on this role. It was also agreed this matter would be an agenda item at the June meeting.

10047. Planning Matters

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

Planning Ref: DC/15/1552/LDC

Location: Carlton Meres Country Park

Proposal: Use of land as a caravan park with ancillary facilities, access, utilities and landscaping.

The use in Zone 6 is subject to the conditions in Planning Permission C01/1154.

It was agreed this application would be considered after the site meeting had taken place on 3rd June,

Planning Ref: DC/15/1736/FUL

Location: Cadeau House, Main Rd, Kelsale

Proposal: Single storey extension to side and rear.

It was agreed this application would be circulated amongst the Planning Group.

10048. Financial Matters

(a) Income/Receipts

SCDC – 1 st Half Precept & Grant	£9,893.07
Kelsale Fete Fund (towards installation of Broadband in VH)	£ 110.00
Wickham Market PC (contribution towards printer – Jo Jones)	£ 75.00

Bank Balances:

Current Account as at 30 th April 2015	£20,604.97
Business Saver Account as at 30 th April 2015	£12,038.77

Financial Matters cont....

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

Jo Jones Salary & Expenses	£ 551.01
██████████ Wages (Litter Collector)	£ 60.00
HMRC (Jo Jones)	£ 80.40
Kelsale Village Hall (Hall Hire)	£ 52.50
SALC (Annual Subscription)	£ 385.00
LCPAS (Annual Subscription)	£ 80.00
Pam Garratt (APM Refreshments)	£ 19.99
TOTAL	£1,248.91

There was a brief discussion and it was agreed the Parish Council would not subscribe to SALC for 2015/16. **Approval** was Proposed by Cllr Roberts, Seconded by Cllr Fordham. **12 in Favour, 1 Abstention.**

Approval for the above payments, excluding the proposed payment to SALC was Proposed by Cllr Dickerson, Seconded by Cllr Galloway. **12 in Favour, 1 Abstention.**

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

The Clerk had tabled a paper to all Councillors to which she gave details. **Approval** for the Council to renew with Came & Co for the premium of £517.42 was Proposed by Cllr Dickerson, Seconded by Cllr Roberts. **All in Favour.**

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

It was agreed that Cllrs Major and Galloway would replace ██████████ and ██████████ as cheque signatories on the Barclays Account. **Approval** was Proposed by Cllr Taylor, Seconded by Cllr Roberts. **8 in Favour, 4 Abstentions.**

10049. To Receive Reports from Portfolio Holders and Liaison Representatives

Power for KCC

The Chairman reported he was in the process of organising repairs to the fuse that had been tripping within the Village Hall. He also confirmed their website was now up and running.

Village Hall Management Committee

Cllr Major gave details of future events to be held and advised the Committee would like to organise a summer event and have asked if the Parish Council would consider helping co-ordinate this event. There was a brief discussion and concerns were raised by Cllr Garratt that there would not be enough time to organise a summer event. Therefore it was agreed the Parish Council would not be willing to help co-ordinate this event due to the short notice given.

Emergency Officer

Cllr Roberts reported the Spring Clean Event was due to take place on Saturday 6th June 2015 at 10am. Cllr Roberts gave details regarding a quote in which he had obtained to tidy up the condition of the street signs and furniture. It was agreed in the first instance the Clerk would chase ██████████ in order to request the street signs annual clean took place as soon as possible.

Street Lighting

Cllr Galloway reported the Parish Council had written to the owners of the Guildhall on three occasions throughout the process of handing the street lighting over to SCC and also regarding the removal of the light at the Guildhall. She advised the owners of The Guildhall had recently raised concerns regarding the removal of the light on The Guildhall and therefore it had been agreed the owners of The Guildhall would now be responsible for this light.

The New Oasis

The Chairman gave details regarding the deadline for articles for the next edition.

Recreation Ground

Cllr Aird reported she had looked at the area that had recently been cleared within the Recreation Ground and suggested this area should be regularly maintained by a local contractor. Cllr Revell gave details regarding the areas where maintenance had previously been carried out and recommended that these areas also needed to be considered at a future meeting. It was agreed a one off expense up to £100.00 to get the area in which had recently been cleared maintained as soon as possible in the first instance should be Approved and in the long term this matter would be a future agenda item. Cllr Taylor suggested she could ask the School Caretaker if he would be willing to carry out the intermediate work required to this area. This was **Unanimously Agreed** by the Council. Cllr Denny raised concerns regarding the lack of use of the Petanque Pitch.

10050. Correspondence

The Clerk gave details regarding the Planning Refusal Notices received from SCDC for Planning Applications DC/15/0106 & 0107.

10051. Any Other Matters Arising

Cllr Denny raised concerns regarding the two trees as you enter the Low Rd car park. There was a brief discussion and it was agreed this matter would be deferred for discussion at the next meeting of the Village Centre Enhancement Group.

10052. Date of next Meeting

The next meeting of Kelsale-cum-Carlton Parish Council will be held on Wednesday 24th June 2015 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 formally closed the meeting at 9:02pm

Signed: Chairman Date:

Planning Appendix (20th May 2015)

Planning Applications received since the last meeting:-

Planning Ref: DC/15/1552/LDC

Location: Carlton Meres Country Park

Proposal: Use of land as a caravan park with ancillary facilities, access, utilities and landscaping. The use in Zone 6 is subject to the conditions in Planning Permission C01/1154.

Planning Ref: DC/15/1736/FUL

Location: Cadeau House, Main Rd, Kelsale

Proposal: Single storey extension to side and rear.

Planning decisions confirmed since last meeting:-

Planning Ref: DC/15/0425/FUL

Location: Greenacres, Main Rd, Kelsale

Proposal: Conversion of extension of existing dwelling house to form holiday let.

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

Planning Ref: DC/15/1055/FUL

Location: Public Telephone Box, Bridge St, Kelsale.

Proposal: Replace existing telephone box with a more traditional model to house a defibrillator. The Planning Group had **No Objections** to this application. This application has been **Granted** by SCDC with 3 conditions

Planning Ref: DC/15/0107/OUT

Location: Site North of Carlton Rd, Kelsale-cum-Carlton

Proposal: Outline application for new dwelling.

The Parish Council **Objected** to this application. This application has been **Refused** by SCDC.

Planning Ref: DC/15/0106/FUL

Location: Os 7566, Carlton Rd, Kelsale-cum-Carlton

Proposal: New Brethren Meeting Hall.

The Parish Council **Objected** to this application. This application has been **Refused** by SCDC.

Planning Application: DC/14/1497/FUL

Location: Land East of Warren Avenue, Church Hill, Saxmundham

Proposal: Demolition of redundant farm buildings and construction of 170 dwellings (including 56 affordable units) with associated car parking, open space, landscaping, new vehicular access and pedestrian links. The Planning Group **Objected** to this application. No decision has been made by SCDC, to date.

Planning Application: DC/14/1728/CLE

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

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

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

Kelsale-cum-Carlton Parish Council

Neutral Farm House, Mill Lane, Butley, Suffolk. IP12 3PA
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MINUTES OF THE PARISH COUNCIL MEETING HELD ON WEDNESDAY
24th JUNE 2015 AT 7:00PM IN KELSAL VILLAGE HALL, COMMITTEE ROOM

Present: Cllr Geoff Fordham (Chairman)

Cllr Jeni Aird

Cllr Nick Denny

Cllr Ray Ellis

Cllr Pam Garratt

Cllr John Pulham

Cllr David Baker

Cllr Keith Dickerson

Cllr Edwina Galloway

Cllr Susan Major

In attendance: Joanne Jones – Parish Clerk. District Cllrs John Fisher & Philip Dunnett and County Cllr Michael Gower. There were 3 members of the public present.

Welcome by the Chairman

10053. Public Forum

Event Organisers from the Maui Wau Festival gave details regarding the forthcoming event due to be held on 3rd, 4th, 5th & 6th September 2015 at Peakhill Farm. The Chairman thanked the representatives for their comments.

10054. Reports

(a) Report by County Cllr Michael Gower

County Cllr Gower reported he was going to be taking on more responsibility for highways maintenance within his role. He suggested going forward that he felt it could be beneficial for himself and the new District Cllrs to have a walk around the village in order to familiarise themselves with any issues/concerns. Cllr Aird raised concerns regarding the cutting of the grass around the road signs carried out by SCC. The Chairman thanked County Cllr Gower for his report.

(b) Report by District Councillor John Fisher

District Cllr Fisher confirmed the Community Infrastructure Levy would be coming into force in July 2015. He also reported the way planning applications were currently dealt with by SCDC at decision stage was possibly going to change to which he gave details and confirmed this matter had been deferred until the next meeting. Cllr Pulham asked if there were more than three objections from members of the public if then the application automatically went to the North Sub-Development Committee to which Cllr Fisher confirmed this was still the case.

(c) Report by District Councillor Philip Dunnett

District Cllr Dunnett introduced himself and gave details regarding his role at SCDC. He reported that a review of the Scrutiny of the Planning Dept was due to be looked at again by SCDC in the near future to which he provided further information. Finally he gave details regarding the Community Enabling Budget and urged the Parish Council to apply for funding. The Chairman thanked District Cllr Dunnett for his report. Cllr Aird raised concerns regarding lack of information provided by SCDC's Planning Dept.

(d) Police Report

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

Please find detailed below the 2 crimes for Kelsale and the 2 crimes for Carlton recorded during May 2015:-

Kelsale

Burglary – Other Building: Attempted garage break in damaging door. No entry gained.

Criminal Damage – Other: Petrol poured over vegetable patch and grass.

Police report cont.....

Carlton

Theft – Other x 2: Persons climbed onto Industrial Unit roof and removed lead. Persons climbed onto another industrial unit as above.

PCSO 3070 [REDACTED] Saxmundham & Framlingham SNT

The Chairman formally opened the meeting at 7:30pm

10055. Apologies

Apologies were accepted from Cllrs Taylor, Roberts and Revell.

10056. Declarations of Interest

There were none.

a) To consider any dispensations

None received.

10057. To consider the Approval of the draft minutes of the Annual Meeting and the Parish Council Meeting that followed held on Wednesday 20th May 2015

The draft minutes of the Annual Meeting held on Wednesday 20th May 2015 had been circulated to all Councillors prior to the meeting and were Proposed for **Approval** by Cllr Pulham, Seconded by Cllr Aird. **All in Favour.**

The draft minutes of the Council Meeting held on Wednesday 20th May 2015 had been circulated to all Councillors prior to the meeting and were Proposed for **Approval** by Cllr Galloway, Seconded by Cllr Dickerson. **All in Favour.**

10058. Parish Clerk's Report

I have had a request for the Parish Council to consider purchasing a petrol lawnmower in order so that grass cutting can be carried out by representatives as and when necessary throughout the village on Parish Council owned/leased land.

I would like to remind Councillors there are going to be some Sizewell C Community Engagement Events held and if you would like to attend one of these please let me know.

10059. Matters arising from the Parish Clerk's Report

Cllr Denny provided further details regarding the possible benefits of the Parish Council purchasing a petrol lawnmower and suggested if purchased this could be kept within the Billie Box. Following a brief discussion it was agreed this matter would be an agenda item at a future meeting.

10060. Matters arising from the Annual Meeting and the Parish Council Meeting that followed held on Wednesday 20th May 2015

Cllr Pulham reported on the progress of registering the land at Carlton Green with the Land Registry and advised they had confirmed they had a copy of the original conveyance to which they are going to send back to him in order to assist him with this application. He reported he was still working on the application to register the Land outside the Village Hall Committee Room and confirmed Cllr Baker had produced a historic photo showing that this area had once had a small picket fence to which he circulated. He also confirmed the Parish Council would be Custodian Trustees on the application submitted to the Land Registry in respect of this land.

Cllr Garratt asked for an update in respect of the siting of the defibrillator. Cllr Galloway confirmed the telephone equipment now been removed and she was now waiting for UKPN to disconnect the electrics.

Cllr Dickerson confirmed the free Wi-fi password had now been changed. Cllr Galloway raised concerns regarding how the free Wi-fi facility would be advertised. It was suggested a notice on the window advertising the password should be sited and the Chairman assured Cllr Galloway this matter would be advertised within the next edition of the New Oasis.

10061. Parish Council Matters

(a) New Oasis – To consider a replacement Editor

The Chairman confirmed he had only received interest from one volunteer willing to take on this role this being Cllr Pulham. Cllr Pulham gave details regarding his past experience in producing the Village Magazine and confirmed he would be willing to take on this role but albeit on a smaller scale. He stated that he would also be happy to print this in his office and therefore this would save the Parish Council nearly around £1000.00 per annum. He circulated details of previous newsletters in which he had produced and confirmed this would be the sort of Newsletter in which he would be willing to produce. Cllr Baker volunteered to assist Cllr Pulham in folding and stapling the Newsletter once printed. There was a brief discussion and it was agreed four double sided pages could be produced. **Approval** for Cllr Pulham to produce the next two editions and to include a Xmas Quiz with a view to review this was Proposed by Cllr Aird, Seconded by Cllr Denny. **All in Favour.** The Chairman thanked Cllr Pulham for volunteering his services.

(b) To elect a Liaison Representative for Kelsale Parochial Church Council

It was agreed Cllr Aird would take on this role.

(c) Theberton Music Festival

This matter was covered under the Public Forum item.

(d) To consider the local healthcare provision and the current strains on this

Cllr Major reported only 35 members of the public were currently formerly registered with the doctors surgery from Carlton Meres Country Park and they had confirmed they were not concerned regarding these patients but they were very concerned regarding new patients needing to register as a result of the new homes being built within Saxmundham. The Chairman ***closed the meeting*** and asked the District Cllrs to comment. Cllr Dunnett confirmed pressures upon infrastructure are great and he was hoping these concerns would be heard. The Chairman advised he had recently met the Chairman of Saxmundham Town Council and he felt if KCCPC worked together with Saxmundham TC and possibly Benhall PC in respect of this matter that this could be beneficial. He asked permission in the first instance for himself to meet with the Saxmundham TC Chairman to discuss the way forward. There were **No Objections** to this request from Parish Council members. ***The Chairman reconvened the meeting and confirmed he would report back once he had met with the Chairman of Saxmundham TC.***

(e) To consider the ongoing maintenance needed on the Recreation Ground

The Clerk had tabled a paper to all Councillors to which she gave further information. Cllr Denny suggested that as the quote received from Suffolk Coastal Norse was very reasonable that he felt the Parish Council should accept this quote for the works to the Recreation Ground and [REDACTED] could then take on the duties of cutting the grass within the Low Rd car park. Following a brief discussion it was agreed a specification of works would be drawn up and like for like quotations from Suffolk Coastal Norse and [REDACTED] could be considered at a future meeting. Cllr Baker stated that whilst carrying out the Village Spring Clean Up he had noticed that the gate post to the main gate on the Recreation Ground was broken. It was agreed a quotation for these repairs would be obtained from [REDACTED].

10062. Planning Matters

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

10063. Financial Matters

(a) Income/Receipts

Blaxhall PC (contribution towards printer – Jo Jones)	£ 25.00
Sudbourne PC (contribution towards printer – Jo Jones)	£ 25.00

Direct Debits

BT (Monthly Broadband Fee)	£ 28.80
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Bank Balances:

Current Account as at 31 st May 2015	£17,795.69
Business Saver Account as at 31 st May 2015	£12,038.77

Finance Matters cont...

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

Jo Jones Salary & Expenses	£ 563.03
██████████ Wages (Litter Collector)	£ 75.00
HMRC – PAYE (Jo Jones)	£ 80.60
BT (Monthly Line Rental Fee)	£ 27.60
Sizewell Parishes Liaison Group (Annual Subscription)	£ 30.00
Community Action Suffolk (Annual Subscription)	£ 30.00
Leiston Press (New Oasis printing)	£ 221.00
██████████ Grass Cutting	£ 95.00
Pulham & Co (Land Registry Application Services)	£ 41.00

TOTAL £1,163.23

Approval for the above payments was Proposed by Cllr Garratt, Seconded by Cllr Aird. **All in Favour, 1 Abstention.**

(c) To review and approve the 2014/15 End of Year Accounts

The Clerk confirmed the Internal Audit had now been carried out by Heelis & Lodge to which she provided further details. A copy of the 2014/15 End of Year Accounts had been circulated to all Councillors prior to the meeting. **Approval** for the 2014/15 End of Year Accounts was Proposed by Cllr Pulham, Seconded by Cllr Denny. **All in Favour.**

(d) To Approve Section 1 and 2 of the Local Councils Annual Return

A copy of these documents had been tabled for all Councillors. The Clerk provided further details and **Approval** for Section 1 & 2 of the Local Councils Annual Return was Proposed by Cllr Dickerson, Seconded by Cllr Pulham. **All in Favour.**

10064. To receive a report from the Village Centre Enhancement Group

Cllr Dickerson reported a further meeting had not yet been held. The Chairman ***closed the meeting*** in order so he could ask both the County and District Councillors if the Parish Council were now able to apply for funding towards this project from their Locality and Enabling Community Budgets. Both the County and District Cllrs confirmed their budgets were now in place and the Parish Council were eligible to apply for funding. The Chairman suggested the Village Centre Enhancement Group should look into siting a notice into the terms of use of the Low Rd Car Park and its uses. ***The Chairman reconvened the meeting.***

10065. To Receive Reports from Portfolio Holders and Liaison Representatives

Recreation Ground

Cllr Denny suggested as the Petanque Pitch had only been used twice this year that this should be concreted over and used to site the basketball net.

Bonfire Event

Cllr Garratt confirmed the initial plans for the event were now underway and she was in liaison with the Working Group.

Village Hall Management Committee

Cllr Major confirmed the VHMC had understood the reasons why the Parish Council could not assist in organising a fete this year but had asked if they would be willing to jointly organise a fete next year. It was agreed this matter would be an agenda item at the September 2015 meeting.

10066. Correspondence

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

(a) To consider correspondence from SCDC regarding the proposed road name for the new independent primary school to be built near Trust Farm

This correspondence had been circulated by the Clerk prior to the meeting. There were **No Objections** from the Parish Council for this road to be named Trust Farm Lane but out of courtesy it was felt SCDC should also write to Trust Farm in order to gain their views.

10067. Any Other Matters Arising

The Clerk confirmed that she had just received notification that Kelsale-cum-Carlton had come 3rd in the SCDC Village of Year Competition. The Clerk reported unfortunately due to her holiday dates she would not be able to attend the August 2015 meeting. It was agreed Cllr Garratt would take the minutes of this meeting. The Clerk thanked Cllr Garratt for her assistance.

10068. Date of next Meeting

The next meeting of Kelsale-cum-Carlton Parish Council will be held on Wednesday 29th July 2015 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 formally closed the meeting at 8:50pm

Signed: Chairman Date:

Planning Appendix (24th June 2015)

Planning Applications received since the last meeting:-

Planning Ref: DC/15/1976/FUL & 1977/LBC

Location: Kelsale Court, Main Road (Kelsale), Kelsale

Proposal: Internal alterations to provide a central atrium, minor remodelling works, rear porch extension, landscaping.

This application is currently being circulated amongst the Planning Group.

Planning Ref: DC/15/1986/FUL

Location: Land formerly part of Grove Farm, Rendham Rd, Kelsale

Proposal: Proposed livestock building (resubmission planning ref: DC/14/2876)

This application is currently being circulated amongst the Planning Group.

Planning Ref: DC/15/1550/FUL

Location: Kelsale Hall, Main Rd, Kelsale

Proposal: 2 No. Proposed Holiday Lets

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

Planning Ref: DC/15/1796/FUL

Location: 2 The Firs, Main Rd, Kelsale

Proposal: Two Storey extension

The Planning Group had **No Objections** in principal to this application but made the following recommendations/comments:-

- It was felt the proposed black stained feather edge boarding would not be in keeping with the existing property and therefore this would be too harsh a contrast alongside the existing soft colours of the cottage.
- Concerns were raised that there is a rainwater drainage issue that needs to be addressed, as at present two cottages share a combined low level gully system.

No decision had been made by SCDC, to date.

Planning Ref: DC/15/1909/FUL

Location: 1 Rectory Cottages, Church Lane, Kelsale

Proposal: Single storey side extension, internal reversible alterations

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

Planning decisions confirmed since last meeting:-

Planning Ref: DC/15/1552/LDC

Location: Carlton Meres Country Park

Proposal: Use of land as a caravan park with ancillary facilities, access, utilities and landscaping.

The use in Zone 6 is subject to the conditions in Planning Permission C01/1154.

The Planning Group had **No Objections** in principal to this application but made the following observations:-

- The Planning Group accepts that the Lawful Development Certificate will clarify the previously confusing position in respect of this site. Concerns have been raised regarding the impact such a large concentration of people could have upon the drainage and sewage systems (while recognising that this is not an issue for the LDC).
- The Planning Group welcomed the reassurance that residential occupation on the site will be unacceptable; however we have heard suggestions that this is currently ignored and therefore suggest you build into the certificate that responsibility for this lies with the management of the site in order to encourage they monitor that requirement?. If not, can you explain how either the SCDC Planning or Licensing departments can be sure that this is being observed?

No decision has been made by SCDC, to date.

Planning Ref: DC/15/1736/FUL

Location: Cadeau House, Main Rd, Kelsale

Proposal: Single storey extension to side and rear.

The Planning Group **Objected** to this application on the following grounds:-

- The proposed further extension will result in a complete overdevelopment of this site as follows:-
The original house when it was built was approx. $7 \times 8\frac{1}{2} = 60$ square metres. Various extensions and changing a large double garage into a lounge area being 42 square metres have already changed the character of the house. The proposed new extension takes the ground floor up to $12.15 \times 10 = 121.5$ square metres plus $10 \times 10 = 100$ square metres i.e. 221.5 square metres in total. This is well over 300% of the original build.
- The proposed extension is also only 2m from the hedge making its siting very close to the neighbouring property Ambleside.
- The Planning Group also wanted to ensure that if this application is granted that its only use would be for elderly family members as advised to nearby neighbours and **NOT** for any other use. I must point out that any change of use application once the extension, if granted, has been built would be Strongly Objected to by the Planning Group.

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

Planning Ref: DC/15/0425/FUL

Location: Greenacres, Main Rd, Kelsale

Proposal: Conversion of extension of existing dwelling house to form holiday let.

The Planning Group **Objected** to this application. This application has been **Granted** by SCDC with 4 Conditions.

Planning Application: DC/14/1497/FUL

Location: Land East of Warren Avenue, Church Hill, Saxmundham

Proposal: Demolition of redundant farm buildings and construction of 170 dwellings (including 56 affordable units) with associated car parking, open space, landscaping, new vehicular access and pedestrian links. The Planning Group **Objected** to this application. No decision has been made by SCDC, to date.

Planning Application: DC/14/1728/CLE

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

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

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

Kelsale-cum-Carlton Parish Council

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

MINUTES OF THE PARISH COUNCIL MEETING HELD ON WEDNESDAY
29TH JULY 2015 AT 7:00PM IN KELSALE VILLAGE HALL, COMMITTEE ROOM

Present: Cllr Geoff Fordham (Chairman)

Cllr Jeni Aird

Cllr Nick Denny

Cllr Ray Ellis

Cllr Pam Garratt

Cllr John Pulham

Cllr Carolyn Taylor

Cllr David Baker

Cllr Keith Dickerson

Cllr Edwina Galloway

Cllr Susan Major

Cllr Alan Revell

In attendance: Joanne Jones – Parish Clerk. District Cllrs John Fisher & Philip Dunnett and County Cllr Michael Gower. There were 13 members of the public present.

Welcome by the Chairman

10069. Public Forum

A member of the public provided details regarding a project in which she was part of and raised concerns regarding education for local children between the ages of 8 & 16. She gave details regarding the 3 local schools and stated she felt as a Community the local children were not being guided sufficiently in terms of education to which she gave details. She also raised concerns that there is no Sixth Form facility locally and a lack of bus service to Alde Valley and therefore she asked the Parish Council to consider working together with other local Parishes to help resolve these issues. Cllr Aird stated she felt this was a national problem and that the way forward would be to lobby the local MP in order to resolve this at Government level. The Chairman informed the member of the public he was hoping to meet with the Chairman of Saxmundham Town Council whereby he would be happy to also raise these issues. A further member of the public stated she was aware there would be a bus service provided between Saxmundham and Framlingham from September 2015. The Chairman thanked the members of the public for their comments.

10070. Reports

(a) Report by County Cllr Michael Gower

County Cllr Gower reported he had recently spent some time at the call centre in Stowmarket in respect of Highways defects to which he gave details and urged the Council to report all defects in this way. The Chairman thanked County Cllr Gower for his report.

(b) Report by District Councillor John Fisher

District Cllr Fisher reported the Chairman of SCDC was planning on visiting all her Parishes within her year as Chairman. The Chairman stated he was aware she was attending the Power 4 KCC Garden Party on Friday 31st July 2015. The Chairman thanked District Cllr Fisher for his report.

(c) Report by District Councillor Philip Dunnett

District Cllr Dunnett had submitted a written report to which the Clerk had circulated to all Councillors prior to the meeting.

(d) Police Report

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

Please find detailed below the 4 crimes recorded for Kelsale during June 2015. There have been no crimes recorded for Carlton during the same timeframe.

Assault occ. ABH: Altercation between female and ex-boyfriend.

Common Assault: Female hit male on side of head.

Causing an Affray: An intoxicated male behaved in an aggressive manner at home address trashing rooms within

Cause Harassment/Alarm/Distress Section 5: Male distressed by a dog being walked by its owner which was pulling on lead and snarled and barked at him

PCSO3070 [REDACTED] Saxmundham & Framlingham SNT Saxfram.SNT@suffolk.pnn.police.uk

The Chairman formally opened the meeting at 7:20pm

10071. Apologies

Apologies were accepted from Cllr Roberts.

10072. Declarations of Interest

There were none.

a) **To consider any dispensations**

None received.

10073. To consider the Approval of the draft minutes of the Parish Council meeting held on Wednesday 24th June 2015

The draft minutes of the Council meeting held on Wednesday 24th June 2015 had been circulated to all Councillors prior to the meeting and were Proposed for **Approval** by Cllr Garratt, Seconded by Cllr Major. **All in Favour.**

10074. Parish Clerk's Report

I have now added the replacement red telephone kiosk to the Parish Council's Insurance Policy and can confirm the additional premium for this was £14.40 to which Came and Co have agreed to defer until the renewal date.

I have been contacted by [REDACTED] from the Environment Agency today and he has informed me the dredging works to the River Fromus were due to commence on Monday 3rd August 2015 but due to there still being water in the channel these works have now been postponed until the channel is clear. I have not had a response from either Friston Parish Council or Benhall & Sternfield Parish Council in respect of the possibility of sharing a Vehicle Activated Speed Sign but the more I consider this matter I feel the way forward for Kelsale-cum-Carlton would be to go it alone as I feel there are several speeding hot spots already just within Kelsale and Carlton. I therefore recommend that funding for this project could be sought from our District and County Councillors to move this project forward.

I have written to [REDACTED] in order to ask him to provide a like for like quotation for the areas to be cut within the Recreation Ground and Low Rd Car Park and suggest this matter is discussed further at the August Parish Council meeting.

10075. Matters arising from the Parish Clerk's Report

The Clerk provided further details including costings for the proposed Vehicle Activated Speeding sign. County Cllr Gower recommended that the Clerk should look into carrying out some research regarding Vehicle Activated Speed Signs that collect the data to which he gave details. He also offered to part fund half the costs towards this project. It was agreed the Clerk would look into this matter further and provide further costings in order for this matter to be an agenda item at a future meeting. The Chairman thanked County Cllr Gower for his kind offer.

10075. Matters arising from the Parish Council meeting held on Wednesday 24th June 2015
Cllr Galloway asked Cllr Pulham if he had progressed any further with registering the land at the Village Hall and outside the Committee Room and also the land at Carlton Green with the Land Registry. Cllr Pulham confirmed this matter had been on hold as he was waiting for the Chairman to recover from his shoulder injury in order for him to be able to sign the relevant documents needing to be sent.

10076. Parish Council Matters

(a) 2015 Bonfire Event – To agree expenditure

Following a brief discussion it was **Unanimously Agreed** that £1300.00 would be spent on fireworks for the 2015 bonfire event.

(b) Maintenance within the village - Benches/Bus Shelter/Notice boards/Broken gate at Main Road entrance to the Recreation Ground etc.

Cllr Garratt stated as there are many assets within the village which are in a poor state of repair she felt that a local handyman could be contracted to carry out the task of maintaining these, as required. Cllr Revell gave further details regarding the maintenance of these assets and it was felt that an advert should be placed within the next edition of the New Oasis in order to ask if there is a local volunteer who would be willing to take on this role.

Grass Cutting – Cllr Revell confirmed he had now received the quotation from **Mr Mann** to which he gave details. The Clerk gave details of the quote received from Suffolk Coastal Norse.

Following a discussion Cllr Revell Proposed that the Parish Council should engage in the services of **Mr Mann** to carry out the grass cutting on the Recreation Ground and within the Low Rd Car Park as per the quotation received, Seconded by Cllr Pulham. **11 in Favour, 1 Abstention**. It was agreed the Clerk would write to both **Mr Mann** and Suffolk Coastal Norse.

(c) Land adjacent to Carlton Park Caravan Park – To consider suggestions as to how Kelsale-cum-Carlton may like to see this land developed

Cllr Garratt raised concerns that as this land had recently been turned down for housing what may happen to it going forward. Cllr Revell stated he felt this land may now be left to get overgrown and therefore will become unsightly. The Chairman agreed to also include this matter when meeting with the Chairman of Saxmundham Town Council.

10077. Planning Matters

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

To consider the following Planning Application:-

Planning Ref: DC/15/2683/OUT

Address: Land Adjacent to Kelvin, Rosemary Lane, Kelsale

Proposal: Outline planning application for two further dwellings.

The Chairman **closed the meeting** to allow members of the public to comment. Cllr Aird stated on behalf of the Planning Group it had been an **Unanimous** decision for them to agree to **Object** to this application to which she gave details. Cllr Garratt raised concerns regarding the impact on the privacy this proposal would have on the residents within Clouting's Close and also regarding the proposed septic tank. The Chairman gave details regarding previous applications that have been refused by SCDC. District Cllr Dunnett also provided details regarding planning law. A member of the public stated he would be most affected by the application and offered to assist any other members of the public who also wished to Object to this application. Members of the public raised concerns regarding the land in which the proposed homes would be sited as this is very sloped. County Cllr Gower gave advice and urged the Parish Council to ask one of their ward District Councillors to attend the SCDC Sub-Committee meeting and if necessary also ask for a site visit to be carried out by the Committee. The Chairman thanked members of the public for their comments and **reconvened the meeting**.

10078. Financial Matters

(a) Income/Receipts

Donations towards replacement Red Telephone Kiosk	£ 350.00
New Oasis Advertisement Fees	£ 32.00
Donation from [REDACTED]	£ 24.00
Village of the Year Prize	£ 75.00
Wayleave (Carlton Rd)	£ 1.15
HMRC – VAT Reclamation	£1,564.94

Direct Debits

BT (Monthly Broadband Fee)	£ 47.60
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Bank Balances:

Current Account as at 30 th June 2015	£17,882.68
Business Saver Account as at 30 th June 2015	£12,040.39

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

Jo Jones Salary & Expenses	£ 553.42
[REDACTED] Wages (Litter Collector)	£ 75.00
HMRC (Jo Jones)	£ 80.40
SCDC (Printing of APM Flyers)	£ 15.25
SALC (Councillor Briefing – Cllrs Pulham & Baker)	£ 60.00
Kelsale Village Hall (Hall Hire)	£ 30.00
Cllr Pam Garratt (Paint for noticeboard)	£ 9.70
X2 Connect Ltd (Red Telephone Kiosk and Installation Costs)	£3,852.00
J. T. Pegg & Sons (Materials for Village Clean Up)	£ 39.63
TOTAL	£4,715.40

Approval for the above payments was Proposed by Cllr Aird, Seconded by Cllr Revel. **11 in Favour, 1 Abstention.**

10079. To receive a report from the Village Centre Enhancement Group

Cllr Dickerson confirmed the 4th meeting had now been held to which he provided details. He reported an application would be put to both District Councillors Community Enabling Budgets towards the fencing and to also include a fenced area around the bottle banks within the Low Rd car park. Cllr Dickerson advised once this phase had been completed then phase 3 would be looked into to resurface the car park to which he gave details and asked Cllr Revell to look into obtaining a quotation for this work. Cllr Dickerson confirmed there had been a discussion at the recent meeting regarding removing the trees either side of the entrance to the Low Rd car park and it was felt as other trees had already removed that these trees should remain. Cllr Denny gave details regarding concerns that had been pointed out to him regarding these trees possibly being a trip hazard. Cllr Dickerson asked the Clerk if she could send him a copy of the lease detailing the Terms and Conditions for the Low Rd car park. It was also suggested that the village centre sign on Main Rd should be amended to read Village Centre and Car Park or that a new Car Park sign should be erected. It was agreed this matter would be a formal agenda item at future meeting. There was a brief discussion regarding implementing the 20's Plenty Scheme within the centre of the village whereby some concerns were raised. It was agreed a proposal regarding this matter could be tabled at a future meeting.

10080. To Receive Reports from Portfolio Holders and Liaison Representatives

Recreation Ground

There was a brief discussion regarding the proposed Basketball Net and it was agreed the Clerk should order this and positioning would be agreed prior to this being sited.

New Oasis

Cllr Pulham confirmed the deadline for articles for the next edition was 24th August 2015.

Village Hall Management Committee

Cllr Major confirmed the VHMC were very concerned about the storage heater in the Committee Room. The Chairman confirmed the repairs to this were currently in hand. Cllr Major advised the VHMC have stated they would not be prepared to contribute towards the monthly broadband costs. Cllr Garratt raised concerns regarding this matter and reported she was aware it had been agreed at a previous meeting that these costs would be met. It was therefore agreed that Cllr Garratt would liaise with the Treasurer of the VHMC regarding this matter. Finally, Cllr Major provided details regarding future events to be held.

Sizewell C

Cllr Galloway confirmed herself and Cllr Ellis had attended a productive meeting regarding Sizewell C to which she provided details. Cllr Ellis reported he felt the outcome of the meeting was to try and get some sort of consensus of what effect Sizewell C could have on neighbouring Parishes to which he stated that he felt the pressure on local doctor's surgeries would be enormous.

PCC

Cllr Aird gave details regarding the Clouting Charity which can be used to fund girls education. She suggested an advertisement regarding this fund could be included within the next edition of the New Oasis.

Power 4 KCC

The Chairman reported the Treasurer of the VHMC had confirmed the amount of savings this year compared with last year was 44% less from January to March and 55% less from April to June and that the estimated cost of the savings would be in order of £400 per year. He confirmed Power4KCC had submitted a bid to M&S Energy for a grant of £12K in order to double the panels in Cllr Dickerson's garden to provide further energy to the Village Hall and Social Club to which he gave details. Finally, he confirmed that a Garden Party was being hosted on Friday 31st July 2015 by Cllr Dickerson to promote the scheme and to which he invited all Councillors to attend.

10081. Correspondence

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

SCDC - Identification of non-designated heritage assets – This correspondence had been circulated to all Councillors prior to the meeting. It was agreed the response should include the Low Rd Car Park, The Village Sign, The Red Telephone Kiosk, Carlton Green and the bridges in Church Lane and Bridge St.

10082. Any Other Matters Arising

Cllr Galloway informed the Parish Council that the new Red Telephone Kiosk was due to be sited on Friday 31st July 2015 to which she gave details and confirmed that training for use of the defibrillator would also be carried out in the near future. Finally, she thanked all those that had donated towards this project.

10083. Date of next Meeting

The next meeting of Kelsale-cum-Carlton Parish Council will be held on Wednesday 26th August 2015 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 formally closed the meeting at 9:00pm

Signed: Chairman Dated:

Planning Appendix (29th July 2015)

Planning Applications received since the last meeting:-

Planning Ref: DC/15/2683/OUT

Address: Land Adjacent to Kelvin, Rosemary Lane, Kelsale

Proposal: Outline planning application for two further dwellings.

This application will be considered at the Parish Council meeting on 29/7/15.

Planning Ref: DC/15/2594

Location: Park Gate Farm, Main Rd, Kelsale

Proposal: Retrospective application for a new dwelling.

This application is currently being circulated amongst the Planning Group

Planning Ref: DC/15/2060/FUL

Location: 4 Beaumont Cottages

Proposal: Demolition of existing outbuilding & construction of single storey kitchen extension

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

Planning decisions confirmed since last meeting:-

Planning Ref: DC/15/1976/FUL & 1977/LBC

Location: Kelsale Court, Main Road, Kelsale

Proposal: Internal alterations to provide a central atrium, minor remodelling works, rear porch extension, landscaping.

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

Planning Ref: DC/15/1986/FUL

Location: Land formerly part of Grove Farm, Rendham Rd, Kelsale

Proposal: Proposed livestock building (resubmission planning ref: DC/14/2876)

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

Planning Ref: DC/15/1550/FUL

Location: Kelsale Hall, Main Rd, Kelsale

Proposal: 2 No. Proposed Holiday Lets

The Planning Group had **No Objections** to this application. This application has been **Withdrawn**.

Planning Ref: DC/15/1796/FUL

Location: 2 The Firs, Main Rd, Kelsale

Proposal: Two Storey extension

The Planning Group had **No Objections** in principal to this application but made the following recommendations/comments:-

- It was felt the proposed black **stained** feather edge boarding would not be in keeping with the existing property and therefore this would be too harsh a contrast alongside the existing soft colours of the cottage.
- Concerns were raised that there is a rainwater drainage issue that needs to be addressed, as at present two cottages share a combined low level gully system.

This application has been **Granted** by SCDC with 3 Conditions.

Planning Ref: DC/15/1909/FUL

Location: 1 Rectory Cottages, Church Lane, Kelsale

Proposal: Single storey side extension, internal reversible alterations

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

Planning Ref: DC/15/1552/LDC

Location: Carlton Meres Country Park

Proposal: Use of land as a caravan park with ancillary facilities, access, utilities and landscaping. The use in Zone 6 is subject to the conditions in Planning Permission C01/1154.

The Planning Group had No Objections in principal to this application but made the following observations:-

- The Planning Group accepts that the Lawful Development Certificate will clarify the previously confusing position in respect of this site. Concerns have been raised regarding the impact such a large concentration of people could have upon the drainage and sewage systems (while recognising that this is not an issue for the LDC).
- The Planning Group welcomed the reassurance that residential occupation on the site will be unacceptable; however we have heard suggestions that this is currently ignored and therefore suggest you build into the certificate that responsibility for this lies with the management of the site in order to encourage they monitor that requirement?. If not, can you explain how either the SCDC Planning or Licensing departments can be sure that this is being observed?

No decision has been made by SCDC, to date.

Planning Ref: DC/15/1736/FUL

Location: Cadeau House, Main Rd, Kelsale

Proposal: Single storey extension to side and rear.

The Planning Group **Objected** to this application on the following grounds:-

- The proposed further extension will result in a complete overdevelopment of this site as follows:-
The original house when it was built was approx. $7 \times 8\frac{1}{2} = 60$ square metres. Various extensions and changing a large double garage into a lounge area being 42 square metres have already changed the character of the house. The proposed new extension takes the ground floor up to $12.15 \times 10 = 121.5$ square metres plus $10 \times 10 = 100$ square metres i.e. 221.5 square metres in total. This is well over 300% of the original build.
- The proposed extension is also only 2m from the hedge making its siting very close to the neighbouring property Ambleside.
- The Planning Group also wanted to ensure that if this application is granted that its only use would be for elderly family members as advised to nearby neighbours and **NOT** for any other use. I must point out that any change of use application once the extension, if granted, has been built would be Strongly Objected to by the Planning Group.

This application has been **Granted** by SCDC with 3 Conditions.

Planning Application: DC/14/1497/FUL

Location: Land East of Warren Avenue, Church Hill, Saxmundham

Proposal: Demolition of redundant farm buildings and construction of 170 dwellings (including 56 affordable units) with associated car parking, open space, landscaping, new vehicular access and pedestrian links. The Planning Group **Objected** to this application.

No decision has been made by SCDC, to date.

Planning Application: DC/14/1728/CLE

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

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

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

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

MINUTES OF THE PARISH COUNCIL MEETING HELD ON WEDNESDAY
26TH AUGUST 2015 AT 7:00PM IN KELSEA VILLAGE HALL, COMMITTEE ROOM

Present: Cllr Geoff Fordham (Chairman)

Cllr Jeni Aird

Cllr Keith Dickerson

Cllr Pam Garratt

Cllr Alan Revell

Cllr David Baker

Cllr Edwina Galloway

Cllr John Pulham

Cllr Tim Roberts

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

Welcome by the Chairman

In the absence of the Clerk it was agreed prior to the meeting that Cllr Pam Garratt would take the minutes.

10084. Public Forum

There were no members of the public present.

10085. Reports

(a) Report by County Cllr Michael Gower

County Cllr Gower advised a meeting was due to be held at SCC in early September regarding next years' budget. He reported that highways issues were proving to be time consuming to which he gave details. The Chairman thanked County Cllr Gower for his report.

(b) Report by District Councillor John Fisher

District Cllr Fisher had nothing to report.

(c) Report by District Councillor Philip Dunnett

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

(d) Police Report

PCSO [REDACTED] had sent her apologies. Cllr Pam Garratt read the following report:-

Please find detailed below the 4 crimes for Kelsale and the 1 for Carlton recorded during July 2015:-

Kelsale

Common Assault (no injury): Verbal altercation between delivery driver and male culminating in male being pushed in chest by delivery driver. **Dealt with by Community Resolution**

Assault occ. ABH: Alleged physical altercation between taxi driver and male who attempted to run off without paying fare. **Enquiries ongoing**

Make off without Payment: Male ran off from taxi without paying fare.

Theft – In Dwelling: Male entered property and stole cash from kitchen. **Enquiries ongoing**

Carlton

Theft – Other: Jewellery stolen whilst owner in shower in shower block on local caravan site.

Finalised

PCSO3070 [REDACTED] Saxmundham & Framlingham SNT Saxfram.SNT@suffolk.pnn.police.uk

The Chairman formally opened the meeting at 7:07pm

10086. Apologies

Apologies were accepted from Cllrs Denny, Major and Taylor. Cllr Ellis was absent.

10087. Declarations of Interest

There were none.

a) To consider any dispensations

None received.

10088. To consider the Approval of the draft minutes of the Parish Council meeting held on Wednesday 29th July 2015

The draft minutes of the Council meeting held on Wednesday 29th July 2015 had been circulated to all Councillors prior to the meeting and subject to some minor amendments to be made by the Clerk on her return were Proposed for **Approval** by Cllr Pulham, Seconded by Cllr Revell. **8 in Favour, 1 Abstention.**

10089. Parish Clerk's Report

In the Clerk's absence there was nothing to report.

10090. Matters arising from the Parish Clerk's Report

None

10091. Matters arising from the Parish Council meeting held on Wednesday 29th July 2015

Cllr Galloway asked had there been any further progress with registering the land at the Village Hall. Cllr Pulham confirmed that unfortunately the forms had been returned to him as they had been incorrectly signed.

The Chairman reported he had now met with the Chairman of Saxmundham Town Council regarding health issues to which he gave details. He confirmed other issues discussed included the current pressures on primary school places and also matters regarding the piece of land that has recently been dismissed at appeal. The Chairman confirmed that Saxmundham Town Council were in the process of writing a Neighbourhood Plan to which they had advised they would also be inviting Kelsale, Benhall and Theberton Parish Councils to have some impact and involvement with this. The Chairman reported he and the Vice Chairman had been invited to attend a meeting in respect of this matter to which gave details. There were No Objections to the Chairman attending this meeting. Cllr Dickerson stated he was still in favour of implementing a Neighbourhood Plan.

Cllr Garratt reported as a result of the last meeting she was asked to check the costings of the broadband scheme and confirmed the Village Hall Management Committee had now agreed to pay 1/3 of the costs upfront annually.

10092. Parish Council Matters

(a) 2015 Bonfire Event – To agree expenditure

It was **Unanimously Agreed** that £700.00 would be provided for float money at the 2015 event.

(b) Maintenance within the village - Benches/Bus Shelter/Notice boards/Broken gate at Main Road entrance to the Recreation Ground etc.

Cllr Revell confirmed that to date **Patrick Norman** and **David Darton** had volunteered their services. He gave details of the necessary work required to repair the bus shelters and confirmed he had discussed this matter with **Patrick Norman** and he had suggested that lining the shelters with plywood would not be beneficial due to graffiti damage and instead had recommended that an alternative boarding could be looked into. The Chairman reported he was also aware that an anti-graffiti paint was available. Cllr Revell stated **Patrick Norman** had suggested that in the first instance he would provide costings for replacing the feather edging with oak and installing some decent weather boarding in both shelters. It was agreed quotes would be obtained for the bus shelter from both **David Darton** and **Patrick Norman** and if the work did not exceed £300.00 this work would be carried out as soon as possible. **Approval** was Proposed by Cllr Pulham, Seconded by Cllr Aird. **All in Favour.**

Maintenance within the village - Benches/Bus Shelter/Notice boards/Broken gate at Main Road entrance to the Recreation Ground etc. cont...

It was also agreed that further to the recent advertisement that a handyman would no longer be required as the necessary maintenance/repairs would be priced up and carried out as and when applicable.

10093. Planning Matters

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

Cllr Aird confirmed that the following planning application was being considered at SCDC's Planning Committee meeting on Thursday 17th September 2015:-

Planning Ref: DC/15/2683/OUT

Address: Land Adjacent to Kelvin, Rosemary Lane, Kelsale

Proposal: Outline planning application for two further dwellings.

Concerns were raised regarding this application and it was agreed that strong representation at this meeting was essential and that SCDC must be reminded that this land falls outside of the permitted development area and these additional dwellings are not required within the five year land supply for new housing.

Cllr Aird reported she had been made aware that a new government policy was due to be put to government to request that new homes will be permitted on greenfield sites outside of village envelopes.

10094. Financial Matters

(a) Financial Statement since last meeting

Income/Receipts

Donation towards replacement Red Telephone Kiosk	£	60.00
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Direct Debits

BT (Monthly Line Rental Fee)	£	23.98
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BT (Quarterly Broadband Fee)	£	81.60
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Bank Balances:

Current Account as at 31 st July 2015	£17,865.23
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Business Saver Account as at 31 st July 2015	£12,040.39
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(b) To Consider/Approve the following cheque payments:-

Jo Jones Salary & Expenses	£	549.93
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██████████ Wages (Litter Collector)	£	60.00
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HMRC (Jo Jones)	£	80.60
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LCPAS (Planning Course – Planning Group)	£	100.00
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TOTAL £	790.53
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Approval for the above payments was Proposed by Cllr Roberts, Seconded by Cllr Galloway. **All in Favour.**

10095. To receive a report from the Village Centre Enhancement Group

Cllr Dickerson confirmed the Enhancement Group were in the process of applying for funding from SCDC's Community Enabling Budget towards the replacement of the fencing.

10096. To Receive Reports from Portfolio Holders and Liaison Representatives

Power 4 KCC

Cllr Dickerson reported the Garden Party held on Friday 31st July 2015 to promote the scheme had proved to be a great success with over 40 people attending. He advised that representatives from SCC had been very complimentary regarding the scheme. Cllr Dickerson confirmed that unfortunately the bid submitted to M & S Energy had been unsuccessful due to the planning permission for the extra scheme having not been applied for and therefore a planning application would now be submitted to SCDC. Cllr Pulham stated he had been dealing with Ofgem regarding the feeding tariff payments to which he gave details and confirmed Ofgem will offer a reaccreditation, if necessary.

Recreation Ground

Cllr Revell reported that [REDACTED] had now commenced with carrying out the maintenance within the Recreation Ground.

Emergency Officer

Cllr Roberts confirmed the work to implement an Emergency Plan commenced in 2010 to identify all the risks that the village could be faced upon in an emergency. He advised to date this had not progressed very far and therefore he felt this matter needed to be progressed. He suggested that himself and Cllr Garratt should get together and draw up a list of risks in order to bring these back to the Parish Council to which he gave details. Cllr Garratt suggested that a copy of a questionnaire to find out what resources could be offered within the village if an emergency arose could be circulated within an edition of the New Oasis. The Chairman stated the importance of implementing an Emergency Plan and Cllr Galloway advised the defibrillator training evening to be held on 15th October 2015 could also include a question and answer session to appeal to local residents.

Village Hall Management Committee

In Cllr Major's absence Cllr Garratt reported the Village Hall Management Committee had asked if a member of Power 4 KCC could speak to the Committee in order to explain how the system works and also requested that the box of smart meters being stored within the Village Hall is removed. Finally, she reported the Autumn Fair is to be held on Saturday 26th September 2015.

10097. Correspondence

Correspondence received since the last meeting had been tabled by the Clerk. Cllr Garratt had tabled a copy of a letter from a local resident stating their objections to the proposed road name to be used for the Plymouth Brethren Free School to which she gave details. The Chairman confirmed the Parish Council had already responded to SCDC stating they had No Objections to the proposed road name of Trust Farm Lane and therefore he felt this decision should still stand. Some Councillors raised concerns regarding this matter and it was agreed the Clerk should look into this matter further with SCDC in order so that clarification can be provided.

10098. Any Other Matters Arising

Cllr Galloway informed the Parish Council the date for the installation of the defibrillator had been delayed due to the recent poor weather conditions and she was now waiting for a revised date for the installation to be scheduled.

10099. Date of next Meeting

The next meeting of Kelsale-cum-Carlton Parish Council will be held on Wednesday 30th September 2015 at 7:00pm in Kelsale Village Hall, Committee Room.

There being no further discussion the Chairman thanked the Parish Council for their attendance and formally closed the meeting at 8:10pm

Signed: Chairman Dated:

Planning Appendix (26th August 2015)

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

None received

(b) Planning decisions confirmed since last meeting:-

Planning Ref: DC/15/2683/OUT

Address: Land Adjacent to Kelvin, Rosemary Lane, Kelsale

Proposal: Outline planning application for two further dwellings.

The Parish Council **Objected** to this application. No decision has been made by SCDC, to date.

Planning Ref: DC/15/2594

Location: Park Gate Farm, Main Rd, Kelsale

Proposal: Retrospective application for a new dwelling.

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

Planning Ref: DC/15/1976/FUL & 1977/LBC

Location: Kelsale Court, Main Road, Kelsale

Proposal: Internal alterations to provide a central atrium, minor remodelling works, rear porch extension, landscaping.

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

Planning Ref: DC/15/1552/LDC

Location: Carlton Meres Country Park

Proposal: Use of land as a caravan park with ancillary facilities, access, utilities and landscaping.

The use in Zone 6 is subject to the conditions in Planning Permission C01/1154.

The Planning Group had **No Objections** in principal to this application but made the following observations:-

- The Planning Group accepts that the Lawful Development Certificate will clarify the previously confusing position in respect of this site. Concerns have been raised regarding the impact such a large concentration of people could have upon the drainage and sewage systems (while recognising that this is not an issue for the LDC).
- The Planning Group welcomed the reassurance that residential occupation on the site will be unacceptable; however we have heard suggestions that this is currently ignored and therefore suggest you build into the certificate that responsibility for this lies with the management of the site in order to encourage they monitor that requirement?. If not, can you explain how either the SCDC Planning or Licensing departments can be sure that this is being observed?

No decision has been made by SCDC, to date.

Planning Application: DC/14/1497/FUL

Location: Land East of Warren Avenue, Church Hill, Saxmundham

Proposal: Demolition of redundant farm buildings and construction of 170 dwellings (including 56 affordable units) with associated car parking, open space, landscaping,

new vehicular access and pedestrian links. The Planning Group **Objected** to this application. This application has been **Granted** by SCDC.

Planning Application: DC/14/1728/CLE

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

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

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

MINUTES OF THE PARISH COUNCIL MEETING HELD ON WEDNESDAY
30TH SEPTEMBER 2015 AT 7:00PM IN KELSEALE VILLAGE HALL, COMMITTEE ROOM

Present: Cllr Geoff Fordham (Chairman)

Cllr David Baker

Cllr Ray Ellis

Cllr Susan Major

Cllr Alan Revell

Cllr Carolyn Taylor

Cllr Keith Dickerson

Cllr Edwina Galloway

Cllr John Pulham

Cllr Tim Roberts

In attendance: District Cllrs John Fisher and Philip Dunnett and County Cllr Michael Gower. There were 3 members of the public present.

Welcome by the Chairman

10100. Public Forum

A member of the public raised concerns regarding an overgrown meadow and footpath near to her property boundary where there is ragwort present. She advised she has spoken to landowner and asked if he would mow the meadow but to date only some of the land has been cut but not the footpath. She confirmed that brambles were now overgrowing the footpath and therefore asked the Parish Council for their support in assisting in getting this land and footpath cleared. Cllrs Dickerson and Pulham gave further details regarding ragwort and both stated it is a very dangerous weed and would need to be removed. The Chairman thanked the member of the public for her comments and confirmed the Parish Council would look into getting the footpath cleared and write to the landowner once further investigations had been carried out. Chairman thanked.

A member of the public stated she had recently contacted County Cllr Gower regarding an update on the progress on the 3 Communities Link Cycle Path. County Cllr Gower stated he was waiting for an update from [REDACTED] as a Business Plan for the project would need to be received. The Chairman thanked the member of the public for her comments and asked the Clerk to chase [REDACTED] regarding an update on this scheme.

10101. Reports

(a) Report by County Cllr Michael Gower

County Cllr Gower gave details regarding the devolution scheme and confirmed SCC would be putting together a proposal with Norfolk as to what they feel would benefit the region.

Cllr Taylor raised concerns regarding Key Stage One places in the local schools and confirmed to date all the local schools Key Stage One places were full to which she gave details. The Chairman stated he had been invited to a meeting being chaired by Chairman of Saxmundham Town Council to which this matter was due to also be discussed. Cllr Taylor also raised concerns regarding the ongoing traffic problems outside the school. County Cllr Gower confirmed he would be happy to visit the site during peak times with the Chairman in order to consider a way forward. The Chairman thanked County Cllr Gower for his report.

10101. Reports cont...

(b) Report by District Councillor John Fisher

District Cllr Fisher provided details regarding the devolution scheme and confirmed lots of bodies were currently working together to come up with the best solution. He reported on the scheme of delegation in the way planning applications are considered and confirmed if a Parish Council wishes for an application to go before SCDC's Planning Committee they would now need to put this request to the ward members in order for them to recommend this. The Chairman thanked District Cllr Fisher for his report

(c) Report by District Councillor Philip Dunnett

District Cllr Dunnett had submitted a written report. A copy of this had been circulated to all Councillors prior to the meeting. Cllr Dunnett raised concerns regarding the devolution process and the timescales involved. He also provided further details regarding the planning scheme of delegation process. The Chairman thanked District Cllr Dunnett for his report.

(d) Police Report

PCSO [REDACTED] had sent her apologies. No written report had been submitted.

The Chairman formally opened the meeting at 7:37pm

10102. Apologies

Apologies were accepted from Cllrs Aird, Denny and Garratt.

10103. Declarations of Interest

There were none.

a) To consider any dispensations

The Chairman confirmed he had applied to the Clerk for dispensation in respect of Planning Applications DC/15/0106 & DC/15/0107. The Clerk confirmed Dispensation has been **Granted**. The Chairman recommended that both Cllrs Revell and Ellis should also do so the same in order so that they could be part of any future discussions regarding these applications.

10104. To consider the Approval of the draft minutes of the Parish Council meeting held on Wednesday 26th August 2015

The draft minutes of the Council meeting held on Wednesday 26th August 2015 had been circulated to all Councillors prior to the meeting and subject to a minor amendment were Proposed for **Approval** by Cllr Roberts, Seconded by Cllr Pulham. **All in Favour.**

10105. Parish Clerk's Report

To report I have now received the annual Play Inspection reports for the play areas. I can confirm myself and Cllr Aird have looked over the minor low risk points raised in respect of the play area at the Recreation Ground and if necessary these matters can be raised at a future meeting. I am pleased to advise the basketball net which is due to be sited on the Recreation Ground has now been delivered. Finally, I have now applied to District Cllr Dunnett's Community Enabling Budget for some funding for the Village Enhancement Group towards the works to the fencing within the Low Rd car park.

10106. Matters arising from the Parish Clerk's Report

There were none.

10107. Matters arising from the Parish Council meeting held on Wednesday 26th August 2015

Cllr Pulham confirmed the forms to register the land at the Village Hall and outside the Committee Room along with the land at Carlton Green have now been submitted to the Land Registry and he advised he had received informal confirmation that these applications were progressing well. Cllr Revell confirmed he had recently carried out some repairs to the bus shelters to which he gave details and raised concerns regarding the cleanliness of these shelters. On behalf of the Parish Council the Chairman thanked Cllr Revell for carrying out this task.

Matters arising from the Parish Council meeting held on Wednesday 26th August 2015 cont...

Cllr Dickerson asked if the position for a handyman post was still going to be looked into. Cllr Revell stated he felt this post would not be necessary and instead quotations would be obtained as and when any necessary work needed to be carried out.

The Chairman raised concerns regarding the forthcoming bonfire in respect of hedgehogs and other small animals. He confirmed Cllr Baker had come up with some costings of around £60.00 to put up some fencing in order to protect these animals. It was agreed a small work party would be carried out to erect this fencing.

10108. Parish Council Matters

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

A copy of these documents had been circulated to all Councillors prior to the meeting. The annual review of the Standing Orders was carried out and **Approval to Adopt** these was Proposed by Cllr Dickerson, Seconded by Cllr Pulham. **All in Favour.**

The annual review of the Financial Regulations was carried out and these were **Unanimously Approved and Adopted** by the Council.

(b) Emergency Plan – To receive an update

Cllr Roberts had circulated the draft emergency plan to all Councillors via e-mail prior to the meeting. Cllr Roberts gave further details regarding the draft plan and asked the Parish Council for their support in assisting him in obtaining the local data regarding what facilities were available. He confirmed Cllr Garratt and himself would be looking to circulate a questionnaire in order to find out what resources were available within the Parish in order to feed the results of this into the Emergency Plan. Cllr Roberts thanked Cllr Garratt, **Karen White** and Rev. **Andy Woolton** for their contributions. Cllr Galloway suggested that the Emergency Plan could be mentioned at the forthcoming Defibrillator Awareness meeting as she felt this could be a good opportunity to ask Parishioners what skills and equipment they have. Cllr Revell volunteered his services as he is trained in the fire service and first aid. On behalf of the Parish Council the Chairman thanked Cllr Roberts for all his hard work.

(c) 2016 Fete to be coordinated by the Parish Council & Village Hall Management Committee – To consider this event

This matter was deferred to the October 2015 Parish Council meeting.

10109. Planning Matters

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

To receive an update on the outcome of the SCDC Committee meeting in respect of the following Planning Application:-

Planning Ref: DC/15/2683/OUT

Address: Land Adjacent to Kelvin, Rosemary Lane, Kelsale

Proposal: Outline planning application for two further dwellings.

District Cllr Dunnett gave further details regarding the site meeting held and confirmed the final decision would be made at the SCDC Planning Committee meeting to be held on Thursday 8th October 2015. The Chairman confirmed he would be attending this meeting. The Chairman ***closed the meeting*** to allow a member of the public to comment. The member of the public thanked the both Cllrs Aird and Garratt for attending the SCDC Planning Committee meeting. He confirmed he was not able to attend the SCDC Planning Committee meeting but confirmed representatives from neighbouring properties would be attending. The Chairman thanked the member of the public for his comments and ***reconvened the meeting***.

10110. Financial Matters

(a) Financial Statement since last meeting

Income/Receipts

None

Direct Debits

BT (Monthly Line Rental Fee)	£ 23.98
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Bank Balances:

Current Account as at 31 st August 2015	£13,195.74
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Business Saver Account as at 31 st August 2015	£12,040.39
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(b) To Consider/Approve the following cheque payments:-

Jo Jones Salary & Expenses	£ 565.60
██████████ Wages (Litter Collector)	£ 75.00
HMRC (Jo Jones)	£ 80.40
CPRE (Annual Membership)	£ 36.00
The Play Inspection Company (Annual Play Inspections)	£ 150.00
██████████ (Maintenance – Recreation Ground)	£ 105.00
Kelsale Village Hall (Hall Hire)	£ 30.00
SCDC (Uncontested Election Fee – May 2015)	£ 125.00
BDO (External Audit Fee)	£ 240.00
IDU Trading Ltd (Basketball Net)	£ 769.00
Cllr Revell (Repairs to the bus shelters)	£ 18.62
TOTAL	£ 1,407.00

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

(c) To Approve the completion of the 2014/15 Annual Return

The Clerk/RFO confirmed there were No Matters Arising as a result of the External Audit. **Approval** for the completion of the 2014/15 Annual Return was Proposed by Cllr Revell, Seconded by Cllr Galloway. **All in Favour.**

(d) Parish Clerk's Salary Review

The Chairman gave details of the NALC Salary Scales and Proposed that the Clerk should raise one Spinal Column Point to SCP 23, Seconded by Cllr Revell. **All in Favour.** On behalf of the Parish Council the Chairman thanked the Clerk for all her hard work.

10111. To receive a report from the Village Centre Enhancement Group

Cllr Dickerson confirmed the Clerk had now applied for some funding from SCDC's Community Enabling Budget towards the replacement of the fencing within the Low Rd Car Park.

10112. To Receive Reports from Portfolio Holders and Liaison Representatives

Emergency Officer

Cllr Galloway confirmed the Defibrillator Awareness Briefing would be held on Thursday 15th October 2015 to which she urged Councillors to attend. She also advised that she had now received the paperwork for the defibrillator and this was now up and running.

Kelsale Village Hall Management Committee

Cllr Major reported the Committee were currently seeking estimates for the necessary repairs needing to be carried out to the Main Hall.

She confirmed a Halloween event would be held on Saturday 31st October 2015 from 10:00-11:00am.

New Oasis

Cllr Pulham confirmed the latest edition had now been printed.

2015 Bonfire Event

It was agreed the gate would be opened for the bonfire on Friday 9th October 2015 by Cllr Major.

The following actions were also confirmed:-

Insurance Company, Police and Fire Brigade – Clerk to inform.

SJA – Confirmation required.

Buckets and security labels – Clerk to order.

Banner up – Two weeks before event

Posters and advertising – Chairman has in hand.

TENS Licence – Chairman to obtain.

Cllr Pulham raised concerns regarding the lantern procession no longer being carried out. Cllr Revell confirmed it was felt this event is no longer carried out due to health and safety issues to which he gave details. There were suggestions that possibly going forward a lantern procession could be held on the Recreation Ground.

Power 4 KCC

The Chairman confirmed the storage heaters within the Committee Room had a fault whereby the trip switch keeps tripping and therefore this had now been reported to East Green Energy.

10113. Correspondence

The Clerk confirmed she had received correspondence from the East Suffolk Lines Community Rail Partnership asking if the Parish Council would like to send a representative to their future meetings.

It was agreed the Clerk would respond in order to ask for confirmation of the future South Group meetings in order for a representative to hopefully be able to attend.

10114. Any Other Matters Arising

Cllr Revell confirmed the damaged benches had now been delivered to Mr Denny for refurbishment. The Chairman confirmed due the recent appeal notice being received regarding Planning

Applications DC/15/0106 & 7 an informal Planning Group meeting was held and it was agreed as a result of this meeting that a notice would be circulated to all neighbouring properties giving details of the appeal and to provide instructions of how to comment.

Cllr Major confirmed she had now obtained the key to the Recreation Ground gate from former Cllr Paul Hartley.

Cllr Major confirmed she had now informed the Environment Agency that the River Fromus is dry and therefore she had requested that the dredging work could be carried out. Cllr Major also raised concerns regarding the debris within the river and also the overgrown river bank close to her property. There was a brief discussion whereby Cllr Pulham provided details regarding properties that abut the river and referred to the Living on the Edge document. Cllr Revell suggested that [REDACTED] may be willing to clear the debris from the river. It was also agreed that Cllr Major would ask [REDACTED] to cut back the overgrown river bank as this land was owned by the Parish Council. It was also agreed the Clerk would contact the Environment Agency in order to ask for clarification that no charge would be applicable for the forthcoming dredging works to the River Fromus.

10115. Date of next Meeting

The next meeting of Kelsale-cum-Carlton Parish Council will be held on Wednesday 28th October 2015 at 7:00pm in Kelsale Village Hall, Committee Room.

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

Signed: Chairman Dated:

Planning Appendix (30th September 2015)

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

Planning Ref: DC/15/3562/FUL

Address: The Cottages, Bridge St, Kelsale

Proposal: Installation of ground mounted solar system – add to existing scheme.

This application is currently being circulated amongst the Planning Group

Planning Ref: DC/15/3562/FUL

Address: Plot 4, Southview, Carlton Rd

Proposal: Erection of new bungalow and associated external works, together with erection of a double garage. Different design and siting to that approved under Planning Consent C13/3407.

This application is currently being circulated amongst the Planning Group

Town and Country Planning Act 1990 – Appeal under Section 78

Appeal by: [REDACTED]

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

Planning Application Ref: DC/15/0106/FUL

Proposal: Erection of a New Brethren Meeting Hall

Planning Ref: DC/15/3338/FUL

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

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

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

(b) Planning decisions confirmed since last meeting:-

Planning Ref: DC/15/2683/OUT

Address: Land Adjacent to Kelvin, Rosemary Lane, Kelsale

Proposal: Outline planning application for two further dwellings.

The Parish Council **Objected** to this application. No decision has been made by SCDC, to date.

Planning Ref: DC/15/1552/LDC

Location: Carlton Meres Country Park

Proposal: Use of land as a caravan park with ancillary facilities, access, utilities and landscaping.

The use in Zone 6 is subject to the conditions in Planning Permission C01/1154.

The Planning Group had **No Objections** in principal to this application but made the following observations:-

- The Planning Group accepts that the Lawful Development Certificate will clarify the previously confusing position in respect of this site. Concerns have been raised regarding the impact such a large concentration of people could have upon the drainage and sewage systems (while recognising that this is not an issue for the LDC).
- The Planning Group welcomed the reassurance that residential occupation on the site will be unacceptable; however we have heard suggestions that this is currently ignored and therefore suggest you build into the certificate that responsibility for this lies with the management of the site in order to encourage they monitor that requirement?. If not, can you explain how either the SCDC Planning or Licensing departments can be sure that this is being observed?

No decision has been made by SCDC, to date.

Planning Application: DC/14/1728/CLE

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

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

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

Kelsale-cum-Carlton Parish Council

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

**MINUTES OF THE PARISH COUNCIL MEETING HELD ON WEDNESDAY
28th OCTOBER 2015 AT 7:00PM IN KELSALE VILLAGE HALL, COMMITTEE ROOM**

Present: Cllr Alan Revell (Vice Chairman)

Cllr Jeni Aird

Cllr Nick Denny

Cllr Edwina Galloway

Cllr Susan Major

Cllr Tim Roberts

Cllr David Baker

Cllr Ray Ellis

Cllr Pam Garratt

Cllr John Pulham

Cllr Carolyn Taylor

In attendance: District Cllr John Fisher. There were 3 members of the public present.

Welcome by the Vice Chairman

10116. Public Forum

The Vice Chairman welcomed [REDACTED] and his colleague to the meeting. [REDACTED] gave details regarding a Planning Application in which he was looking to submit for a Plymouth Brethren Meeting Hall and School on the Skeeters Hall site. [REDACTED] circulated copies of the proposed plans to all Councillors. He gave details regarding the site and included thorough details of the proposals to be submitted to SCDC stating the school would accommodate 20-30 pupils maximum. The Vice Chairman thanked [REDACTED] and his colleague for attending the meeting and asked if permission was Granted for this site for both a meeting hall and the school would the Appeal be Withdrawn for the site at Carlton Rd. He also stated he felt if the site at Carlton Rd was not pursued it would be more favourable to Parishioners. [REDACTED] was unable to confirm if the Appeal for the Carlton Rd site would be Withdrawn. The Vice Chairman confirmed he felt the Parish Council would be supportive of a meeting hall on the proposed site at Skeeters Hall along with the school and stated he felt that a letter of intent for the applicants to withdraw the appeal for the Carlton Rd site would be welcomed. Cllr Roberts raised concerns regarding the style of the buildings being proposed. Cllr Aird asked would they also be looking to build a single dwelling at the Carlton Rd Site. Finally, the Vice Chairman stated the Parish Council would assess the application further once the formal planning application had been received.

10117. Reports

(a) Report by County Cllr Michael Gower

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

(b) Report by District Cllr John Fisher

District Cllr Fisher had nothing to report.

(c) Report by District Cllr Philip Dunnett

Apologies had been received from District Cllr Dunnett. A written report had been circulated to all Councillors prior to the meeting.

(d) Police Report

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

Please find detailed below the crimes recorded for Kelsale and Carlton during August and September 2015. There were 2 for Kelsale in August and 4 in September 2015. For Carlton 0 in August and 2 in September 2015.

Kelsale – August

Common Assault (no injury): During hours of darkness intoxicated male verbally abuses another and then attempts several punches before staggering away.

Kelsale – August Cont..

Criminal Damage - Dwelling: In early hours intoxicated male threw wheelie bin through rear window of residential property, entered and went to sleep on sofa.

Kelsale – September

Criminal Damage - Other Building: Attempted forced entry at local church with 2ft piece of wood. No entry gained.

Minor Wound without Intent: Wheelchair bound male with mental health issues attacked his carer.

Common Assault (no injury): Linked to above offence.

Malicious Communications: Indecent image sent via Facebook.

Carlton – September

Theft – Other: Wooden pallets stolen off an open back lorry whilst parked in Industrial Estate yard.

Take a Conveyance- M/Vehicle - TWC: Insecure vehicle possibly moved elsewhere in car park.

PCSO 3070 [REDACTED]

Saxmundham and Framlingham SNT

Saxfram.snt@suffolk.pnn.police.uk

The Vice Chairman formally opened the meeting at 7:26pm

The Vice Chairman advised that Cllr Fordham had now formally resigned from the Parish Council and therefore he would be acting Chairman until this position had been filled. Cllr Revell asked the Clerk to write to Cllr Fordham in order to thank him for all his hard work.

10118. Apologies

Apologies were accepted from Cllr Dickerson.

10119. Declarations of Interest

There were none.

b) To consider any dispensations

None received

10120. To consider the Approval of the draft minutes of the Parish Council meeting held on Wednesday 30th September 2015

The draft minutes of the Council meeting held on Wednesday 30th September 2015 had been circulated to all Councillors prior to the meeting and were Proposed for **Approval** by Cllr Pulham, Seconded by Cllr Roberts. **7 in Favour, 4 Abstentions.**

10121. Parish Clerk's Report

I have now received confirmation from SCDC that £1000.00 towards the improvements to the Low Rd Car Park from District Cllr Dunnett's Enabling Community Budget has been paid.

I have been asked in Cllr Dickerson's absence to ask if the Parish Council would now consider earmarking up to £1,000 towards the expenditure for Phase 2 of the Village Centre Enhancement project.

10122. Matters arising from the Parish Clerk's Report

Cllr Revell confirmed a meeting of the VCEG would be held on Cllr Dickerson's return and gave details regarding the proposed improvements to the village centre. He confirmed the main focus was the Low Rd car park to which he provided information regarding the works to be carried out.

Matters arising from the Parish Clerk's Report cont...

Cllr Roberts Proposed that £1000 should be earmarked towards the works to the fencing and signage at Low Rd car park, Seconded by Cllr Garratt. **All in Favour.** It was agreed Cllr Revell would obtain an updated quotation from [REDACTED].

10123. Matters arising from the Parish Council meeting held on Wednesday 30th September 2015

The Vice Chairman stated further to the September meeting whereby a member of the public had raised concerns regarding an overgrown footpath and ragwort growing on the meadow behind her property that it was agreed that SCC should be asked to clear the footpath and the Clerk would send the landowner a copy of the DEFRA Guidance on the Control of Ragwort Code.

Cllr Pulham confirmed the land at Carlton Green is now registered in the Parish Council's name. He advised the registration of the land at the Village Hall and outside the Committee Room was in progress. He confirmed that the possessory title when obtained could then be upgraded to absolute in 15 years. The Vice Chairman thanked Cllr Pulham for all his hard work.

10124. Parish Council Matters

(a) Xmas Tree Lights Switch On & Carols

It was agreed this event would be held on Friday 4th December at 6:00pm and the Clerk would purchase a tree between 12 & 15ft and that Cllr Aird would liaise with [REDACTED] regarding its siting. The Vice Chairman suggested costings could be obtained for new lights for the tree and it was agreed costs of up to £100.00 could be spent, subject to Cllr Roberts asking Beacon Lights at Leiston to maybe sponsor these. Cllr Roberts agreed to compile some posters in order to advertise this event.

(b) 2016 Fete to be co-ordinated by the Parish Council & Village Hall Management Committee – To consider this event

Cllr Galloway confirmed she had received an e-mail from a member of the VHMC suggesting this event could be held to celebrate the Queens 90th Birthday on the weekend of the 11/12th June 2016. Cllrs Garratt and Denny volunteered to assist masterminding this event. The Vice Chairman asked Cllr Major to confirm to VHMC that the Parish Council would be willing to assist and co-ordinate this event.

(c) 2015 Bonfire Event – To consider final arrangements for this event

Cllr Garratt urged Councillors to attend the Recreation Ground at 9am on Saturday 7th November to assist in setting up the event. It was agreed the gates would open at 6pm. The Vice Chairman thanked Cllr Garratt for all her hard work carried out in masterminding this event.

(d) Proposed Vehicle Activated Speeding Sign – To receive an update

The Clerk confirmed she had spoken to both [REDACTED] at Suffolk County Highways and also Westcotec who manufacture the vehicle activated speeding sign. David had confirmed if the Parish Council decides to go ahead they would need to hold a site meeting with [REDACTED] in order to agree where the posts will be sited as there needs to be a clear 100m sight line.

She advised that Westcotec had confirmed the cost of the Suffolk Approved Sign – the MiniSid is £2625.00 + £250.00 (including the device to collect data). She confirmed this package also included 2 batteries, a charger, a bracket and a sign cover. It was agreed 3 posts should be sited and the Clerk should arrange a site meeting with [REDACTED] and look into applying for funding. The Clerk confirmed that County Cllr Gower had agreed to fund half of this project and she felt the Parish Council could ear mark the remaining costs.

(e) New Oasis Distribution

Cllr Garratt stated she had received e-mails of complaints regarding the delivery of the recent newsletter. Cllr Pulham advised he had agreed to take on the production in the first instance and that he was now setting about co-ordinating the delivery to which he gave details regarding the distribution list and circulated copies of the up to date lists. Cllr Pulham confirmed the next edition would be due to be distributed around the 19th December 2015. Cllr Baker volunteered his services in assisting Cllr Pulham in stapling the copies and delivering.

(f) Resolution to consider that the Parish Council applies to be ‘Basic’ members of The Community Heartbeat Trust at a cost of £126 per annum for 4 years

Cllr Galloway gave details regarding this matter and stated that EDF Energy had given a donation of £250.00. **Approval** to apply to be basic members was Proposed by Cllr Galloway, Seconded by Cllr Roberts. **All in Favour.** The Vice Chairman thanked Cllr Galloway for all her hard work and Cllr Garratt congratulated Cllr Galloway on the recent Defibrillator Awareness evening.

(g) To consider/approve the formation of a Custodian/Defibrillator Portfolio

Cllr Galloway stated to ensure the role is always allocated when the makeup of the Council changes she felt it would be beneficial if this role was implemented. She advised that currently [REDACTED] and herself were initially the responsible. It was agreed that [REDACTED] and Cllr Galloway would be the Portfolio Holders. **Approval** was Proposed by Cllr Revell, Seconded by Cllr Roberts. **All in Favour.**

10125. Planning Matters

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

a) Preferred Options public consultation - Site Allocations and Area Specific Policies – To consider correspondence received

The Clerk gave details regarding the document received and suggested an informal meeting of the Planning Group should take place in order to compile a response. Following a brief discussion whereby some concerns were raised it was agreed this matter would be an agenda item at the November Parish Council meeting to approve the response to be sent

10126. Financial Matters

(a) Financial Statement since last meeting

Income/Receipts

SCDC – 2nd half of precept and grant £ 9,893.06

Direct Debits

BT (Monthly Line Rental Fee) £ 23.98

Bank Balances:

Current Account as at 30th September 2015 **£22,166.62**

Business Saver Account as at 30th September 2015 **£12,041.89**

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

Jo Jones Salary & Expenses (inc. Charity Buckets ordered) £ 620.89

[REDACTED] Wages (Litter Collector) £ 60.00

HMRC – PAYE (Jo Jones) £ 84.00

[REDACTED] (Website Renewal Fee) £ 89.59

[REDACTED] (Maintenance Recreation Ground & Car Park) £ 105.00

Bonfire Float £ 700.00

Kelsale Village Hall (Hall Hire) £ 30.00

Cllr David Baker (Bonfire Event Expenses – Fencing) £ 91.02

Cllr Pam Garratt (Refreshments – Defibrillator Awareness Event) £ 12.12

Cllr Edwina Galloway (Plaque for Red Telephone Box) £ 40.00

Cllr Edwina Galloway (Bonfire Event expenses) £ 20.00

Cllr Nick Denny (Bonfire Event expenses) £ 437.61

Kelsale Primary School (Sponsor a stall at Xmas Fair) £ 25.00

Royal British Legion (Wreath) £ 30.00

TOTAL £ 2,345.23

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

10127. To receive a report from the Village Centre Enhancement Group
Cllr Pulham confirmed the telegraph pole in Church Lane had now been removed.

10128. To Receive Reports from Portfolio Holders and Liaison Representatives

Sizewell C

Cllr Galloway stated that further to the recent news regarding progress that she felt things would now start to liven up.

Grit Bins

Cllr Denny suggested the Clerk should request that Suffolk County Highways fill the grit bins by mid-November.

Kelsale Village Hall Management Committee

Cllr Major reported the Committee would happily help the Parish Council in organising a 2016 fete. She confirmed quotations were still to be sought for the works to be carried out to the Main Hall. Cllr Garratt reported the Art Show was due to be held on the weekend of 21st/22nd November 2015. Cllr Roberts advised that Beacon Lights in Leiston had agreed to carry out a lighting plan survey free of charge for the Village Hall to which he gave details.

New Oasis

Cllr Pulham confirmed the deadline for articles for the next edition is Friday 12th December 2015.

Kelsale Primary School

Cllr Taylor reported the school is thriving and the current role is 144 and there were not many places left across the younger year groups to which she raised concerns.

10129. Correspondence

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

The Vice Chairman gave details regarding the letter received. Cllr Galloway reminded Parish Council members that it had been agreed that £300.00 would be given to the Fabric Fund annually. Some concerns were raised regarding the correspondence received and Cllr Aird provided further details regarding the churchyard. It was agreed the Parish Council supported the tidying of the churchyard but felt the quotation sought was very high and therefore an alternative quote should be obtained or this work should be carried out by volunteers or community service individuals.

10130. Any Other Matters Arising

Cllr Pulham thanked Cllr Major for organising the works to the River Fromus and for having the Environment Agency agree to fund these works as part of their maintenance programme.

Cllr Galloway had circulated some information prior to the meeting regarding bike racks. She provided further details regarding this proposal and it was suggested that as there was an idea to site a bike rack within the Low Rd car park that this matter should be considered by the Village Centre Enhancement Group.

10131. Date of next Meeting

The next meeting of Kelsale-cum-Carlton Parish Council will be held on Wednesday 25th November 2015 at 7:00pm in Kelsale Village Hall, Committee Room.

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

Signed: Chairman Dated:

Planning Appendix (28th October 2015)

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

Planning Ref: DC/15/3378/FUL

Address: 1 Church Close, Kelsale

Proposal: Severance of part of existing side garden to No. 1 Church Close, and erection of a new single storey residential property for a registered disabled person.

Two members of the Planning Group declared an interest as they both live opposite the proposed site.

- I can confirm that some members of the Planning Group were not against a bungalow being built but were not in favour of the proposed design as it was felt the garden of the existing property would be very small.
- Concerns were also raised that floor plans were not included with the application.
- It was also noted that there are trees within the proposed site that have Tree Preservation Orders on them and in which must be adhered to.
- Concerns were also raised regarding the access onto Church Lane.

No decision has been made by SCDC, to date.

Planning Ref: DC/15/3257/FUL

Address: Southview, Main Rd, Kelsale

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

This application is currently being circulated amongst the Planning Group.

Planning Ref: DC/15/3924/FUL

Address: Nobell, Low Rd, Kelsale

Proposal: Erection of a new single storey garage to front of property.

This application is currently being circulated amongst the Planning Group.

(b) Planning decisions confirmed since last meeting:-

Planning Ref: DC/15/3562/FUL

Address: The Cottages, Bridge St, Kelsale

Proposal: Installation of ground mounted solar system – add to existing scheme.

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

Planning Ref: DC/15/3562/FUL

Address: Plot 4, Southview, Carlton Rd

Proposal: Erection of new bungalow and associated external works, together with erection of a double garage. Different design and siting to that approved under Planning Consent C13/3407.

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

Town and Country Planning Act 1990 – Appeal under Section 78

Appeal by: [REDACTED]

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

Planning Application Ref: DC/15/0106/FUL

Proposal: Erection of a New Brethren Meeting Hall

Planning decisions confirmed since last meeting:-

Planning Ref: DC/15/3338/FUL

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

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

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

Planning Ref: DC/15/2683/OUT

Address: Land Adjacent to Kelvin, Rosemary Lane, Kelsale

Proposal: Outline planning application for two further dwellings.

The Parish Council **Objected** to this application. This application has been **Granted** by SCDC with 11 Conditions.

Planning Ref: DC/15/1552/LDC

Location: Carlton Meres Country Park

Proposal: Use of land as a caravan park with ancillary facilities, access, utilities and landscaping.

The use in Zone 6 is subject to the conditions in Planning Permission C01/1154.

The Planning Group had **No Objections** in principal to this application but made the following observations:-

- The Planning Group accepts that the Lawful Development Certificate will clarify the previously confusing position in respect of this site. Concerns have been raised regarding the impact such a large concentration of people could have upon the drainage and sewage systems (while recognising that this is not an issue for the LDC).
- The Planning Group welcomed the reassurance that residential occupation on the site will be unacceptable; however we have heard suggestions that this is currently ignored and therefore suggest you build into the certificate that responsibility for this lies with the management of the site in order to encourage they monitor that requirement?. If not, can you explain how either the SCDC Planning or Licensing departments can be sure that this is being observed?

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

Planning Application: DC/14/1728/CLE

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

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

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

MINUTES OF THE PARISH COUNCIL MEETING HELD ON WEDNESDAY
25TH NOVEMBER 2015 AT 7:00PM IN KELSE VILLAGE HALL, COMMITTEE ROOM

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

In attendance: District Cllrs John Fisher & Phillip Dunnett and County Cllr Michael Gower. There were no members of the public present.

Welcome by the Acting Chairman

10132. Public Forum

There were no members of the public present.

10133. Reports

(a) Report by County Cllr Michael Gower

County Cllr Gower reported SCC were struggling to finalise their 2016/17 budget due to having to make savings of £75 million over 2 years. He confirmed that GCSE results in Suffolk had now improved. The Acting Chairman thanked County Cllr Gower for his report.

(b) Report by District Cllr John Fisher

District Cllr Fisher reported the changes to the planning system - Scheme of Delegation were now in place. The Acting Chairman thanked District Cllr Fisher for his report.

(c) Report by District Cllr Philip Dunnett

District Cllr Dunnett had submitted a written report to which had been circulated to all Councillors prior to the meeting. He provided details on the Brown Bin Scheme and confirmed an annual review would be carried out in respect of this matter. District Cllr Dunnett confirmed the Local Plan Consultation response deadline ended on Monday 30th November 2015. Finally, he report that the Devolution process was progressing slowly. The Acting Chairman thanked District Cllr Dunnett for his report. Cllr Dickerson raised concerns regarding the possibility of the withdrawal of the Brown Bin Scheme. District Cllr Dunnett stated due to SCC's decision to reduce their funding SCDC has had to find extra funds and he confirmed that recycling would now be looked into across Suffolk Coastal to which he gave details.

(d) Police Report

PCSO [REDACTED] had sent her apologies. The Clerk read the following report:-
Please find detailed below the crimes recorded for Kelsale and Carlton during October 2015.
There has been 1 crime for Carlton and none for Kelsale during this time.

Carlton

Burglary – Other Building: Premises on Industrial Estate were broken into and items stolen.

PCSO 3070 [REDACTED]
Saxmundham and Framlingham SNT
Saxfram.snt@suffolk.pnn.police.uk

The Acting Chairman formally opened the meeting at 7:16pm

10134. Apologies

Apologies were accepted from Cllr Denny.

10135. Declarations of Interest

There were none.

c) To consider any dispensations

None received

10136. To consider the Approval of the draft minutes of the Parish Council meeting held on Wednesday 28th October 2015

The draft minutes of the Council meeting held on Wednesday 28th October 2015 had been circulated to all Councillors prior to the meeting and were Proposed for **Approval** by Cllr Roberts, Seconded by

Cllr Pulham. **10 in Favour, 1 Abstention.**

Cllr Aird suggested due to the damage caused by the storage heater to the Clerk's coat at the October Council meeting that she felt this should be replaced. **Approval** to replace the Clerk's coat was Proposed by Cllr Major, Seconded by Cllr Roberts. **10 in Favour, 1 Abstention.**

10137. Parish Clerk's Report

I attended the Scheme of Delegation Planning Briefing on Monday 2nd November 2015 at SCDC. The planning procedure change will be introduced in the 2nd week of November 2015.

If a trigger point is met at the end of the public 21 day consultation period then an e-mail will be sent to the Parish Clerk giving 5 working days to respond stating the material objections that the PC have to the application. Once the 5 day period has elapsed the Chair and Vice Chair of the SCDC planning committee will then meet with the Case Officer to decide if the application should be heard by the full planning committee.

The three trigger points are:-

1. A planning application classified as a "**Major or Minor Application**" where a Town/Parish Council, Statutory Consultee or at least three interested parties have raised material planning objections within the prescribed consultation period and when officers are minded to approve.
2. A planning application classified as a "**Major or Minor Application**" where a Town/Parish Council, Statutory Consultee or at least three interested parties have raised material planning issues in support of the case within the prescribed consultation period and when officers are minded to refuse.
3. A planning application classified as an "**Other Application**" where an objection has been made raising material planning objections within the prescribed consultation period and when officers are minded to approve.

The Acting Chairman thanked the Clerk for her report.

10138. Matters arising from the Parish Clerk's Report

There were none.

10139. Matters arising from the Parish Council meeting held on Wednesday 28th October 2015

There were none.

10140. Parish Council Matters

(a) Xmas Tree Lighting

Cllr Roberts confirmed that Beacon Lights had kindly donated 1000 led lights for the Xmas tree. It was suggested they could be invited to attend the Xmas Tree Light Switch On & Carols event to be held on Friday 4th December 2015.

Cllr Aird reported that **Nobby Mann** would not be able to assist with erecting the tree this year. It was suggested a working party could be formed in order to carry out this task. There was a brief discussion and it was agreed a working party would erect the tree on Wednesday 2nd December 2015. Cllrs Aird and Major volunteered their services to assist at the Xmas Tree Lights Switch On and Carol event.

(b) Village Hall Management Committee

Cllr Major confirmed the Village Hall Management Committee would like to help co-ordinate the Summer Event to be held to commemorate the Queens 90th Birthday. She offered thanks to Cllr Roberts for offering to assist with looking into the lighting at the Village Hall and advised the Committee were keen to see the proposals.

Cllr Major stated she was aware the Committee worked very hard and raised concerns as it was only Trustees who were entitled to vote that if the number of Trustees fell too low that this may cause problems.

Cllr Roberts asked Cllr Major if she could obtain some information regarding the floor plans in respect of the proposed lighting scheme. He confirmed it was hoped the proposed new lighting would improve the lighting and reduce energy costs.

10141. Planning Matters

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

(a) Preferred Options public consultation - Site Allocations and Area Specific Policies – To consider correspondence received and the response to be sent

Cllr Aird confirmed an informal meeting of the Planning Group had recently been held to which she gave details and confirmed the response had been agreed as per the copy recently submitted by the Clerk to all members of the Planning Group. Cllr Baker stated he did not approve of the response to be sent. Cllr Ellis also raised concerns regarding a housing estate being sited on the preferred site. Cllr Aird advised as this is SCDC's preferred site and it was agreed at the informal meeting this land would be deemed suitable that she felt the response as agreed should be sent. The Acting Chairman gave further details regarding this matter and stated he felt the concerning issue was the increase from 10 – 20 new homes that was now required. There was a discussion and it was agreed that new 4 bedroomed detached dwellings were not required within the village. The Clerk confirmed she had received comments from some members of the Planning Group and felt that a revised letter should be compiled in order to take these comments into consideration. It was **Resolved** that a copy of the revised letter would be circulated to all Councillors for Approval prior to sending this to SCDC.

(b) Town & Country Planning Act 1990 – Appeal under Section 78

Appeal by: **[REDACTED]**

Site at: Site North of Carlton Rd, Kelsale-cum-Carlton

Planning Application Reference: DC/15/0107/OUT – To receive an update from the Planning Group

The Clerk gave details regarding the response sent in order to **Object** to this Appeal.

10142. Financial Matters

(a) Financial Statement since last meeting

Income/Receipts

Bonfire Event	£5581.17
SCDC – Enabling Community Budget – Low Rd Car Park	£1000.00

Direct Debits

BT (Monthly Line Rental Fee)	£ 23.98
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Bank Balances:

Current Account as at 31 st October 2015	£21,125.35
Business Saver Account as at 31 st October 2015	£12,041.89

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

Jo Jones Salary & Expenses	£ 579.65
White & Partners Ltd (Bonfire Expenses – BBQ)	£ 603.46
██████████ Wages (Litter Collector)	£ 60.00
HMRC – PAYE (Jo Jones)	£ 84.00
Essex Pyrotechnics (Bonfire Event - Fireworks)	£ 1,560.00
Cllr Pam Garratt (Bonfire Event Expenses – Gifts)	£ 37.76
██████████ (Bonfire Event Expenses – Mulled Wine)	£ 67.75
██████████ (Bonfire Event Expenses – Tens Fee)	£ 21.00
Earl Soham Brewery Ltd – Bonfire Event – Beer)	£ 177.30
Cllr Pam Garratt – (Bonfire Event Expenses – Refreshments)	£ 14.15
St Johns Ambulance (Bonfire Event)	£ 84.00
Suffolk Coastal Norse (Grass Cutting – Rec Ground Mar – Sept)	£ 806.40
Community Heartbeat (Annual Membership - Defibrillator)	£ 151.20
██████████ (Maintenance Recreation Ground & Low Rd car park)	£ 70.00
Heelis & Lodge (Internal Audit Fee)	£ 150.00
Jo Jones (Expenses – Replacement of damaged coat)	£ 68.10
TOTAL	£ 4,534.77

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

Cllr Ellis made some enquires regarding the budget process to which clarification was given. The Acting Chairman stated he felt the Clerk's enrolment into the Local Government Pension Scheme should be included within the draft 2016/17 Budget. **Approved Unanimously.** The Clerk confirmed she would make the necessary enquiries and include this within the draft budget.

Cllr Roberts requested the amount for Emergency Planning within the draft 2016/17 budget should be increased to £750.00 to which he gave details.

Finally, the Clerk gave details regarding the correspondence received from SCDC in respect of the Tax Base for 2016/17 in relation to the precept. Cllr Dickerson provided further clarification regarding the precept setting and stated he felt there would not be a requirement for the precept to be increased for 2016/17.

The Clerk confirmed she would circulate a final copy of the draft 2016/17 budget to all Councillors prior to the December Parish Council meeting.

10143. To receive a report from the Bonfire Working Group

The Acting Chairman congratulated Cllr Garratt for all her hard work in masterminding the event. Cllr Garratt gave a verbal report to which a copy had been circulated to all Councillors.

10144. To receive a report from the Village Centre Enhancement Group

Cllr Dickerson gave details regarding the proposals for the work at Low Rd Car Park. The Acting Chairman confirmed the revised quote to carry out the work to the fencing had now been received and the cost would be £1,400.00. **Approval** for this work to be carried out was Proposed by Cllr Dickerson, Seconded by Cllr Major. **All in Favour.**

10145. To Receive Reports from Portfolio Holders and Liaison Representatives

Village Hall Management Committee

Cllr Garratt confirmed the recent Art Show had proved to be a great success.

New Oasis

Cllr Pulham confirmed the deadline for articles for the next edition is Friday 12th December 2015.

10146. Correspondence

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

10147. Any Other Matters Arising

Cllr Garratt asked the Clerk for an update on the proposed Vehicle Activated Speed sign. The Clerk gave details of an e-mail received from Bob Clench confirming that unfortunately he would be unable to attend a site visit until the New Year.

Cllr Pulham confirmed the application to the Land Registry to register the land at the Village Hall and outside the Committee Room and Carlton Green was now complete.

The Acting Chairman confirmed his neighbours at Wee Cottage had informed him they had recently submitted a planning application to SCDC to which he gave details.

Cllr Taylor raised concerns regarding the footpath on Carlton Rd to which the Clerk confirmed she would report this matter to Highways.

Cllr Roberts suggested some of the Parish Councils General Reserves could be invested in a separate fund for one year.

Cllr Roberts provided details regarding bulk purchasing of green products. The Clerk was asked to look into who currently was in possession of the Infra-Red Camera.

Finally, Cllr Pulham suggested a review of the road signs should be carried out and those that need to be replaced should be reported to the Clerk. He also suggested if these were to be replaced that the font in which had been used for the replacement sign at West View could be used on these replacement signs.

10148. Date of next Meeting

The next meeting of Kelsale-cum-Carlton Parish Council will be held on Wednesday 16th December 2015 at 7:00pm in Kelsale Village Hall, Committee Room.

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

Signed: Chairman Dated:

Planning Appendix (16TH December 2015)

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

Planning Ref: DC/15/4858/TPO

Address: 1 Church Close, Kelsale-cum-Carlton

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

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

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

This application is currently being circulated amongst the Planning Group.

Planning Ref: DC/15/4578/FUL

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

Proposal: Alterations and extension to existing dwelling.

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

(b) Planning decisions confirmed since last meeting:-

Planning Ref: DC/15/4262/FUL

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

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

This application is currently being circulated amongst the Planning Group.

Planning Ref: DC/15/3338/FUL

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

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

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

Planning Ref: DC/15/3338/FUL

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

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

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

Planning Ref: DC/15/3378/FUL

Address: 1 Church Close, Kelsale

Proposal: Severance of part of existing side garden to No. 1 Church Close, and erection of a new single storey residential property for a registered disabled person.

Two members of the Planning Group declared an interest as they both live opposite the proposed site.

- I can confirm that some members of the Planning Group were not against a bungalow being built but were not in favour of the proposed design as it was felt the garden of the existing property would be very small.
- Concerns were also raised that floor plans were not included with the application.
- It was also noted that there are trees within the proposed site that have Tree Preservation Orders on them and in which must be adhered to.
- Concerns were also raised regarding the access onto Church Lane.

This application has been **Granted** by SCDC with 19 Conditions.

Planning Ref: DC/15/3257/FUL

Address: Southview, Main Rd, Kelsale

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

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

Planning Ref: DC/15/3924/FUL

Address: Nobell, Low Rd, Kelsale

Proposal: Erection of a new single storey garage to front of property.

The Planning Group had No Objections to this application however stated they felt the garage would be more suitably sited by the hedge at the boundary for Nobell.

This application has been **Granted** by SCDC with 3 Conditions.

Planning Ref: DC/15/3562/FUL

Address: The Cottages, Bridge St, Kelsale

Proposal: Installation of ground mounted solar system – add to existing scheme.

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

Planning Ref: DC/15/3231/FUL

Address: Plot 4, Southview, Carlton Rd

Proposal: Erection of new bungalow and associated external works, together with erection of a double garage. Different design and siting to that approved under Planning Consent C13/3407.

The Planning Group **Objected** to this application. This application was **Refused** by SCDC.

Town and Country Planning Act 1990 – Appeal under Section 78

Appeal by: Mr [REDACTED]

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

Planning Application Ref: DC/15/0106/FUL

Proposal: Erection of a New Brethren Meeting Hall

Planning Application: DC/14/1728/CLE

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

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

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

MINUTES OF THE PARISH COUNCIL MEETING HELD ON WEDNESDAY
16TH DECEMBER 2015 AT 7:00PM IN KELSALE VILLAGE HALL, COMMITTEE ROOM

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

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

Welcome by the Acting Chairman

10149. Public Forum

There were no members of the public present.

10150. Reports

(a) Report by County Cllr Michael Gower

County Cllr Gower had nothing to report.

(b) Report by District Cllr John Fisher

District Cllr Fisher had nothing to report.

(c) Report by District Cllr Philip Dunnett

Apologies had been received from District Cllr Dunnett.

The Acting Chairman formally opened the meeting at 7:11pm

10151. Apologies

Apologies were accepted from Cllr Denny and Dickerson.

10152. Declarations of Interest

There were none.

d) To consider any dispensations

None received

10153. To consider the Approval of the draft minutes of the Parish Council meeting held on Wednesday 25th November 2015

The draft minutes of the Council meeting held on Wednesday 25th November 2015 had been circulated to all Councillors prior to the meeting and were Proposed for **Approval** by Cllr Pulham, Seconded by Cllr Aird. **All in Favour.**

10154. Parish Clerk's Report

The Parish Clerk gave details of the correspondence received from SALC regarding their Newsletter of the Year entry and regrettably informed the Parish Council they had not been successful on this occasion.

10155. Matters arising from the Parish Clerk's Report

It was suggested that a young people's page could be implemented within the Newsletter. Cllr Taylor volunteered her services to assist with this.

10156. Matters arising from the Parish Council meeting held on Wednesday 25th November 2015

As a result of the last meeting the Clerk confirmed that [REDACTED] was in possession of the infra-red camera. It was agreed that Cllr Ellis would collect this item.

10157. Parish Council Matters

(a) To consider and approve the dates of the 2016 Parish Council meetings

The proposed dates had been circulated to all Councillors prior to the meeting. **Approval** for these dates was **Unanimously Approved** by the Parish Council.

(b) To consider the allocation of the funds raised from the 2015 Bonfire Event

Cllr Garratt reported in light of the additional expense for the hedgehog fencing and the suggestions that the hire of generator could be beneficial that £500.00 should be earmarked from the proceeds towards next year's event. She also suggested that the suggestion donation to the Fire Service for £100 should be given immediately. **Approval** for £100 to be given to the Fire Service was Proposed by Cllr Aird, Seconded by Cllr Major. **All in Favour**. The Acting Chairman reported that he had liaised with [REDACTED] regarding the size of the generator needed and confirmed that splitting into two generators could be more beneficial. It was suggested that one of these generators could be funded from the Emergency Plan Budget. Cllr Revell stated that [REDACTED] had also suggested that the Parish Council could consider in having their own electricity supply. It was agreed the formal allocation of the proceeds would be an agenda item at the January 2016 meeting in order to receive requests from Village Organisations as a result in the advertisement in the forthcoming New Oasis.

10158. Planning Matters

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

Concerns were raised that no decision had still been made by SCDC in respect of the Planning Application for the Double-storey accommodation at Carlton Meres Country Park. The Acting Chairman asked the Clerk to liaise with [REDACTED], SCDC and insist that a decision date is given.

The Acting Chairman raised concerns regarding the proposed car parking provision for the Indoor Play facility at Carlton Park Industrial Park. Cllr Aird provided clarification regarding this matter.

10159. Financial Matters

(a) Income/Receipts

Nil

Expenditure: (Direct Debits/Standing Orders)

BT (Broadband)	£ 23.99
BT (Quarterly Line Rental)	£ 81.60

Bank Balances:

Current Account as at 30 th November 2015	£23,742.46
Business Saver Account as at 30 th November 2015	£12,041.89

Finance cont...

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

Jo Jones Salary & Expenses	£ 574.26
██████████ Wages (Litter Collector)	£ 75.00
HMRC (Jo Jones)	£ 84.00
Kelsale Village Hall (Hire)	£ 30.00
Kelsale PCC (Fabric Fund – Annual Donation)	£ 300.00
██████████ (Xmas Tree)	£ 70.00
Fire Service	£ 100.00
TOTAL	£ 1,133.26

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

(c) To consider the draft 2016/17 Budget and to set the Precept

A copy of the draft 2016/17 budget had been circulated to all Councillors prior to the meeting. The Clerk gave details regarding the Suffolk County Council Local Government Pension Scheme and the cost of the percentage needing to be paid by the Parish Council. There was a brief discussion and it was suggested the Clerk should look into alternative pension schemes and have the details of the SCC LGPS confirmed in writing. It was agreed, if necessary once the law had been clarified regarding having to enrol the Clerk into a pension scheme that the Grass/Trees budget would be reduced by £750.00 and also Village Events could be reduced by £750.00. **Approval** for the 2016/17 budget, with the necessary amendments, if required and for the Precept to be set at £18,817.59 was proposed by Cllr Roberts, Seconded by Cllr Aird. **All in Favour.**

10160. To Receive Reports from Portfolio Holders and Liaison Representatives

Village Hall Management Committee

There was a brief discussion regarding the joint Summer Event to be held in order to commemorate the Queens 90th Birthday and it was agreed this matter would be a formal agenda item at the January 2016 meeting.

New Oasis

Cllr Pulham confirmed the latest edition was due to go to print.

10161. Correspondence

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

10162. Any Other Matters Arising

Concerns were raised by Cllr Aird regarding the condition of the footpath from the Church to Tiggins Lane/Dorleys Corner. It was agreed the Clerk would inform Suffolk County Highways regarding this matter.

Cllr Roberts confirmed in order for Beacon Lights to carry out the lighting survey at the Village Hall a copy of the floor plans was required. He reported 10 copies of these plans had now been made and that Beacon Lights had now looked around the Village Hall and were due to come up with some proposals by 19th January 2016 to which he gave details. It was suggested that some funding towards this project could be sought from the SCDC Community Enabling Budget and Suffolk County Cllr Gowers Locality Budget. Cllr Roberts also confirmed he had just applied for some funding for the resurfacing for the Low Rd Car Park. On behalf of the Parish Council the Acting Chairman thanked Cllr Roberts for all his hard work.

Cllr Pulham gave details regarding two meetings that had recently taken place at Kelsale Primary School during pick up time in respect of the on-going traffic and parking problems. He reported there had been some interesting ideas/options put forward at these meetings in order to improve this ongoing problem to which he gave details. There was a discussion and it was agreed the Parish Council should encourage SCC to look vigorously into these options and work together with Kelsale Primary School. Cllr Baker suggested that the children could be asked to design a leaflet regarding parking and safety. Cllr Taylor thanked Councillors for their assistance in this matter.

10163. Date of next Meeting

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

There being no further discussion the Acting Chairman thanked the Parish Council for their attendance and formally closed the meeting at 9:05pm

Signed: Chairman Dated:

Planning Appendix (16TH December 2015)

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

Planning Ref: DC/15/4858/TPO

Address: 1 Church Close, Kelsale-cum-Carlton

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

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

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

This application is currently being circulated amongst the Planning Group.

Planning Ref: DC/15/4578/FUL

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

Proposal: Alterations and extension to existing dwelling.

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

(b) Planning decisions confirmed since last meeting:-

Planning Ref: DC/15/4262/FUL

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

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

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

Planning Ref: DC/15/3338/FUL

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

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

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

Planning Ref: DC/15/3338/FUL

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

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

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

Planning Ref: DC/15/3257/FUL

Address: Southview, Main Rd, Kelsale

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

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

Town and Country Planning Act 1990 – Appeal under Section 78

Appeal by: [REDACTED]

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

Planning Application Ref: DC/15/0106/FUL

Proposal: Erection of a New Brethren Meeting Hall

No decision has been made to date

Planning Application: DC/14/1728/CLE

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

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

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

