

MINUTES JANUARY-DECEMBER 2017

Kelsale-cum-Carlton Parish Council

Neutral Farm House, Mill Lane, Butley, Woodbridge, 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 JANUARY 2017 AT 7:00PM IN KELSEALE VILLAGE HALL, COMMITTEE ROOM

Present: Cllr Alan Revell (Chairman) Cllr Ray Ellis
 Cllr Pam Garratt Cllr Edwina Galloway
 Cllr Susan Major Cllr Tim Roberts
 Cllr John Pulham Cllr Chris Burslem
 Cllr Claire Buttle Cllr Martin Lumb

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

Prior to the Parish Council meeting there was a discussion regarding Stage 2 of EDF's Consultation for Sizewell C. [REDACTED] (EDF Energy) in attendance.

A discussion and question and answer session was held and the following matters were raised:-

- Clarification regarding the proposed routes onto site.
- Increased traffic volumes due to the proposed park and ride site.
- Concerns regarding the necessary improvements to the road networks.
- Impact on infrastructure – doctors etc. lack of data provided at this state of consultation.
- It was suggested that Rock Barracks would be available and therefore a campus site could be sited there
- Concerns were raised regarding pressures on the GP surgery and it was confirmed a medical centre will be available on site.
- Concerns regarding noise on A12 through the Parish due to additional traffic volumes were raised and it was suggested that measures should be taken to reduce noise reduction.
- Concerns were raised regarding ambulances being called to the site. The Chairman confirmed Sizewell B had its own ambulance station. It was confirmed this matter will be consulted on at Stage 3.

The Chairman thanked [REDACTED] for attending the meeting. [REDACTED] confirmed the response to this consultation needed to be submitted by 5pm on 3.2.17. She also urged Councillors to respond as individuals too.

Welcome by the Chairman

10358. Public Forum

There were no members of the public present.

10359. Reports

(a) Report by County Cllr Michael Gower

County Cllr Gower reported on Stage 2 of the Sizewell C consultation and SCC's response. He also urged the Parish Council to copy their response to Dr Therese Coffey, MP. The Chairman thanked County Cllr Gower for his report.

(b) Report by District Cllr John Fisher

Apologies were received from District Cllr Fisher.

(c) Report by District Cllr Philip Dunnitt

District Cllr Dunnitt was not present.

The Chairman formally opened the meeting at 7:50pm

10360. To receive apologies for absence

Apologies were accepted from Cllrs Dickerson, Baker and Taylor.

10361. Declarations of Interest

There were none.

a) To consider any dispensations

None received.

10362. To consider the Approval of the draft minutes of the Parish Council meeting held on Wednesday 14th December 2017

The draft minutes of the Parish Council meeting held on Wednesday 14th December 2017 had been circulated to all Councillors prior to the meeting. These were Proposed for **Approval** by Cllr Roberts, Seconded by Cllr Pulham. **All in Favour**. The minutes were duly signed by the Chairman as a true record.

10363. Parish Clerk's Report

The Clerk advised she had now received confirmation from [REDACTED] at SCDC that District Cllr Dunnett had allocated £1000 from its Enabling Community Budget towards the replacement chairs for the Village Hall. She gave details regarding a letter in which she had received from the Forget me not Club asking for a donation from the bonfire proceeds to which she gave details.

10364. Matters arising from the Clerk's report

It was agreed a donation of £150.00 should be given to the Forget me not Club. **Approval** was Proposed by Cllr Major, Seconded by Cllr Garratt. **All in Favour**. **Action: Clerk to send Cllr Pulham a copy of the letter received.**

10365. Matters arising from the Parish Council meeting held on Wednesday 14th December 2016

Concerns were raised regarding the delayed siting of the VAS sign. The Chairman confirmed the posts on Carlton Rd were now in place. **Action: Clerk to chase Westcotec for sign.**

10366. Parish Council Matters

(a) Stage 2 of EDF Consultation for Sizewell C – To consider response to be sent

Cllr Galloway had circulated a copy of the draft response to all Councillors. She also as per [REDACTED] instructions urged Councillors to send in their own responses. Cllr Pulham proposed **Approval** for the response to be sent, Seconded by Cllr Roberts. **All in Favour**. On behalf of the Parish Council the Chairman offered sincere thanks to [REDACTED] and [REDACTED] for compiling this response. Cllr Pulham suggested he could draft a separate letter regarding the proposed link road and include this as an addendum to the response. **All in Favour of this action**. **Action: Cllr Pulham to compile and circulate separate addendum to be sent.**

Cllr Galloway confirmed she had asked the SPLG not to include comments from Kelsale-cum-Carlton Parish Council within their response.

(b) Proposed Neighbourhood Plan – To consider implementing a plan

Cllr Burslem had tabled a paper for all Councillors. The Clerk gave details regarding comments received from Saxmundham in respect of their proposed plan and confirmed no boundary details to include Kelsale-cum-Carlton had been sent to SCDC, to date. County Cllr Gower recommended the Parish Council ask [REDACTED] from Wenhaston PC for advice as they have recently completed a Neighbourhood Plan. It was agreed the Parish Council should advise Saxmundham PC that their decision to join their NP Steering Group was on hold and in the meantime the Clerk and Cllr Burslem could look into the proposed costings. Cllr Roberts suggested [REDACTED] from Wenhaston could be invited to come and speak at the February or March PC meeting. **Action: Clerk to ask [REDACTED] to attend February or March PC meeting and Chris to look into costings.**

(c) – Proposed Conservation Area – To receive details of recent survey carried out and to consider next steps

Cllr Galloway tabled a detailed paper regarding the responses to the recent consultation carried out to which she provided details. She advised the way forward is for the Parish Council to vote that they are in favour of taking this matter forward to the Second stage of consultation to which she provided further information.

Cllr Galloway also gave details regarding the area considered to be included. It was agreed Kelsale-cum-Carlton PC after consultation with its residents in 2016/17 continue to support the possible designation of a Conservation Area and therefore ask SCDC to consider the possible designation of Kelsale. **Approval** was proposed by Cllr Galloway, Seconded by Cllr Pulham. **All in Favour. RESOLVED.** On behalf of the Parish Council the Chairman thanked Cllr Galloway for all her hard work.

(d) Low Rd Car Park Lease – To receive an update on the recent meeting held with SCDC

Cllr Pulham confirmed himself, Cllr Dickerson and the Clerk had recently met with [REDACTED] from SCDC regarding the PC's options available in respect of the lease for this land. He reported on the meeting held and confirmed previously if this land was to be sold at full development value this land would be worth £400K but advised that SCDC have no desire to develop this land and they would consider selling this land to the PC at a much reduced rate. He gave details regarding the current lease and break clause included and confirmed as a result of this meeting a new lease with a period of six years with no break clause with a possible option to divest/sell to PC within or at the end of this lease was to be compiled. He provided details regarding the Landlords and Tenants Act and confirmed the new lease would be protected by this act.

(e) New Councillor Training

The Clerk confirmed she had contacted [REDACTED] at LCPAS and the date available for training to be carried out was Wednesday 22nd March 2017 from 7-9pm at the cost of £150.00. There was a brief discussion and it was agreed the Clerk should also ask [REDACTED] for some available daytime dates. Cllrs Pulham and Major also volunteered to attend this session. **Action: Clerk to liaise with [REDACTED].**

10367. Planning Matters

(See separate Planning Appendix).

10368. Financial Matters

(a) Financial Statement since last meeting

Income/Receipts

Nil

Expenditure: (Direct Debits/Standing Orders)

| | |
|--------------------------|----------|
| BT (Monthly line rental) | £ 25.44 |
| Jo Jones Salary | £ 514.55 |

Bank Balances:

| | |
|-------------------------------------------------------------|-------------------|
| Current Account as at 31 st December 2016 | £23,072.26 |
| Business Saver Account as at 31 st December 2016 | £12,049.39 |

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

| | |
|----------------------------------------------------|----------|
| Jo Jones Expenses (including salary increase) | £ 96.26 |
| [REDACTED] Wages (Litter Collector) | £ 70.00 |
| HMRC (PAYE - Jo Jones) | £ 101.60 |
| [REDACTED] (SNIPS Competition Prize) | £ 5.00 |
| [REDACTED] (SNIPS Competition Prize) | £ 5.00 |
| [REDACTED] (SNIPS Competition Prize) | £ 5.00 |
| Suffolk Flora Preservation Trust (Annual donation) | £ 100.00 |

TOTAL £ 382.86

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

It was agreed the fee to advertise articles within the New Oasis could possibly rise. The Chairman asked the Clerk to include this as a formal agenda item at the February meeting. It was also agreed the Clerk's pension should also be an agenda item at the February meeting.

(c) To carry out a review of the Parish Council Risk Assessment

The Clerk had tabled a copy of the risk assessment for all Councillors. **Approval** was Proposed by Cllr Garratt, Seconded by Cllr Lumb. **All in Favour.**

10369. To receive a report from the Village Centre Enhancement Group

The Chairman stated as a result of the meeting held with SCDC there was a feeling of encouragement to go ahead with the work to resurface the Low Rd Car Park. It was agreed funding applications would be made to SCC and SCDC. The Chairman gave details regarding the proposed work to be carried out.

10370. To Receive Reports from Portfolio Holders and Liaison Representatives

2017 Bonfire Event

Cllr Garratt confirmed she had now handed over the file to Cllr Buttle who would be co-ordinating the 2017 event.

Village Hall Management Committee

There was a brief discussion and it was agreed it would be beneficial if a further member of the Parish Council was a key holder. Cllr Major Proposed the Parish Council ask permission from the VHMC for them to purchase a further set of keys, Seconded by Cllr Revell. **All in Favour.**

Cllr Major confirmed that a Film Show was due to be held on Saturday 4th February 2017 at 7pm. Cllr Major asked the Clerk if she could write formerly to the VHMC in order to advise them that Cllr Martin Lumb would be replacing her as Liaison Officer.

Tree Warden

Cllr Buttle advised she had received a quotation from [REDACTED] at Conservation Works to carry out yearly maintenance at Spinney Pocket Park at the cost of £450.00 plus VAT. **Approval** to engage in the services of Conservation Works to carry out this work annually was Proposed by Cllr Buttle, Seconded by Cllr Roberts. **All in Favour.**

Recreation Ground.

Broken gate post & fencing – It was agreed the Chairman would look into obtaining a quotation for the necessary repairs to be carried out.

Defibrillator

Cllr Galloway reported that Cllr Baker had recently experienced problems when trying to access the defibrillator to which she gave details and confirmed she had now looked into this matter.

Emergency Officer

Cllr Roberts confirmed he was due to attend a training session.

Power 4 KCC

Cllr Roberts gave details on the recent meeting held. He advised with permission from the Parish Council it had been suggested they could hold their AGM on the same night as the Annual Parish Meeting on 19.4.17 at 6pm. There were **No Objections** to this request.

10371. Correspondence

None received.

10372. Any Other Matters Arising (For information only)

The Chairman provided details regarding an e-mail in which he had received from Flagship Homes regarding parking at Carlton Green.

He gave details regarding the car parking issues that were occurring and stated that there had been previous discussion between residents whereby they had confirmed they were not willing to give up some of their front garden to provide additional parking spaces.

The Chairman stated therefore Flagship Housing had asked if it would be possible to use some of the play area for additional parking to which he gave details of his response.

In Cllr Baker's absence the Clerk reported he had suggested the Parish Council could sell the thermal imaging camera in order to assist in raising funds towards the Village Hall Lighting project.

10373. Date of next Meeting

The next meeting of Kelsale-cum-Carlton Parish Council will be held on Wednesday 22nd February 2017 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 9:40pm.

Signed: Chairman

Dated:

Planning Appendix (25th January 2017)

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

Planning Ref: DC/16/4868/COU

Address: Unit 6, Carlton Park Industrial Estate, Ronald Lane, Carlton

Proposal: Change of use from B8 to D2 to provide a gymnasium.

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

Planning Ref: DC/16/5141/FUL

Address: Daisy Cottage, 3 Bridge St, Kelsale

Proposal: Rear Extension

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

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

Planning Ref: DC/16/3259/FUL

Address: Part Land North of Kelvin, Rosemary Lane, Kelsale-cum-Carlton

Proposal: The proposal is to seek detailed planning permission for 4 dwellings situated in the land adjacent to Kelvin Cottage. Outlined planning for 4 dwellings has already been granted to the site under the references: DC/15/2683/OUT and DC/14/2744/OUT. The dwellings consist of 4 no. 4 bedroom houses with a mix of integral and separate double garages. They are split into two house types with two of each situated on the site. The access road meanders throughout the site to allow a more interesting placement of the dwellings along the site to be more in keeping with the rural setting.

The Planning Group **Strongly 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.

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MINUTES OF THE PARISH COUNCIL MEETING HELD ON WEDNESDAY
22ND FEBRUARY 2017 AT 7:00PM IN KELSEA VILLAGE HALL, COMMITTEE ROOM

| | | |
|----------|-----------------------------|--------------------|
| Present: | Cllr Alan Revell (Chairman) | Cllr Ray Ellis |
| | Cllr Edwina Galloway | Cllr Susan Major |
| | Cllr Tim Roberts | Cllr John Pulham |
| | Cllr Chris Burslem | Cllr Claire Buttle |
| | Cllr Keith Dickerson | Cllr Martin Lumb |
| | Cllr Carolyn Taylor | Cllr David Baker |

In attendance: District Cllrs Fisher & Dunnett and County Cllr Gower.

There were no members of the public present.

Welcome by the Chairman

10374. Public Forum

There were no members of the public present.

10375. Reports

(a) Report by County Cllr Michael Gower

County Cllr Gower reported on Stage 2 of the Sizewell C consultation. He also stated there was no further news regarding the proposed Devolution Scheme. The Chairman thanked County Cllr Gower for his report.

(b) Report by District Cllr John Fisher

District Cllr Fisher reported on the merger of SCDC and Waveney District Council and provided his views on the proposed reduction in Councillors and the impact on services this may have.

(c) Report by District Cllr Philip Dunnett

District Cllr Dunnett presented apologies for his non-attendance at the January meeting. A written report had been sent by District Cllr Dunnett to which the Clerk had circulated to all Councillors prior to the meeting. Cllr Dickerson made enquiries regarding SCDC's site allocations policy and asked did Cllr Dunnett know how many proposed new houses had been allocated to Kelsale-cum-Carlton. District Cllr Dunnett advised unfortunately he could not provide these exact figures but provided details regarding the review of SCDC's Local Plan.

The Chairman formally opened the meeting at 7:12pm

10376. To receive apologies for absence

Apologies were accepted from Cllr Garratt.

10377. Declarations of Interest

There were none.

a) To consider any dispensations

None received.

10378. To consider the Approval of the draft minutes of the Parish Council meeting held on Wednesday 25th January 2017 The draft minutes of the Parish Council meeting held on Wednesday 25th January 2017 had been circulated to all Councillors prior to the meeting.

These were Proposed for **Approval** by Cllr Galloway, Seconded by Cllr Lumb. **10 in Favour, 2 Abstentions.**

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

10379. Parish Clerk's Report

To advise I have received correspondence from UK Power Networks regarding ways on how to help vulnerable people in the community access free support during a power cut. I have been provided with a notice in which I am going to put on the noticeboard and website and will also hand over all the information sent to the Emergency Officer Cllr Tim Roberts.

I am pleased to see the Vehicle Activated Speed sign is now up and operational and would like to ask Cllr Baker to see if the bracket will fit onto the other agreed post being the bus stop on Main Rd in order so that this sign can also be used at this site

I have received a request from Suffolk Flora Preservation Trust regarding them possibly siting a filing cabinet in the cupboard at the Village Hall. The Clerk confirmed she had forwarded this request to the VHMC. Cllr Roberts kindly offered to provide storage for them if the VHMC declined this request.

10380. Matters arising from the Clerk's report

There were none.

10381. Matters arising from the Parish Council meeting held on Wednesday 25th January 2017

There was a brief discussion regarding the Parish Council having an additional set of keys to the Village Hall. It was agreed the Clerk would write to the VHMC and also state the Parish Council would be willing to fund the cost of the additional keys being cut.

Cllr Dickerson raised concerns regarding the proposed addendum that was going to be compiled by Cllr Pulham in order for this to be sent with the Sizewell C response. Cllr Pulham stated he had been unable to produce this addendum to which he gave details. Cllr Roberts stated he had submitted a response individually in which had reflected Cllr Pulham's comments made at the January Parish Council meeting. Cllr Pulham stated he felt an individual proposal to EDF should be made in respect of suggested link road from Friday St to Sizewell C to which he gave details and recommended a petition could also be compiled to support these proposals.

Cllr Burslem reported he had looked into the possibility of producing a Neighbourhood Plan for Kelsale-cum-Carlton and stated he felt if the Parish Council decided to go down this route that it could be beneficial if an informal meeting could be held with [REDACTED], [REDACTED] and a representative from Wenhaston in order for the Parish Council to gain further information and possibly raise this matter at the APM.

The Chairman advised he felt that this matter should not be included at the APM and that a separate meeting should be held to inform Parishioners. There was a brief discussion whereby District Cllr Dunnett also provided further information. It was agreed that it could be beneficial if this matter was included as an agenda item at the APM and then look to hold a separate meeting with the appropriate representatives in order to take this matter forward. Cllr Burslem gave details regarding the costs involved and **Approval** for Kelsale-cum-Carlton Parish Council to pursue in intending to compile a Neighbourhood Plan was Proposed by Cllr Revell, Seconded by Cllr Burslem. **All in Favour.**

A suggestion had been put forward by Cllr Baker for the Parish Council to possibly sell the Thermal Imaging Camera in which had been funded by the grant received from DECC to which the Clerk gave details. Cllr Roberts reported the Parish Council could look into selling the camera to East Green Energy to which he gave details and suggested the Parish Council could sell with an agreement that they agreed to loan it back to the Parish Council to which he provided further details. **Approval** for Cllr Roberts to look into selling this item to East Green Energy with the agreement of them loaning to the Parish Council or a Parishioner was Proposed by Cllr Roberts, Seconded by Cllr Dickerson. **All in Favour.** Cllr Dickerson suggested this matter should be mentioned at the APM for information.

10382. Parish Council Matters

7.1 – Proposed Conservation Area – To receive an update

Cllr Galloway gave details of the e-mail received from SCDC providing an update in respect of the recent consultation carried out.

7.2 – Councillor Training

It was agreed this could be held on Wednesday 29th March 2017 from 12.00-2.00pm at the cost of £125 + £25 mileage. Cllr Taylor kindly offered to organise a buffet for this event.

7.3 – New Oasis Distribution

Cllr Major gave details of the distribution carried out over the 2016 Xmas period. She stated she would prefer if the 2017 Xmas edition could be delivered earlier or after Xmas. It was agreed the deadline for the SNIPS competition could be amended to take this request into consideration and there would be a Spring, Summer, Autumn and Winter edition. Cllr Buttle advised herself and her neighbour would be willing to carry out Cllr Garratt's delivery at Dorleys Corner. There was a brief discussion regarding the possibility of e-mailing the New Oasis going forward to those who would prefer to receive it in this format.

7.4 – Review of New Oasis Advertising Fees

The Clerk confirmed the advertising fee was currently £16.00 per year. It was **Unanimously Approved** that this fee should be raised to £20.00.

10383. Planning Matters

(See separate Planning Appendix). There were no further matters to report,

10384. Financial Matters

(a) Financial Statement since last meeting

Income/Receipts

Nil

Expenditure: (Direct Debits/Standing Orders)

BT (Monthly line rental) £ 25.44

Jo Jones Salary £ 514. 55

BT (Quarterly Broadband Fee) £ 94.80

Bank Balances:

Current Account as at 31st January 2017 **£19,135.81**

Business Saver Account as at 31st January 2017 **£12,049.39**

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

Jo Jones Expenses £ 61.90

██████████ Wages (Litter Collector) £ 70.00

HMRC (Jo Jones) £ 101.60

TOTAL £ 233.50

Approval for the above payments was **Unanimously Agreed** by the Council.

(c) To carry out a review of the Parish Council's Standing Orders & Financial Regulations

The Clerk reported both these documents had just been updated by NALC and therefore she would like to defer the review of the Parish Council Standing Orders until the March meeting.

A copy of the updated Financial Regulations had been circulated to all Councillors prior to the meeting. The annual review was carried out and **Approved Unanimously** by the Council.

(d) Clerk's Pension

The Clerk confirmed she had contacted Nest and they had advised her pensionable salary was £124.09 per month and the minimum amount to be paid in was 1% from the employer and 0.8% from the employee but this can be higher and will rise in future years. There was a discussion regarding this matter and Cllr Galloway suggested further information should be sought prior to any firm decision being carried out. The Chairman provided details regarding the percentage to be given and suggested the Parish Council should begin the Clerk's pension scheme with a 5% contribution. It was agreed this matter would be an agenda item at the March meeting.

10385. To receive a report from the Village Centre Enhancement Group

The Chairman asked given that the lease was now due to be updated could he look into having the resurfacing work carried out during the Spring. It was felt the funding should be sought in the first instance to which the Clerk confirmed she would look into other funding opportunities. Cllr Dickerson asked if the Clerk had yet received the new lease to which she stated this had not been received to date. Cllr Dickerson suggested the Clerk should request the changes agreed to be put in writing. Cllr Pulham asked if he could become a member of the Village Centre Enhancement Group. There were **No Objections** to Cllr Pulham attending future meetings.

10386. To Receive Reports from Portfolio Holders and Liaison Representatives

Kelsale Primary School – Parking

Cllr Taylor reported the new plan for the proposals to include part of the Spinney Pocket Park for additional parking had been received to which she gave details. Concerns were raised regarding the shortage of spaces shown within the new plan although it was agreed the drop off circuit would still prove to be beneficial.

Biodiversity Action Plan

Cllr Dickerson asked if any Councillors would be willing to be involved in compiling the Biodiversity Plan. Cllrs Burslem, Buttle and Major volunteered their services and Cllr Taylor suggested the school could also be involved.

Village Hall Management Committee

Cllr Lumb reported he had now attended his first meeting. He advised the VHMC were happy to pay a contribution towards the subscription for broadband in the Village Hall. He confirmed the VHMC’s insurance renewal this year was £1,316.31 to which they were asking for a contribution from the Parish Council. Cllr Major recommended the Clerk should write to the VHMC in order to confirm that Cllr Lumb is happy to be on the Committee.

Cllr Roberts advised there were two sources of funding available towards the proposed Village Hall lighting project to which he gave details.

Vehicle Activated Speed Sign

Cllr Baker reported the Parish Council needed to order another set of brackets. It was agreed that Cllr Baker would be responsible for downloading the data.

Emergency Officer

On behalf of the Parish Council Cllr Roberts stated how sad he was to hear of the recent fire within the Parish. He confirmed he had already offered support from the Parish Council. On behalf of the Parish Council the Chairman thanked Cllr Roberts for the support he had given.

Cllr Roberts gave details regarding the Suffolk Resilience AGM in which he had recently attended and stated he would need another Councillor to join him on this portfolio once Cllr Garratt officially resigned. Cllr Lumb volunteered his services to assist Cllr Roberts as Emergency Officer to which the Chairman offered him thanks.

Power 4 KCC

Cllr Roberts gave details regarding the possibility of the government putting business rates on solar panels to which he confirmed Power 4 KCC would be writing a letter of objection.

10387. Correspondence
None received.

10388. Any Other Matters Arising (For information only)
There were none.

10389. Date of next Meeting

The next meeting of Kelsale-cum-Carlton Parish Council will be held on Wednesday 29th March 2017 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 9:10pm.

Signed:

Chairman Dated:

Planning Appendix (22nd February 2017)

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

Planning Ref: DC/17/0250/FUL

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

Proposal: Proposed new cattle building and extension to existing.

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

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

Planning Ref: DC/16/4868/COU

Address: Unit 6, Carlton Park Industrial Estate, Ronald Lane, Carlton

Proposal: Change of use from B8 to D2 to provide a gymnasium.

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

Planning Ref: DC/16/3259/FUL

Address: Part Land North of Kelvin, Rosemary Lane, Kelsale-cum-Carlton

Proposal: The proposal is to seek detailed planning permission for 4 dwellings situated in the land adjacent to Kelvin Cottage. Outlined planning for 4 dwellings has already been granted to the site under the references: DC/15/2683/OUT and DC/14/2744/OUT. The dwellings consist of 4no. 4 bedroom houses with a mix of integral and separate double garages. They are split into two house types with two of each situated on the site. The access road meanders throughout the site to allow a more interesting placement of the dwellings along the site to be more in keeping with the rural setting.

The Planning Group **Strongly Objected** to this application. No decision has been made 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

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29th MARCH 2017 AT 7:00PM IN KELSALE VILLAGE HALL, COMMITTEE ROOM

| | | |
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| Present: | Cllr Alan Revell (Chairman) | Cllr Ray Ellis |
| | Cllr Edwina Galloway | Cllr Pam Garratt |
| | Cllr Tim Roberts | Cllr John Pulham |
| | Cllr Chris Burslem | Cllr Claire Buttle |
| | Cllr Keith Dickerson | Cllr Carolyn Taylor |
| | Cllr David Baker | |

In attendance: District Cllrs Fisher & Dunnett and County Cllr Gower. There were 7 members of the public present.

Welcome by the Chairman

10390. Public Forum

A member of the public stated that himself and 5 other local residents had attended the meeting in order to raise concerns regarding Planning Application DC/17/0994. He stated the objections raised in respect of this application were as follows:-

The land has been designated as part of historic parkland
The site lies outside the village boundary
The land indicates separation zone between the two parishes Kelsale and Carlton

Provision has been made for 30 new homes and SCDC has stated the preferred site is the Land south of Ambleside. It was felt if permission was given for one bungalow then further applications would be submitted for further dwellings on this site. Another access onto Carlton Rd was not desired or suitable. The Chairman thanked the member of the public for his comments. Cllr Pulham provided further details regarding this application and stated it had been agreed at an open public meeting that no further development should be approved for Carlton Rd.

A member of the public reported she had attended the meeting in order to ask if the Parish Council would consider looking into erecting some horse riding warning signs at either end of Rosemary Lane. She stated that herself and 9 others own horses along this lane which is narrow, winding with blind corners. There were **No Objections** to this request. The Chairman asked the Clerk to make enquires to SC Highways in respect of this matter.

10391. Reports

(a) Report by County Cllr Michael Gower

County Cllr Gower reported on the forthcoming elections and advised due to these that activity was quiet. He asked the Clerk to copy him into the correspondence regarding the horse riding warning signs at Rosemary Lane. Finally, County Cllr Gower reported on a recent Committee meeting in which he had attended regarding SCC's Pension Fund. The Chairman thanked County Cllr Gower for his report.

(b) Report by District Cllr John Fisher

District Cllr Fisher reported on the Enabling Community Budget and urged the Parish Council to apply for some of this funding towards any future projects. The 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 he gave details. He also reported on the electric recycling point at Saxmundham and confirmed the Enabling Community Budget had now increased to £6.5k per Councillor. He reported he had recently attended a meeting with [REDACTED], MP regarding local broadband issues to which he gave details. Finally, District Cllr Dunnett encouraged the Parish Council to develop their own Neighbourhood Plan. The Chairman thanked District Cllr Dunnett for his report.

The Chairman formally opened the meeting at 7:35pm

10392. To receive apologies for absence
Apologies were accepted from Cllrs Lumb and Major.

10393. Declarations of Interest
There were none.

b) To consider any dispensations
None received.

10394. To consider the Approval of the draft minutes of the Parish Council meeting held on Wednesday 22nd February 2017

The draft minutes of the Parish Council meeting held on Wednesday 22nd February 2017 had been circulated to all Councillors prior to the meeting. These were Proposed for **Approval** by Cllr Roberts, Seconded by Cllr Pulham. **10 in Favour, 1 Abstention.** The minutes were duly signed by the Chairman as a true record.

10395. Parish Clerk's Report

The Clerk reported the forthcoming Annual Parish Meeting had been advertised within the latest edition of the New Oasis. She confirmed herself along with Cllrs Major and Buttle would serve tea and coffee and Cllr Roberts advised he would ask Pear Tree Café to provide the refreshments for a reasonable cost.

The Clerk reported she had recently sent a VAT Reclamation to HMRC for £1575.15.

She gave details regarding a letter in which she had received from a local resident regarding untidy verges and footpaths within the Parish.

Finally, the Clerk read a letter in which she had received from a pupil at Kelsale Primary School regarding much needed repairs to the swimming pool at the school.

10396. Matters arising from the Clerk's report

Further to the letter received from a local resident Cllr Baker raised concerns regarding the overgrown skirting next to the Recreation Ground hedge along Main Road and stated this was now restriction the amount of pavement available to be walked on. It was agreed the Clerk would contact [REDACTED] at SC Highways in order to point out to him that [REDACTED] had stated this work would be carried out.

Cllr Taylor declared a Pecuniary Interest. Further to the letter received from Kelsale Primary School the Clerk gave details regarding the remaining funds available from the bonfire proceeds. The Chairman suggested the Parish Council could give a donation of £1500.00 as to date no other requests had been received and he felt this was for a very good cause. **Approval** for a donation of £1500.00 to be given was Proposed by Cllr Revell, Seconded by Cllr Dickerson. **All in Favour. Cllr Taylor did not vote.** District Cllrs Dunnett and Fisher stated they were also happy to donate £750.00 each from their Enabling Community Budgets towards this project. Cllr Taylor thanked the Parish Council along with District Cllrs Fisher and Dunnett.

10397. Matters arising from the Parish Council meeting held on Wednesday 22nd February 2017

Cllr Roberts reported there had been no interest from East Green Energy to buy the infra- red camera from the Parish Council. He suggested that Power 4 KCC could remind Parishioners that this equipment was available for use at the forthcoming Annual Parish Meeting.

10398. Parish Council Matters

(a) Low Road Car Park updated lease

The Clerk confirmed she had now received the updated lease but unfortunately the break clause was still included. She advised that she had asked Cllr Pulham to look over the new lease and had also spoken to [REDACTED] at SCDC whom has agreed this clause had been left in, in error and would be removed. The Clerk reported she had applied for £3.5K funding from Suffolk Community Foundation and stated she would also be applying for funds from the SC Highways Budget and the SCDC Enabling Community Budget in April 2017 towards the resurfacing of the Low Rd Car Park.

(b) Increased noise from traffic on the A12

Cllr Buttle stated she had been asked by several of her neighbours in Curlew Green to raise the matter of increased road noise on the A12. Cllr Buttle circulated a map in which had been marked with the main problem areas and suggested the existing bund could possibly be upgraded and extended to which she gave details. Cllr Buttle asked if this matter could be looked into by the Parish Council and stated if necessary a survey could be carried out. There was a brief discussion and concerns were raised as to whom would fund this project. Cllr Buttle stated that quieter surfacing had not been put down when the resurfacing work took place and in her view this work should have been carried out. It was agreed the Clerk would contact **David Chenery** in order to ask if he would attend a site visit at Curlew Green to discuss this matter further. It was also agreed that Cllr Buttle would inform the local residents affected that the Parish Council were willing to look into this matter and request that a site visit is to be carried out.

10399. Planning Matters

(See separate Planning Appendix).

Planning Ref: DC/17/0994/OUT

Address: Land south of Carlton Rd, Kelsale-cum-Carlton

Proposal: Outline application – Erection of single-storey detached dwelling and garage (and associated works).

The Chairman asked members of the Planning Group for their views in respect of this application and it was **Unanimously Approved** that the Planning Group would recommend the Parish Council to Object to this application. It was agreed the Clerk would circulate the draft response to SCDC to all members of the Planning Group. District Cllr Dunnett urged the Parish Council to stick to planning grounds when responding and focus on the fact this land is designated Historic Parkland.

10400. Financial Matters

(a) Financial Statement since last meeting

Income/Receipts

Nil

Expenditure: (Direct Debits/Standing Orders)

BT (Monthly line rental) £ 27.00
Jo Jones Salary £ 514.55

Bank Balances:

Current Account as at 28th February 2017 **£16,662.92**
Business Saver Account as at 28th February 2017 **£12,049.39**

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

Jo Jones Expenses £ 49.77
[REDACTED] Wages (Litter Collector) £ 85.00
HMRC (Jo Jones) £ 101.60
Kelsale Village Hall (Hire) £ 30.00
Contribution towards half of VH Insurance Renewal £ 658.15
Norbury Park Wood Products (finger post signs Low Rd car park) £ 178.50
LCPAS (New Cllr Training Session) £ 150.00
Kelsale Primary School (Buffet for Cllr Training Session) £ 30.00
Kelsale Primary School (Donation from Bonfire Proceeds – Pool) £ 1,500.00
Community Heartbeat Trust (Annual Subscription) £ 151.20

TOTAL £ 2,934.22

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

(c) To carry out a review of the Parish Council's Standing Orders

A copy of the updated document had been circulated to all Councillors prior to the meeting. **Approval** was Proposed by Cllr Roberts, Seconded by Cllr Taylor. **All in Favour.**

(d) To carry out a review of the Asset Register

Subject to a minor amendment **Approval** was Proposed by Cllr Pulham, Seconded by Cllr Baker. **All in Favour.**

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

The Clerk informed Councillors that Kelsale-cum-Carlton had been selected randomly by BDO the external auditors to submit an intermediate audit. The annual review was carried out and **Unanimously Approved.**

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

The annual review was carried out and **Unanimously Approved**.

(g) Clerk’s Pension

Cllr Galloway had circulated a paper regarding this matter to all Councillors to which herself and the Chairman provided details. It was agreed the Parish Council would pay 4% of the Clerk’s gross salary per annum into the Nest Pension Scheme once set up. **Approval** was Proposed by Cllr Galloway, Seconded by Cllr Revell. **All in Favour**. The Clerk thanked Parish Council members. Cllr Roberts suggested that going forward a portfolio holder for Employment could be implemented. It was agreed this matter would be included at the AGM in May.

10401. To receive a report from the Village Centre Enhancement Group

Cllr Dickerson advised that now it had been confirmed the break clause had been included within the new lease in error that he would call a further meeting. He confirmed the finger post at the Low Rd Car Park had now been collected and this would be erected soon.

10402. To Receive Reports from Portfolio Holders and Liaison Representatives

Biodiversity Plan

Cllr Dickerson confirmed it was hoped that a meeting would be held in the near future.

Kelsale Primary School

Cllr Taylor gave details regarding complaints received in respect of parking outside the school. She confirmed this was not her responsibility and therefore she had rung 101. Cllr Taylor reported a Police Constable had visited the school to which she gave details. She confirmed a letter was also due to go out to parents after half term in respect of this matter.

Emergency Officer

Cllr Roberts reported on the Suffolk Resilience meeting recently held. He gave details regarding the deficiencies found for the Village Hall being used as a rescue centre and reported if some funding could be sought these deficiencies could be put right to enable the Village Hall to be used as a rescue centre.

Power 4 PCC

Cllr Roberts confirmed the AGM was due to be held on Wednesday 19th April 2017 prior to the APM.

3 Communities Cycle Path

Cllr Burslem provided an update on the proposed scheme.

Neighbourhood Plan

It was agreed the Chairman would include an item within his report at the APM regarding the proposed Neighbourhood Plan and to ask for volunteers to join a Steering Group.

10403. Correspondence

The Clerk confirmed she had received correspondence from SCDC stating the Local Plan had now been adopted.

10405. Any Other Matters Arising (For information only)

There were none.

10406. Date of next Meeting

The Annual Parish Meeting will be held on Wednesday 19th April 2017 and the next Parish Council meeting will be held on Wednesday 26th April 2017.

There being no further discussion the Chairman thanked the Parish Council for their attendance and formally closed the meeting at 9:25pm.

Signed: Chairman

Dated:

Planning Appendix (29th March 2017)

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

Planning Ref: DC/17/0994/OUT

Address: Land south of Carlton Rd, Kelsale-cum-Carlton

Proposal: Outline application - Erection of single-storey detached dwelling and garage (and associated works).

This application is being considered by the Planning Group.

Planning Ref: DC/17/0721/FUL

Address: Hillview Cottage, Curlew Green, Kelsale-cum-Carlton

Proposal: Construction of a single storey, flat roof extension to rear of property to include internal alterations.

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

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

Planning Ref: DC/17/0250/FUL

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

Proposal: Proposed new cattle building and extension to existing.

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

Planning Ref: DC/16/4868/COU

Address: Unit 6, Carlton Park Industrial Estate, Ronald Lane, Carlton

Proposal: Change of use from B8 to D2 to provide a gymnasium.

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

Planning Ref: DC/16/3259/FUL

Address: Part Land North of Kelvin, Rosemary Lane, Kelsale-cum-Carlton

Proposal: The proposal is to seek detailed planning permission for 4 dwellings situated in the land adjacent to Kelvin Cottage. Outlined planning for 4 dwellings has already been granted to the site under the references: DC/15/2683/OUT and DC/14/2744/OUT. The dwellings consist of 4no. 4 bedroom houses with a mix of integral and separate double garages. They are split into two house types with two of each situated on the site. The access road meanders throughout the site to allow a more interesting placement of the dwellings along the site to be more in keeping with the rural setting.

The Planning Group **Strongly Objected** to this application. No decision has been made 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.

Kelsale-cum-Carlton Parish Council
Neutral Farm House, Mill Lane, Butley, Woodbridge, 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 APRIL 2017 AT 7:00PM IN KELSEA VILLAGE HALL, COMMITTEE ROOM

Present: Cllr Alan Revell (Chairman) Cllr Ray Ellis
 Cllr Martin Lumb Cllr Susan Major
 Cllr Tim Roberts Cllr John Pulham
 Cllr Chris Burslem Cllr Claire Buttle
 Cllr Keith Dickerson Cllr Carolyn Taylor
 Cllr David Baker

In attendance: District Cllr Fisher. There was 1 member of the public present.

Welcome by the Chairman

10407. Public Forum

The member of the public present stated she had attended the meeting in respect of the discussions held at the March meeting regarding the possible siting of some horse riding warning signs that she had requested to be sited on Rosemary Lane. She reported she had now liaised with local residents and they were all in favour of these signs being erected to which she gave details and also regarding the Quiet Lanes Scheme.

10408. Reports

(a) Report by County Cllr Michael Gower

County Cllr Gower had sent his apologies and had retired from being a County Councillor as he was not standing for re-election.

(b) Report by District Cllr John Fisher

District Cllr Fisher reported on the recent merger and advised that workshops were due to be held in order to decide how many Councillors would be required as a result of the merger. He stated the main job losses would be within the Democratic Services Dept to which he gave details. The Chairman thanked District Cllr Fisher for his report.

(c) Report by District Cllr Philip Dunnitt

Apologies had been received from District Cllr Dunnitt. A written report had been submitted and circulated to all Councillors.

The Chairman formally opened the meeting at 7:10pm

10409. To receive apologies for absence

Apologies were accepted from Cllrs Galloway and Garratt.

The Chairman reported that Cllr Garratt had now formerly resigned with effect from the AGM.

10410. Declarations of Interest

There were none.

(d) To consider any dispensations

None received.

10411. To consider the Approval of the draft minutes of the Parish Council meeting held on Wednesday 29th March 2017

The draft minutes of the Parish Council meeting held on Wednesday 29th March 2017 had been circulated to all Councillors prior to the meeting. Subject to minor amendments these were Proposed for **Approval** by Cllr Dickerson, Seconded by Cllr Pulham. **9 in Favour, 2 Abstentions**. The minutes were duly signed by the Chairman as a true record.

10412. Parish Clerk's Report

The Clerk reported that the first half of the parish precept for £9,492.14 had now been paid by SCDC.

She confirmed that a reclamation for VAT had also been paid for £1,575.15.

The Clerk stated she had received an e-mail from SCDC regarding CIL payments due to the Parish Council and advised the amount to be received to date was £936.36. The Clerk confirmed she had asked if these funds could be put towards the resurfacing of the Low Rd Car Park but had not yet received confirmation from SCDC.

The Clerk advised she had applied to District Cllrs Dunnett and Fishers ECB for some funding towards the resurfacing of the Low Rd Car Park and stated she had been informed that the panel would be discussing the application made to Suffolk Community Foundation on 24th May 2017.

Finally, the Clerk reported she had received a telephone call from [REDACTED] who has brought the land opposite Alderlee for development. She stated he had informed her that he has a draft scheme drawn up and this consisted of 12 homes, 3 being affordable, 4 detached bungalows, and 5 detached four bedroomed family homes. The Clerk confirmed once she had received these draft plans she would forward these onto the Parish Council in order for them to consider these formally at the May Parish Council meeting.

10413. Matters arising from the Clerk's report

There were none.

10414. Matters arising from the Parish Council meeting held on Wednesday 29th March 2017

The Clerk gave details regarding a quote received from Ivan & Carl Pulford for repairing the gate post to the Recreation Ground and for erecting the finger post at the Low Rd car park. The Chairman confirmed he had now arranged for the repairs to the Recreation Ground gate to be carried out to which he gave details. It was agreed that [REDACTED] & [REDACTED] would be asked to carry out the work to erect the finger post sign at a cost of £150.00. **Approval** was Proposed by Cllr Roberts, Seconded by Cllr Dickerson. **10 in favour, 1 Abstention.**

The Chairman asked if the Parish Council were going to be getting an additional key to Village Hall Committee Room. Cllr Lumb confirmed the VHMC had agreed for himself as he was now a Trustee to be a key holder to which he gave details.

Low Rd Car Park Lease – Cllr Pulham gave details regarding the draft lease received and provided information regarding his suggested amendments to this document. The Clerk confirmed Cllr Pulham's amendments had been sent to [REDACTED] at SCDC for his review. The Chairman asked the Clerk to chase this matter up in 7 days from 26th April 2017 as he stated he was keen to set a date for the contractor to commence works.

Horse Riding Warning Signs at Rosemary Lane – The Clerk confirmed she had spoken to [REDACTED] at SCC and he had advised these signs would cost £300.00 each. She reported that he did not foresee any issues regarding permission to install these signs. The Chairman *closed the meeting* to allow the member of the public to comment. Cllr Pulham suggested these signs could be attached to an existing sign on Rosemary Lane. The member of the public stated if necessary the costs required for these signs could be funded by local residents. The Chairman thanked the member of the public and stated in the first instance the Clerk would apply to the County Cllr's Highways Budget for the cost of these signs.

Concerns were raised regarding the current speed limit on Rendham Rd. It was suggested the Parish Council could apply for 30mph speed limit on this road. Cllr Baker asked if it would be possible to also erect some horse riding warning signs at Curlew Green. Cllr Buttle volunteered to attend a site meeting with [REDACTED], SCC along with the Clerk to discuss this matter further. The Chairman *reconvened the meeting*.

10415. Parish Council Matters

There were none.

10416. Planning Matters
(See separate Planning Appendix).

Cllr Baker gave details of a site visit carried out by SCDC in respect of the outcome of the recent consultation for Call out for Sites. Cllr Lumb stated he had been made aware that a neighbouring property to the land at Alderlee, Main Rd were interested in selling some of their land for development and were in discussions with [REDACTED] to which he gave details.

10417. Financial Matters

Financial Statement since last meeting

Income/Receipts

| | |
|-----------------------------------------------|-----------|
| SCDC – 1 st half of Parish Precept | £9,492.14 |
| SCDC – CIL payment | £ 936.36 |

Expenditure: (Direct Debits/Standing Orders)

| | |
|--------------------------|----------|
| BT (Monthly line rental) | £ 27.00 |
| Jo Jones Salary | £ 514.55 |

Bank Balances:

| | |
|----------------------------------------------------------|-------------------|
| Current Account as at 31 st March 2017 | £16,063.00 |
| Business Saver Account as at 31 st March 2017 | £12,050.89 |

To Consider/Approve the following cheque payments:-

| | |
|------------------------------------------------|-------------------|
| Jo Jones Expenses | £ 84.29 |
| [REDACTED] Wages (Litter Collector) | £ 70.00 |
| HMRC (Jo Jones) | £ 128.40 |
| SC Norse Ltd (Grass Cutting Recreation Ground) | £ 806.40 |
| LCPAS (Annual Subscription) | £ 80.00 |
| Cllr Roberts (APM Refreshments) | £ 50.00 |
| TOTAL | £ 1,219.09 |

The Chairman asked the Clerk to chase [REDACTED] at SC Norse in order to ask them to cut the Recreation Ground.

Approval for the above payments was Proposed by Cllr Pulham, Seconded by Cllr Lumb. **10 in Favour, 1 Abstention.**

10418. To receive a report from the Village Centre Enhancement Group

Cllr Dickerson reported on the recent KVCEG meeting held. He stated that since the last meeting [REDACTED] and [REDACTED] had resigned but the group had invited Cllr Galloway to become a member. He reported at their meeting the works to resurface the car park had been discussed as a local resident had written to himself raising concerns regarding the type of surfacing to be laid to which he reported the group had carried out an in-depth discussion.

Cllr Dickerson gave details regarding the resurfacing options available including the additional costs for a double layer of hot bitumen. Cllr Roberts gave details regarding hot bitumen surfacing and stated in his opinion it would not be necessary to have a double application. There was a brief discussion and the Chairman stated he felt that a double application would be beneficial and due to the Parish Council having high reserves he felt the additional £3,000.00 should be spent to make the appearance of the surfacing tidier and more long lasting. **Approval** for a double layer to be installed was Proposed by Cllr Dickerson, Seconded by Cllr Roberts. **All in Favour.** Cllr Dickerson reported the group were looking to have the Recycling Bins fenced off in the future to which he gave details and confirmed that it was hoped that a bicycle rack would be sited at the Village Hall to which he provided details.

Finally, Cllr Dickerson reported that he was also getting advice from SCDC regarding Electric Car Charging Points.

10419. To Receive Reports from Portfolio Holders and Liaison Representatives

Village Hall Management Committee

Cllr Lumb reported he was now a Trustee and the Committee had agreed for him to be a key holder. He reported a bookings diary was now available to view in the Committee Room. Cllr Lumb asked Councillors to consider joining the 100 Club to which he gave details. Cllr Taylor offered to advertise details of the 100 Club within the Primary School newsletter. Finally, Cllr Lumb reported a Quiz Night was planned for 20th October 2017 and suggested that a Parish Council Team could partake. The Chairman thanked Cllr Lumb for volunteering his services to become a Trustee of the VHMC. *Cllr Lumb left the meeting.*

Power 4 PCC

Cllr Roberts suggested that Power for KCC's AGM should be held annually prior to the APM. There were **No Objections** to this request.

He reported that this years' AGM went well and as a result they had gained 3 new members. Finally, Cllr Roberts confirmed that Business Rates would be applied to the scheme.

Environment, Heritage & Access

Cllr Buttle reported she had notified SCDC in respect of some complaints in which she had received regarding noisy dogs.

Concerns were raised regarding nettles in Spinney Pocket Park and it was agreed the upkeep of this area must be monitored. The Chairman asked Cllr Buttle to ask [REDACTED] from Conservation Works as to when the Maintenance Programme would commence.

Biodiversity Plan

Cllr Dickerson confirmed the first meeting of the Action Group was due to be held on Tuesday 2nd May 2017.

New Oasis

Cllr Pulham reported he had received good feedback in respect of the latest issue. He advised that going forward he was going to ask Leiston Press to collate and staple the Newsletter. Cllr Major raised concerns regarding the collating of this and stated firmly she was no longer willing to carry this duty out. It was agreed that a copy of the New Oasis would also be put onto the Parish Council website. **Action: Clerk to provide Cllrs Pulham and Dickerson password details for the website as they stated they were happy to assist with the updating of this site.**

Kelsale Primary School

Cllr Taylor confirmed that all the necessary funds had now been raised to enable them to carry out the repairs to the swimming pool to which she gave details.

Vehicle Activated Speed Sign

Cllr Baker reported the Vehicle Activated Speed Sign appeared to be broken. **Action: Clerk to contact Westcotec to request what action to take.**

Emergency Plan

Cllr Roberts reported that Cllr Lumb was really keen to get involved and that he hoped the plan would be revised in the near future.

10420. Correspondence

The Clerk gave details of correspondence received from the East Anglian Air Ambulance regarding the possibility of siting a recycling clothing bank within the village. There was a brief discussion and it was agreed the Parish Council would look into siting a clothing bank next to the bottle banks within the Low Rd Car Park.

The Chairman reported he had received correspondence from a local resident regarding the condition of Main Road and the overgrown verges along this road to which he gave details. It was agreed that Cllr Buttle would look into this matter.

10421. Any Other Matters Arising (For information only)

Cllr Roberts reported Saxmundham Railway Station was due to transformed and improved to which he provided information.

Concerns were raised regarding the skirting alongside the Recreation Ground and Councillors stated that residents were having to walk in the road. **Action: Clerk to contact [REDACTED], SCC in order to request the work to clear this path is carried out.**

Cllr Burslem raised concerns regarding a contractor from EDF throwing branches into the River Fromus whilst carrying out some works to the transformer. It was agreed Cllr Burslem would sent a formal letter of complaint.

10422. Date of next Meeting

The Annual Meeting of the Council will be held on Wednesday 31st May 2017 at 7:00pm. This will be followed by a Parish Council meeting.

There being no further discussion the Chairman thanked the Parish Council for their attendance and formally closed the meeting at 9:05pm.

Signed: Chairman

Dated:

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

MINUTES OF THE PARISH COUNCIL MEETING HELD ON WEDNESDAY
31ST MAY 2017 FOLLOWING THE ANNUAL MEETING IN KELSALE VILLAGE HALL,
COMMITTEE ROOM

Present: Cllr Alan Revell (Chairman) Cllr Ray Ellis
 Cllr Martin Lumb Cllr Edwina Galloway
 Cllr Tim Roberts Cllr John Pulham
 Cllr Chris Burslem Cllr Claire Buttle
 Cllr David Baker

In attendance: County Cllr Smith and District Cllrs Fisher and Dunnett. There were no members of the public present.

Welcome by the Chairman

Cllr Pulham thanked the Parish Council for the lovely flowers that had been sent to him. On behalf of the Parish Council the Chairman offered Cllr Pulham sincere condolences on the recent loss of his wife.

10423. Public Forum

There were no members of the public present.

10424. Reports

(a) Report by County Cllr Richard Smith

County Cllr Richard Smith stated he looked forward to working with the Parish Council and paid tribute to former County Cllr Michael Gower to which he reported himself and Michael had met last week for a handover. He advised he was SCC Cabinet Member for Finance & Transport to which he gave details. County Cllr Smith reported his other Cabinet responsibility was Sizewell C and stated he would be interested to hear views from the Parish Council regarding this matter. He advised he was aware there are always highways issues within Parishes and stated that huge efforts were being carried to improve these services. The Chairman thanked County Cllr Smith for his report. Cllr Galloway asked if County Cllr Smith may be able to look into the status of the repairs to the potholes on Lowes Hill. Cllr Roberts made enquiries regarding the recent resurfacing of Low Rd and asked how prioritisation was governed.

(b) Report by District Cllr John Fisher

District Cllr Fisher reported Cllr Chris Blundell had recently been elected as Chairman at SCDC along with Nicky Yeo as Vice Chairman. The Chairman thanked District Cllr Fisher for his report.

(c) Report by District Cllr Philip Dunnett

District Cllr Dunnett reported on the recent Planning Committee meeting held in respect of the land at Kelvin on Rosemary Lane. He advised he felt the applicant may now come forward with a further application for more homes than that previously submitted as this application had been Refused on inadequate use of the land to which he also gave advice and details. The Chairman thanked District Cllr Dunnett for his report.

The Chairman formally opened the meeting at 7:45pm

10425. To receive apologies for absence

Apologies were accepted from Cllrs Major, Taylor and Dickerson.

10426. Declarations of Interest

There were none.

c) To consider any dispensations

None received.

10427. To consider the Approval of the draft minutes of the Parish Council meeting held on Wednesday 26th April 2017

The draft minutes of the Parish Council meeting held on Wednesday 26th April 2017 had been circulated to all Councillors prior to the meeting. These were Proposed for **Approval** by Cllr Roberts, Seconded by Cllr Pulham. **8 in Favour, 1 Abstention.** The minutes were duly signed by the Chairman as a true record.

10428 Parish Clerk's Report

The Clerk reported she had received confirmation from SCDC that the £936.36 CIL funds recently paid to the Parish Council could be put towards the works to resurface the Low Rd car park.

The Clerk reported in Cllr Major's absence she had asked her to request that the work carried out to the Recreation Ground boundary by the late [REDACTED] is contracted possibly to [REDACTED].

10429. Matters arising from the Clerk's report

It was agreed the Parish Council would continue to monitor the work being carried out on the Recreation Ground and to the boundary of the River Fromus.

10430. Matters arising from the Parish Council meeting held on Wednesday 26th April 2017

The Clerk reported she was still waiting for confirmation as to when the site meeting with [REDACTED] SCC could be held.

Neighbourhood Plan – The Clerk apologised that due to herself being extremely busy preparing the End of Year accounts she had not yet set a date for the Open Public Meeting. She advised this could be held during the early part of July and suggested that a flyer could be inserted within the next edition of the New Oasis. The Chairman urged Councillors to volunteer to join the proposed Steering Group. It was suggested the Clerk could write to all Village Hall user groups in order to ask if they would like a representative to be on the Steering Group. **Action: Cllr Burslem and the Clerk to compile flyer and article for New Oasis.**

Cllr Roberts raised concerns as to why the finger post sign to be sited at Low Rd Car Park had not yet been erected. Cllr Galloway confirmed that [REDACTED] was oiling the sign and this would be erected in the near future.

(a) Low Rd Car Park Lease

The Clerk confirmed she had attended a meeting with [REDACTED], SCDC whereby she had also collected the replacement lease to which she gave details.

The Clerk gave details regarding funding applied for towards the resurfacing project. There was a brief discussion regarding alternative funding routes available and it was agreed the Clerk would compile a paper giving details of all the funding secured and applied for in respect of this project to date.

(b) Land at Alderlee, Kelsale

The Clerk confirmed that [REDACTED] had advised he was now in liaison with the landowners at Touchwood and is looking to possibly develop up to 20 new homes to include 5 affordable on these sites. There was a discussion and Cllr Ellis stated this was not the preferred site as this was the Land at Ambleside. The Chairman stated he felt it would be far less impact if development was carried out on the Land at Alderlee.

It was agreed the Parish Council remained vulnerable without a Neighbourhood Plan in place and District Cllr Dunnett urged them to implement one. The Chairman stated he felt the Parish Council should Strongly Object to any applications received which are not deemed appropriate. It was suggested the Planning Group could compile a statement of intent to be sent to SCDC in respect of future policy in respect of any new proposed development. It was agreed this matter would be an agenda item at the June Parish Council meeting.

10431. Parish Council Matters

There were none.

10432. Planning Matters

(See separate Planning Appendix).

10433. Financial Matters

Financial Statement since last meeting

Income/Receipts

| | |
|-------------------------------------------------|------------|
| SCDC – 1 st Half Precept & Grant | £ 9,492.14 |
| SCC – Cllr Gower’s Highways Budget for VAS Sign | £ 2,000.00 |
| SCDC – CIL Payment | £ 936.36 |

Direct Debits & Standing Orders

| | |
|----------------------------|----------|
| BT (Broadband) | £ 94.80 |
| BT (Quarterly Line Rental) | £ 28.44 |
| Jo Jones (Salary) | £ 514.55 |

Bank Balances:

| | |
|----------------------------------------------------------|-------------------|
| Current Account as at 30 th April 2017 | £22,975.33 |
| Business Saver Account as at 30 th April 2017 | £12,050.89 |

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

| | |
|--------------------------------------------------------------|-----------------|
| Jo Jones Expenses | £ 56.99 |
| ██████████ Wages (Litter Collector) | £ 85.00 |
| HMRC (Jo Jones) | £ 128.40 |
| Kelsale Village Hall (Hall Hire) | £ 12.00 |
| Westcotec (Additional bracket (VAS Sign) | £ 60.00 |
| Kelsale Village Hall (Deposit for keys to Committee Room) | £ 10.00 |
| ██████████ (Work to repair gate at Recreation Ground) | £ 144.25 |
| Cllr D. Baker (Padlock for VAS Sign) | £ 16.00 |
| EPS Transfers (Signs for Recreation Ground) | £ 21.60 |
| Came & Co (Insurance Renewal) | £ 399.04 |
| ██████████ (Grass Cutting Low Rd Car Park/Recreation Ground) | £ 105.00 |
| Kelsale Village Hall (Hall Hire) | £ 12.00 |
| Kelsale Village Hall (Hall Hire – Main Hall for APM) | £ 18.00 |
| TOTAL | £1068.58 |

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

d) To Approve the 2016/17 End of Year Accounts

A copy of the 2016/17 End of Year Accounts had been circulated to all Councillors prior to the meeting. The Clerk gave details regarding the Internal Audit carried out and the report received. **Approval** for the 2016/17 End of Year Accounts was Proposed by Cllr Roberts, Seconded by Cllr Lumb. **All in Favour.**

e) To approve Sections 1 & 2 of the Local Councils Annual Return

A copy of Section 1 & 2 of the Local Councils Annual Return had been tabled for all Councillors. **Approval** was Proposed by Cllr Galloway, Seconded by Cllr Baker. **All in Favour.**

f) Parish Council Insurance Renewal - To consider quotations received

The Clerk had tabled a paper for all Councillors detailing the quotes received. **Approval** for the Parish Council to renew their policy with Came & Co for the sum of £399.04 was Proposed by Cllr Baker, Seconded by Cllr Roberts. **All in Favour.**

10434. To receive a report from the Village Centre Enhancement Group

It was agreed the Clerk would provide details of the funding received and applied for to date in respect of the resurfacing of the Low Rd Car Park. It was also agreed the Parish Council would liaise closely with KVHMC regarding the closure of the car park when this work is being carried out in order for them to inform all user groups. The Chairman confirmed a formal letter would also go out to all households in close proximity of the Car Park. Cllr Galloway stated she had noted from the April minutes that discussions were held regarding possibly siting a bike rack outside the Village Hall. She advised this option had been rejected in the past to which she also provided details.

10435. To Receive Reports from Portfolio Holders and Liaison Representatives

Tree Warden

Cllr Buttle reported she had spoken to Fran at Conservation Works and he had confirmed he would start the maintenance programme at Spinney Pocket Park in August. She also confirmed he had advised he was going to be siting the bat boxes by the end of the summer. The Chairman stated he felt that part of the programme should include maintaining the growth of the nettles/brambles. There was a brief discussion regarding wildlife and growth and it was agreed Cllr Buttle would meet with [REDACTED] to discuss the options available.

Recreation Ground

It was agreed Cllr Baker would hold a key to the gate. Cllr Buttle reported the fence running along Bell House had still not been repaired to which she provided further details. The Chairman suggested the landowners at Bell House should look into repairing this fence and the Parish Council could offer a contribution towards the costs incurred.

New Oasis

Cllr Pulham gave details regarding articles to be inserted within the next issue and stated he was planning to advertise the area created within the Recreation Ground for picnic/seating and to also include some photos.

Emergency Plan

Cllr Lumb provided details regarding a meeting in which he had recently attended.

Vehicle Activated Speed Sign

Cllr Baker gave details regarding the status of the sign and reported it had not been functioning properly for some time. He confirmed he had now spoken to Westcotec and hoped this problem had been solved. Cllr Baker circulated details of a printout showing the data recorded to date and finally confirmed the additional bracket had now been received.

10436. Correspondence

There was none.

10437. Any Other Matters Arising (For information only)

Cllr Roberts reported the plans for Saxmundham Railway Station to be transformed and improved were moving ahead.

Cllr Galloway asked for permission to look into siting a water fountain on the Recreation Ground. There were **No Objections** to this request. Cllr Roberts stated there may also be grants available for this too.

10438. Date of next Meeting

The next meeting of the Parish Council will be held on Wednesday 21st June 2017 at 7:00pm.

There being no further discussion the Chairman thanked the Parish Council for their attendance and formally closed the meeting at 9:25pm.

Signed: Chairman

Dated:

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

MINUTES OF THE PARISH COUNCIL MEETING HELD ON WEDNESDAY 21ST JUNE 2017 AT 7:00PM IN
KELSALE VILLAGE HALL, COMMITTEE ROOM

Present: Cllr Alan Revell (Chairman) Cllr Ray Ellis
 Cllr Edwina Galloway Cllr Susan Major
 Cllr Carolyn Taylor Cllr Chris Burslem
 Cllr Claire Buttle Cllr David Baker

In attendance: Joanne Peters, Parish Clerk and District Cllr Dunnett. There were no members of the public present.

Welcome by the Chairman

10439. Public Forum

There were no members of the public present.

10440. Reports

(a) Report by County Cllr Richard Smith

Apologies were accepted from County Cllr Richard Smith. No written report had been received.

(b) Report by District Cllr John Fisher

Apologies were accepted from District Cllr Fisher. No written report had been received.

(c) Report by District Cllr Philip Dunnett

District Cllr Dunnett reported on SCDC's new offices opening event. He confirmed funding from his Enabling Community Budget towards the work to the swimming pool at Kelsale Primary School had been agreed. Finally, District Cllr Dunnett gave details regarding a pot of funding available towards Better Broadband schemes. The Chairman thanked District Cllr Dunnett for his report.

The Chairman formally opened the meeting at 7:20pm

10441. To receive apologies for absence

Apologies were accepted from Cllrs Dickerson, Roberts, Pulham and Lumb.

10442. Declarations of Interest

There were none.

g) To consider any dispensations

None received.

10443. To consider the Approval of the draft minutes of the Annual Meeting and the Parish Council meeting that followed this meeting held on Wednesday 31st May 2017

The draft minutes of the Annual Meeting and the Parish Council meeting that followed held on Wednesday 31st May 2017 had been circulated to all Councillors prior to the meeting. These were Proposed for **Approval** by Cllr Galloway, Seconded by Cllr Baker. **6 in Favour, 2 Abstentions**. These minutes were duly signed by the Chairman as a true record.

10444 Parish Clerk's Report

The Clerk reported she had now picked up the signed copy of the replacement lease for the Low Rd Car Park. She advised she had received correspondence from the East Anglian Air Ambulance stating the area at the Low Rd Car Park was to be assessed to see if it would be suitable to site a clothing bank. Finally, the Clerk read a letter of thanks received from Kelsale Primary School in respect of the recent funding given towards the repairs to their swimming pool.

10445. Matters arising from the Clerk's report

There were none.

10446. Matters arising from the Annual Meeting and the Parish Council meeting that followed this meeting held on Wednesday 31st May 2017

There were none.

10447. Parish Council Matters

(a) Neighbourhood Plan Open Public Meeting

Cllr Burslem had circulated a copy of the proposed flyer to be inserted within the next copy of the New Oasis. The Clerk confirmed that [REDACTED] from Navigus Planning was unable to attend the Open Public Meeting. Cllr Galloway suggested that [REDACTED] could be asked to attend as he has had experience with Neighbourhood Plans. Finally, Cllr Burslem gave details regarding the Open Public Meeting to be held on Wednesday 19th July 2017. The Chairman thanked Cllr Burslem for all his hard work carried out on this matter.

Cllr Burslem provided details regarding the boundary applied for by Saxmundham Town Council for their Neighbourhood Plan and raised concerns that part of this area included land at Kelsale-cum-Carlton to which he gave details. Cllr Ellis stated Saxmundham Town Council may have included the area in question to possibly build a larger doctors facility. The Chairman stated he felt this area should be included within Kelsale-cum-Carlton's Neighbourhood Plan to which he provided details.

10448. Planning Matters

(See separate Planning Appendix).

(a) To consider wording to be sent to SCDC regarding future development in Kelsale-cum-Carlton in preparation of the development of a Neighbourhood Plan

Several e-mails had been circulated regarding the proposed statement. It was agreed that Cllr Ellis would amend the statement in accordance with the comments received so that the Clerk could circulate this for Approval.

10449. Financial Matters

Financial Statement since last meeting

Income/Receipts

| | |
|---------------------------------------------------------|----------|
| SCDC (Towards work carried out by Dr Paul Bradley – CA) | £ 100.00 |
| New Oasis Advertisement Fee and Donation (Clive Welton) | £ 40.00 |

Expenditure: (Direct Debits/Standing Orders)

| | |
|--------------------------|----------|
| BT (Monthly line rental) | £ 28.44 |
| Jo Jones Salary | £ 514.55 |

Bank Balances:

| | |
|--------------------------------------------------------|-------------------|
| Current Account as at 31 st May 2017 | £21,990.69 |
| Business Saver Account as at 31 st May 2017 | £12,049.39 |

To Consider/Approve the following cheque payments:-

| | |
|-------------------------------------|-----------------|
| Jo Jones Expenses | £ 50.14 |
| [REDACTED] Wages (Litter Collector) | £ 70.00 |
| HMRC (Jo Jones) | £ 128.40 |
| TOTAL | £ 248.54 |

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

10450. To receive a report from the Village Centre Enhancement Group

The Clerk confirmed that to date £6,936.33 had been raised in grant funding toward the resurfacing of the Low Rd car park. There was a brief discussion and the Chairman proposed that the amount the Parish Council were to contribute towards the overall cost of this work should be increased from £5,000 to £5,500, Seconded by Cllr Ellis. **All in Favour.** The Chairman confirmed the resurfacing works would commence from 8am on Monday 7th August to 8am on Monday 14th August 2017. There was a brief discussion regarding the proposed wording for the letter to be sent out to inform local residents and it was agreed the Clerk would write to Kelsale VHMC. Cllr Buttle volunteered her services to deliver these letters and it was agreed that Cllr Burslem would put notices on cars parked within the car park. Cllr Galloway asked for clarification regarding [REDACTED] Liability Insurance to which the Chairman confirmed he would look into this matter and obtain a relevant copy of Mr Ruth's insurance.

Proposed Cycle Rack – The Chairman gave details regarding the designs available and stated he was seeking quotations to site 6 of these within the Low Rd car park. It was suggested the Clerk should e-mail [REDACTED] at SCDC in order to ask permission to site up to 6 cycle racks and the clothing bank.

10451. To Receive Reports from Portfolio Holders and Liaison Representatives

New Oasis

There was a discussion regarding an article inserted within the draft edition by editor in respect of the football pitch on the Recreation Ground and it was **Unanimously Agreed** that this article should be removed.

Sizewell C

Cllr Galloway confirmed the Sizewell Parishes Liaison Group were trying to reach out to Saxmundham, Leiston and Benhall for them to consider re-joining their group.

Proposed Conservation Area

Cllr Galloway reported she was currently liaising with [REDACTED] in respect of this matter.

Tree Warden

Cllr Buttle advised she had met with [REDACTED] from Conservation Works and he had confirmed he was due to commence works to maintain the area at Spinney Pocket Park the week beginning 26th June 2017.

Cllr Buttle confirmed the work carried out by the late [REDACTED] at the area known as ‘the jungle’ within the Recreation Ground would now be carried out by [REDACTED]. Cllr Major thanked Cllr Buttle for looking into this matter.

Kelsale Primary School

Cllr Taylor reported the work to repair the swimming pool was nearly complete to which she provided details and thanked the Parish Council again for their generous donation and support.

Cllr Taylor reported the Summer Fete would be held on 7th July 2017 and finally she gave details regarding the recent Ofsted Inspection and reported the school had been branded as a Good School.

Vehicle Activated Speed Sign

Cllr Baker reported the faulty Vehicle Activated Speed sign had now been sent back to Westcotec. He confirmed the local PCSO had informed him that he would be carrying out some formal speed checks in the local area within the near future.

10452. Correspondence

There was none.

10453. Any Other Matters Arising (For information only)

Cllr Galloway gave details regarding a local resident whom had received bogus calls from contractors trying to inform him that his solar panels were dangerous and was trying to sell products.

Cllr Burslem raised concerns regarding the amount of dog ends outside Kelsale Social Club. The Chairman advised this is not always caused by Social Club users.

Cllr Galloway advised she had started looking into details regarding siting a water tower on the Recreation Ground.

Cllr Baker reported the pavement from the Recreation Ground to Curlew Green was now very overgrown. Concerns were raised regarding the lack of grass cutting carried out within in Kelsale to which the Clerk advised she would report both these matters to SCC.

10454. Date of next meeting

The next meeting of the Parish Council will be held on Wednesday 26th July 2017 at 7:00pm.

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

Signed: Chairman

Dated:

Planning Appendix (21st June 2017)

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

Planning Ref: DC/17/2063/FUL

Address: 1 Church Close, Kelsale-cum-Carlton

Proposal: Erection of new 3 bedroomed private residential property for a registered disabled person, on land severed from 1 Church Close. Alternative proposal to approval DC/15/3378/FUL

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

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

Planning Ref: DC/16/4868/COU

Address: Unit 6, Carlton Park Industrial Estate, Ronald Lane, Carlton

Proposal: Change of use from B8 to D2 to provide a gymnasium.

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

He reported he was horrified in respect of the proposed site at Saxmundham and stated he was not against Sizewell C but would be raising very strong objections in respect of this site. Cllr Dickerson thanked District Cllr Dunnett for his report.

Cllr Dickerson formally opened the meeting at 7:40pm

10457. To receive apologies for absence

Apologies were accepted from Cllrs Revell (Chairman), Pulham, Taylor, Lumb, Baker and Roberts.

10458. Declarations of Interest

There were none.

h) To consider any dispensations

None received.

10459. To consider the Approval of the draft minutes of the Parish Council meeting held on Wednesday 21st June 2017

The draft minutes of the Parish Council meeting held on Wednesday 21st June 2017 had been circulated to all Councillors prior to the meeting. These were Proposed for **Approval** by Cllr Buttle, Seconded by Cllr Galloway. **5 in Favour, 1 Abstention.** These minutes were duly signed by Cllr Dickerson as a true record.

10460 Parish Clerk's Report

Remembrance Sunday Event – The Clerk reported it was Kelsale-cum-Carlton Parish Council's turn to host this event this year to which she provided details. Cllr Galloway advised her neighbour had kindly offered to make cakes for the event. It was agreed this matter would be a formal agenda item at the September meeting.

The Clerk gave details regarding a complaint she had received regarding several trees being felled at Carlton Meres Country Park. It was agreed Cllr Buttle would look into this matter.

10461. Matters arising from the Clerk's report

There were none.

10462. Matters arising from the Parish Council meeting held on Wednesday 21st June 2017

Planning Statement to SCDC – There was a brief discussion and it was felt as this statement would not carry any weight with SCDC that there was no point in the Clerk sending this statement. **Agreed Unanimously.**

10463. Parish Council Matters

(a) Outcome of Neighbourhood Plan Open Public Meeting

Cllr Burslem reported on the recent open public meeting held and stated the meeting itself had been very informative and well supported but he was disappointed in the lack of support from volunteers to join a Steering Group. Cllr Burslem suggested an open surgery could be held to encourage additional volunteers. It was agreed that Cllr Burslem would convene the first meeting of the Steering Group to which Cllr Dickerson urged all Councillors to encourage other Parishioners to attend.

(b) River Fromus

Cllr Major tabled a paper for all Councillors including photos of the River Fromus. She raised serious concerns regarding potential flooding within the areas surrounding the River Fromus. It was agreed the Clerk and Cllr Major would compile a letter to the Environment Agency and copy this to Dr Therese Coffey, MP. It was also agreed the Clerk would write to ██████████ in order to ask him if he would be willing to carry out the duties around the Recreation Ground that the late ██████████ undertook on behalf of the Council.

(c) New Oasis Distribution

Cllr Major reported that Jeni Aird had now resigned from her duties delivering the New Oasis and therefore a new volunteer was required.

(d) To agree to instruct [REDACTED] to lay the slabs in the Low Rd Car Park for the Recycling Banks once the resurfacing work has been completed

The Clerk gave details of an e-mail received from Cllr Alan Revell (Chairman). There was a brief discussion and it was agreed that this work should go ahead subject to Approval from SCDC. **Approval** was Proposed by Cllr Dickerson that up to £500.00 additional costs could be incurred for this work to be carried out, Seconded by Cllr Burslem. **All in Favour.**

(e) 2017 Bonfire Event

Cllr Buttle confirmed that Peakhill Farm had agreed to do the barbecue, the fireworks needed ordering, 4 volunteers for letting off the fireworks were due to attend the necessary training course and Cllr Galloway was carrying out the Risk Assessment. She also advised that St Johns Ambulance had now been booked to attend the event. It was agreed the Clerk a thank you letter to [REDACTED] as he could no longer continue to carry out his duties at this event. Finally, Cllr Buttle urged for more volunteers on the night.

10464. Planning Matters

(See separate Planning Appendix).

10465. Financial Matters

Financial Statement since last meeting

Income/Receipts

| | |
|---------------------------------------------------------------|------------|
| SCDC – For work carried out by Dr Bradley (Conservation Area) | £ 100.00 |
| Wayleave payment | £ 1.15 |
| Oasis Advertisement Fee | £ 60.00 |
| Suffolk Community Foundation (Resurfacing Low Rd car park) | £ 3,500.00 |

Expenditure: (Direct Debits/Standing Orders)

| | |
|--------------------------|----------|
| BT (Monthly line rental) | £ 28.44 |
| Jo Jones Salary | £ 514.55 |

Bank Balances:

| | |
|---------------------------------------------------------|-------------------|
| Current Account as at 30 th June 2017 | £22,876.62 |
| Business Saver Account as at 30 th June 2017 | £12,049.39 |

To Consider/Approve the following cheque payments:-

| | |
|------------------------------------------------------|----------|
| Jo Jones Expenses | £ 45.95 |
| [REDACTED] (Litter Collector) | £ 60.00 |
| HMRC (Jo Jones) | £ 128.40 |
| Conservation Works (Maintenance Spinney Pocket Park) | £ 540.00 |
| Leiston Press (New Oasis) | £ 54.00 |
| Cllr Susan Major (Printing costs) | £ 17.50 |
| Kelsale Village Hall (Hall Hire) | £ 24.00 |

TOTAL £ 873.85

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

10467. To receive a report from the Village Centre Enhancement Group

Cllr Dickerson reported there had not been a meeting since the last Parish Council meeting but stated he was pleased to see the finger post signs had now been erected. He also provided details regarding the proposed cycle racks to be installed.

10468. To Receive Reports from Portfolio Holders and Liaison Representatives

Tree Warden

Cllr Buttle reported she had received a complaint from a resident in Church Close regarding weeds growing on the pavement to which she gave details.

She stated the hedge from Curlew Green down to Dorleys Corner desperately needed cutting to which the Clerk confirmed she had already reported this to SC Highways.

Cllr Buttle reported she had recently cleared the Petanque pitch and stated she felt a maintenance plan needed to be put in place and therefore she had asked [REDACTED] from Conservation Works if he could provide a quote to spray and clear the pitches whilst he was carrying out work at Spinney Pocket Park. There was No Objections to this request. On behalf of the Parish Council Cllr Dickerson thanked Cllr Buttle for recently clearing the Petanque pitches.

10469. Correspondence

There was none.

10470. Any Other Matters Arising (For information only)

There were none.

10471. Date of next meeting

The next meeting of the Parish Council will be held on Wednesday 30th August 2017 at 7:00pm.

There being no further discussion Cllr Dickerson thanked the Parish Council for their attendance and formally closed the meeting at 8.40pm.

Signed: Chairman

Dated:

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

MINUTES OF THE PARISH COUNCIL MEETING HELD ON WEDNESDAY 30TH AUGUST 2017 AT 7:00PM IN
KELSALE VILLAGE HALL, COMMITTEE ROOM

| | | |
|----------|----------------------|--------------------|
| Present: | Cllr Alan Revell | Cllr Ray Ellis |
| | Cllr Edwina Galloway | Cllr Susan Major |
| | Cllr Chris Burslem | Cllr Claire Buttle |
| | Cllr John Pulham, | Cllr Martin Lumb |
| | Cllr David Baker | Cllr Tim Roberts. |

In attendance: Joanne Peters, Parish Clerk & District Cllrs Dunnett and Fisher. There were no members of the public present.

Welcome by the Chairman

The Chairman thanked Cllr Dickerson for chairing the July Parish Council meeting.

10472. Public Forum

There were no members of the public present.

10473. Reports

(a) Report by County Cllr Richard Smith

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

(b) Report by District Cllr John Fisher

District Cllr Fisher had nothing to report.

(c) Report by District Cllr Philip Dunnett

District Cllr Dunnett reported on the Public Space Protection Orders – Dog Controls Consultation and confirmed this would not include a ban for dogs to be on a lead in all parts of Suffolk Coastal but just in certain places to which he gave details. He provided information regarding the Review of the Local Plan to which he urged the Parish Council to respond and emphasise on lack of infrastructure within the Parish in respect of the number of homes proposed. District Cllr Dunnett reported on the recent Planning Committee meeting held at SCDC in respect of the Land at Kelvin. The Chairman thanked Cllrs Dunnett and Fisher for attending this meeting. The Chairman thanked District Cllr Dunnett for his report.

The Chairman formally opened the meeting at 7:15pm

10474. To receive apologies for absence

Apologies were accepted from Cllrs Dickerson & Taylor.

10475. Declarations of Interest

Cllr Ellis declared a Pecuniary Interest in respect of site 450 from the Local Plan consultation document. Cllr Baker declared a Pecuniary Interest in respect of site 458 and the Chairman declared an Indirect Interest in site 873.

i) To consider any dispensations

None received.

10476. To consider the Approval of the draft minutes of the Parish Council meeting held on Wednesday 26th July 2017

The draft minutes of the Parish Council meeting held on Wednesday 26th July 2017 had been circulated to all Councillors prior to the meeting. These were Proposed for **Approval** by Cllr Buttle, Seconded by Cllr Ellis. **5 in Favour, 5 Abstentions.** These minutes were duly signed by the Chairman as a true record.

10477. Parish Clerk's Report

The Clerk gave details regarding an e-mail received from the East Anglian Air Ambulance in respect of the clothes bank to be sited within the Low Rd Car Park. She also provided details regarding an e-mail in which she had received from a local resident raising concerns regarding the bottle bank.

10478. Matters arising from the Clerk's report

Following a brief discussion regarding matters arising from the Clerk's report it was agreed Cllr Ellis would contact the organisers of the Maui Wau Festival in respect of the concerns regarding the bottle bank and the Clerk would respond to the local resident. It was also agreed the clothing bank would be sited next to the bottle banks within the Low Rd Car Park. **Action 10478.1 – Cllr Ellis to contact organiser of Maui Wau Festival. Action 10478.2 – Clerk to respond to local resident in respect of e-mail received.**

10479. Matters arising from the Parish Council meeting held on Wednesday 26th July 2017

Cllr Buttle confirmed she had contacted [REDACTED], SCDC regarding the recent felling of trees at Carlton Meres Country Park to which she gave details. Cllr Ellis raised concerns regarding the effect this Holiday Park was having on the local doctor's surgery. There was an in depth discussion regarding Carlton Meres Country Park and it was agreed the Clerk should write to SCDC to ask for clarification in respect of the guidelines for the correct distance required between caravans/lodges. It was also suggested clarification should be sought from the Licensing Dept as to the permitted time property owners could remain on the site. The Clerk confirmed she would also include matters relating to the double decker that were raised with SCDC's Enforcement Team during the past few years within this correspondence. It was suggested a copy of the letter sent should be sent to Therese Coffey, MP and District Cllrs Fisher & Dunnett. **Action 10479.1 – Clerk to write to SCDC and copy this letter to District Cllrs and Therese Coffey, MP.**

Cllr Major confirmed she was willing to take on the New Oasis delivery round in which Jeni Aird had been carrying out.

(a) Concerns raised regarding the River Fromus – To receive an update

Cllr Major and the Clerk gave details regarding the recent meeting held with the Environment Agency. Cllr Major confirmed they had agreed to clear the banks of River Fromus before the annual bonfire event in November.

Cllr Buttle gave details regarding a quote received from [REDACTED] at Conservation works for the annual maintenance to the petanque pitches. The Chairman suggested [REDACTED] could be asked if he could spray the weeds and maintain this area, as required. **Action 10479.2 - Chairman to contact [REDACTED].**

It was suggested a Parish Council Meeting Action Plan should be implemented.

10480. Parish Council Matters

(a) Parish Council Website

Cllr Burslem gave details regarding a quotation to create a new website received from Malbek Technology Ltd at Leiston. There was a brief discussion and the Chairman proposed the implementation of a new Parish Council website with costs up to £750.00 should be looked into, Seconded by Cllr Roberts. **All in Favour. Action 10480.1 – Cllrs Burslem, Galloway and Pulham to liaise with Malbek Technology.**

(b) To consider correspondence received from SCDC – Public Space Protection Orders – For Consultation

There was a discussion and it was agreed this document had been very poorly written. Cllr Galloway volunteered to compile a draft response to be sent to SCDC. **Action 10480.2 – Cllr Galloway to compile letter to SCDC.**

10481. Planning Matters

(See separate Planning Appendix).

(a) Suffolk Coastal Local Plan Issues and Options Consultation Document – To consider correspondence received

The Clerk gave details regarding this consultation and the one to one meetings to be held at SCDC. It was agreed that Cllrs Burslem, Galloway and Pulham would attend the meeting with SCDC and compile the response to the consultation received. It was also agreed that Councillors would walk around the sites listed within this documentation for potential development. **Action 10481.1 – Cllrs Burslem, Galloway and Pulham to attend one to one meeting with SCDC. Action 10481.2 – Clerk to schedule date for this meeting. Action 10481.3 – Cllrs Burslem, Galloway and Pulham to compile response to consultation received.**

10482. Financial Matters

(a) Financial Statement since last meeting

Income/Receipts

Nil

Expenditure: (Direct Debits/Standing Orders)

| | |
|--------------------------|----------|
| BT (Monthly line rental) | £ 28.44 |
| Jo Jones Salary | £ 514.55 |

Bank Balances:

| | |
|---------------------------------------------------------|-------------------|
| Current Account as at 31 st July 2017 | £21,817.28 |
| Business Saver Account as at 31 st July 2017 | £12,049.39 |

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

| | |
|--------------------------------------------------------------------|-----------------|
| Jo Jones Expenses | £ 50.50 |
| ██████████ Wages (Litter Collector) | £ 85.00 |
| HMRC (Jo Jones) | £ 128.40 |
| ██████████ (Erection of Finger Posts) | £ 190.00 |
| Cllr Alan Revell (for payment to Pioneer Pest Control - wasp nest) | £ 40.00 |
| ██████████ (Grass Cutting Rec Ground & Low Rd Car Park) | £ 105.00 |
| Kelsale Village Hall (Hire) | £ 12.00 |
| Kelsale Village Hall (Hire) | £ 18.00 |
| ██████████ (Grass Cutting Rec Ground & Low Rd Car Park) | £ 105.00 |
| Leiston Press (New Oasis) | £ 54.00 |
| TOTAL | £ 787.90 |

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

10483. To receive a report from the Village Centre Enhancement Group

In Cllr Dickerson's absence the Clerk reported as follows:-

A meeting has not been held recently but the resurfacing work has been carried out and I would welcome comments on it. The only outstanding items now are:-

- Installation of the bike rack (funding has been found)
- Installation of an enclosure around the recycling area once the clothing bank has been sited next to the glass recycling bins.
- Seek funding for an EV charging point although this may take some time to resolve.

Councillors stated the resurfacing work looked fantastic although there were a couple of areas where water was collecting. It was agreed the Chairman would monitor this matter. It was agreed once the invoice from ██████████ had been received a thank you letter from the Parish Council should be sent. **Action 10483.1 – Clerk to send letter of thanks to ██████████ once invoice had been received.**

The Chairman provided details regarding the proposed cycle racks and confirmed these would be funded by the 3 Communities Cycle Path Project. Cllr Roberts suggested some funding could be applied for towards the screening of the recycling bins. He also stated he thought a fruit and vegetable swap shop area could be created to which the Chairman advised this matter could be discussed at their next meeting.

10484. 2017 Bonfire Event – To receive an update

Cllr Buttle confirmed the fireworks had now been ordered and the 1st working group meeting was to be held on 12th September 2017 at 7:30pm in Kelsale Social Club. It was agreed the Clerk should write a letter of thanks to ██████████ for his services carried out at previous bonfire events. **Action 10484.1 – Clerk to compile letter to ██████████**

10485. Neighbourhood Plan Steering Group – To receive an update

Cllr Burslem provided details regarding the first Steering Group meeting held. A copy of the draft minutes and Terms of Reference had been circulated to all Councillors. Cllr Galloway stated that her husband ██████████ would be willing to assist in drawing up a Project Plan.

10485. To Receive Reports from Portfolio Holders and Liaison Representatives

New Oasis

Cllr Pulham confirmed he had started preparing the next edition. It was agreed a Neighbourhood Plan update would be included within each edition.

Grant Aid

Cllr Roberts gave details regarding grant funding he was currently looking into for the Village Hall and urged Councillors to come forward with any projects that required funding.

Village Hall Management Committee

Cllr Lumb provided details regarding quotations being sought for lighting.

Vehicle Activated Speed Sign

Cllr Baker reported the sign was being moved between the three locations and stated to provide a summary of the data recorded he would require an Excel package for his computer. **Action 10485.1 – Clerk to look into providing Cllr Baker with MS Excel.**

Recreation Ground

Cllr Buttle gave details regarding the two trees that required attention. She confirmed a quotation to remove these trees had been received from Fran at Conservation Works for £450.00. It was agreed Cllr Buttle would obtain a further quote from [REDACTED]. Cllr Burslem raised concerns regarding the urgency to remove the dangerous tree and it was Agreed up to £450.00 could be spent on this work. **Approved Unanimously. Action 10485.1 – Cllr Buttle to obtain quotation from Paul Bush.**

Biodiversity Action Plan

Cllr Buttle reported that two meetings had been held and the group had carried out a number of surveys of land within the village. She confirmed a provisional list of significant species found in the Parish and a list of potential sites of biodiversity value had been drawn up. Cllr Buttle stated the Group would like to ask for an area on the Parish Council's website to be allocated to them so they could publish information of interest to residents, including advice on how they could improve the biodiversity potential within their gardens (which could also go in the NO).

10486. Correspondence

The Chairman confirmed he had received an e-mail from a local resident regarding the Recreation Ground Play Area to which he gave details. He confirmed he had now fixed the gate and had carried out a brief inspection of the area. It was agreed the Clerk would respond to the local resident in order to thank him for pointing out the broken latch to the gate and state the Parish Council has taken on board his views but remind him that Kelsale is a village and therefore does not have the budget of a town. **Action 10486.1 - Clerk to respond stating the gate has now been fixed and provide some details regarding the works carried out to the play area within the past 5 years.**

10487. Any Other Matters Arising (For information only)

Cllr Baker raised concerns regarding the footpath on Main Road to Curlew Green.

10488. Date of next meeting

The next meeting of the Parish Council will be held on Wednesday 27th September 2017 at 7:00pm.

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

Signed: Chairman

Dated:

Planning Appendix (30th August 2017)

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

Planning Ref: DC/17/3091/FUL

Address: 21 Carlton Park Industrial Estate, Main Rd, Carlton

Proposal: Erection of extension to existing industrial unit Class B8/B2.

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

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

Planning Ref: DC/17/2648/ARM – Part land north of Kelvin, Rosemary Lane, Kelsale

Proposal: Approval of Reserved Matters on application DC/14/2744/OUT – Outline Planning Application for 2 no dwellings – Submitted site plan layout, building plans, tree plan and elevations to gain approval for access, appearance, landscaping, layout and scale.

The Planning Group **Objected** to this application. This application was Deferred by SCDC's Planning Committee.

Planning Ref: DC/17/2649/ARM – Land Adjacent to Kelvin, Rosemary Lane, Kelsale

Proposal: Approval of Reserved Matters on application DC/15/2683/OUT – Outline Planning Application for two further dwellings – Submitted site plan layout, building plans, tree plan and elevations to gain approval for access, appearance, landscaping, layout and scale.

The Planning Group **Objected** to this application. This application was Deferred by SCDC's Planning Committee.

Planning Ref: DC/17/2892/CLP

Address: Farm View, Curlew Green, Kelsale-cum-Carlton

Proposal: Certificate of Lawful Use Proposed - Erection of artist's studio and use of the same for private use and occasional classes.

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

Planning Ref: DC/17/2891/CLE

Address: Farm View, Curlew Green, Kelsale-cum-Carlton

Proposal: Lawful Development Certificate (Existing) - Buildings with the curtilage of a dwelling house, for uses incidental to the enjoyment of the main house.

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

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

MINUTES OF THE PARISH COUNCIL MEETING HELD ON WEDNESDAY 27TH SEPTEMBER 2017 AT 7:00PM IN
KELSALE VILLAGE HALL, COMMITTEE ROOM

Present: Cllr Alan Revell
Cllr Edwina Galloway
Cllr Carolyn Taylor
Cllr Martin Lumb
Cllr Tim Roberts.

Cllr Ray Ellis
Cllr Susan Major
Cllr Claire Buttle
Cllr David Baker

In attendance: Joanne Peters, Parish Clerk & County Cllr Smith and District Cllrs Dunnett & Fisher. There were 3 members of the public present.

Welcome by the Chairman

10489. Public Forum

The Chairman welcomed [REDACTED] and [REDACTED] to the meeting. [REDACTED] reported that he lived in West View and in 1993 applied for planning permission to build a bungalow within in his garden, He stated he never had the work carried out but has now been in discussions with SCDC regarding possibly purchasing a piece of land at the rear of the Low Rd car park to enable him to reapply and hopefully carry this work out. [REDACTED] confirmed the proposed new access would be opposite Kelsale Recreation Ground. There was a brief discussion regarding the proposed area of land at the Low Rd car park and it was agreed a further site meeting with [REDACTED] from SCDC should be held in order so that boundaries could be clarified. The Chairman thanked the members of the public for attending the meeting.

10490. Reports

(a) Report by County Cllr Richard Smith

County Cllr Smith reported on education within his division and stated he was getting around to visiting all the schools within his ward. He advised that SCC would soon be in the process of drawing up their 2018/19 budget and confirmed these proposals should be in the public domain during November 2017. He reported around £28.5million of savings needed to be made to which he gave details. County Cllr Smith confirmed there had not been a rise in the SCC element of Council Tax since 2010 but stated it may be that a 1.99% rise would be made this year due to the savings needing to be made. He reported that he felt the Sizewell C Stage 3 would take place in about a years' time due to the amount of information still required. Finally, County Cllr Smith advised due to his commitments he would make an effort to attend every other meeting of Kelsale-cum-Carlton but stated if there was anything urgent he could be contacted through the Clerk. The Chairman thanked County Cllr Smith for his report. Cllr Ellis asked why Carlton Meres Country Park residents on a 12-month licence were not paying Council Tax. County Cllr Smith informed Cllr Ellis this was a matter for SCDC. Cllr Roberts reported Byways Home were faced with some budget issues and it was looking like this home may now have to close due to financial restraints. County Cllr Smith reported he had received very positive comments on the resurfacing of the Low Rd Car Park.

(b) Report by District Cllr John Fisher

District Cllr Fisher had nothing to report.

(c) Report by District Cllr Philip Dunnett

District Cllr Dunnett reported on the review of SCDC's Local Plan and advised there has been a misprint within the document to which he gave details. He urged the Parish Council to respond and give this document thorough consideration. Finally, District Cllr Dunnett provided details regarding SCDC's Exemplar Fund. The Chairman thanked District Cllr Dunnett for his report.

The Chairman formally opened the meeting at 7:35pm

10491. To receive apologies for absence

Apologies were accepted from Cllrs Dickerson, Burslem and Pulham

10492. Declarations of Interest

Cllr Ellis declared a Pecuniary Interest in respect of site 450 from the Local Plan consultation document. Cllr Baker declared a Pecuniary Interest in respect of site 458 and the Chairman declared an Indirect Interest in site 873 and also a Non-Pecuniary Interest in item 10497.1.

a) **To consider any dispensations**

None received.

10493. To consider the Approval of the draft minutes of the Parish Council meeting held on Wednesday 30th August 2017

The draft minutes of the Parish Council meeting held on Wednesday 30th August 2017 had been circulated to all Councillors prior to the meeting. These were Proposed for **Approval** by Cllr Roberts, Seconded by Cllr Lumb. **8 in Favour, 1 Abstention.** The minutes were duly signed by the Chairman as a true record.

10494. Parish Clerk's Report

(a) **Remembrance Sunday Event – Sunday 12th November 2017**

The Clerk confirmed the wreath had now been ordered and the Village Hall had been booked. The Chairman gave his apologies for this event and it was agreed Cllr Pulham would be asked to lay the wreath on behalf of the Parish Council. **Action 10494.1 – Clerk to ask Cllr Pulham to lay wreath.**

10495. Matters arising from the Clerk's report

There were none.

10496. Matters arising from the Parish Council meeting held on Wednesday 30th August 2017 and to Update the Action List

The Action List was updated accordingly.

Cllr Ellis confirmed he had spoken to the Maui Wau Festival organisers and he assured the Parish Council that going forward they would not be disposing of their empty bottles within the bottle bank following this event.

(a) **River Fromus – To receive an update**

Cllr Major reported the Environment Agency had agreed to carry out the necessary works prior to the Bonfire Event.

(b) **Parish Council Website – To receive an update**

Cllr Galloway reported she had been in touch with Malbek who had agreed to carry out the work to build a new Parish Council website to which she gave details.

(c) **Removal of trees and associated works at Carlton Meres Country Park – To receive an update**

Cllr Buttle reported there were not any TPO's on any of the trees at the site and she had been advised the recent work carried out had fell under Permitted Development. It was suggested a site meeting was required and [REDACTED], SCDC Tree Officer should be asked to attend along with a representative from both the Licencing and Planning departments at SCDC. **Action 10496.c – Clerk to schedule meeting.**

10497. Parish Council Matters

(a) **Land at Low Rd Car Park – To consider outcome of the recent meeting held with SCDC**

The Clerk gave details regarding the recent meeting held and it was agreed a further site meeting would be held. **Action 10497 - Clerk to schedule meeting with SCDC and invite [REDACTED] to attend.**

10498. Planning Matters

(See separate Planning Appendix).

It was agreed the matter of the double decker park home without consent sited at Carlton Meres County Park needed to be brought up with the new owners at the forthcoming site meeting to be held.

10499. Financial Matters

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

Income/Receipts

Nil

Expenditure: (Direct Debits/Standing Orders)

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

Bank Balances:

| | |
|-----------------------------------------------------------|-------------------|
| Current Account as at 31 st August 2017 | £20,747.54 |
| Business Saver Account as at 31 st August 2017 | £12,049.39 |

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

| | |
|-----------------------------------------------------------------|-------------------|
| Jo Jones Expenses | £ 53.74 |
| ██████████ Wages (Litter Collector) | £ 70.00 |
| HMRC (Jo Jones) | £ 128.40 |
| ██████████ (Resurfacing and associated works – Low Rd Car Park) | £14,712.00 |
| Kelsale Village Hall (Hall Hire) | £ 24.00 |
| SCDC (TENS Notice – Bonfire Event) | £ 21.00 |
| BDO (External Audit Fee) | £ 240.00 |
| CPRE (Annual Subscription) | £ 36.00 |
| TOTAL | £15,285.14 |

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

(c) Approval of the completion of the 2016/17 Annual Return

The Clerk gave details regarding the minor matter arising from the External Audit. **Approval** for the completion of the 2016/17 Annual Return was proposed by Cllr Roberts, Seconded by Cllr Taylor. **All in Favour.**

10500. To receive a report from the Village Centre Enhancement Group

The Chairman reported the cycle racks were to be funded by The 3 Communities Cycle Link Project. Cllr Roberts gave details regarding an idea for a cycle rack in which he had recently seen in Orford.

10501. 2017 Bonfire Event – To receive an update

Cllr Buttle reported the Village Hall was needed the day after the Bonfire Event for a private function. She confirmed that ██████████ was not able to assist at this year's event and therefore she had contacted ██████████ to ask him if he was able to provide the PA at the event. Cllr Major reported the VHMC had asked if they could receive a formal letter of request for the hire of the hall and equipment. **Action 10501.1 – Clerk to compile letter to VHMC.** Cllr Galloway confirmed the details for the guy competition.

10502. Neighbourhood Plan Steering Group – To receive an update

The Clerk reported there had been 11 attendees at the recent Steering Group meeting. A copy of the draft minutes had been circulated to all Councillors. There was a discussion regarding a document that had been drawn up by some residents at Curlew Green in respect of the review of SCDC's Local Plan. It was agreed as this document had not been compiled by the Parish Council this would not be circulated within the next edition of the New Oasis. Cllr Taylor offered to assist with the Neighbourhood Plan regarding any matters relating to schools.

10503. To Receive Reports from Portfolio Holders and Liaison Representatives

Power 4 KCC

Cllr Roberts confirmed the Business Rates had now been refunded.

Kelsale Primary School

Cllr Taylor reported the school had achieved some great results and was continuing to thrive.

Biodiversity Action Plan

Cllr Buttle had tabled a paper for all Councillors to which she gave details. There were **No Objections** for the Bio-Diversity Group to form a small meadow area within the Recreation Ground along with the planting of 3 native trees to commemorate the life of someone who has connections with the community. Cllr Major offered to fund a tree in memory of the late ██████████.

10504. Correspondence

The Clerk reported she had received an e-mail from the Carlton Fun Factory asking if they could provide a donation of £40.00 towards the Bonfire Event and have permission to hang a banner by the entrance to the Recreation Group to which she gave details. It was agreed the Clerk should clarify the text to be written on the proposed banner.

Action 10504.1 – Clerk to write to Carlton Fun Factory to clarify text on banner.

The Clerk confirmed she had received numerous telephone calls from a concerned resident regarding horse riding taking place on a public right of way. The Chairman provided details regarding the right of way concerned and it was agreed the Clerk should write to the local riding school in order to inform them that horse riding is not permitted within this area. **Action 10504.2 – Clerk to write to riding school.**

Cllr Major gave details regarding a letter received from local residents in respect of the tidiness of the village. She suggested an Autumn/Winter tidy up could be carried out and that an article could be put within the New Oasis in order to advertise this event.

Cllr Roberts reported that the White Hart is now up for sale for half the price. He advised he had written to several pub developers in order to try and promote this sale.

10505. Any Other Matters Arising (For information only)

Cllr Taylor reported she had been informed the Brook Farm Group were in need of a home to store some awnings and tables & chairs. It was agreed Cllr Buttle would follow this matter up. **Action 10505.1 – Cllr Buttle to contact the Brook Farm Group**

Cllr Buttle raised concerns regarding a mobile home that had been sited within a garden on Rosemary Lane to which she thought permission had not been granted. It was agreed the Clerk would look into this matter and report to SCDC. **Action 10505.2 – Clerk to report to SCDC.**

Cllr Roberts offered to donate a printer to be sited within the Village Hall. It was agreed this item would be beneficial and the Chairman recommended that Cllr Roberts wrote to the VHMC to ask them formally. **Action 10505.3 – Cllr Roberts to write to VHMC.** Cllr Roberts suggested the Parish Council should look into purchasing MS Office 365. It was agreed Cllr Roberts would look into costings. **Action 10505.4 – Cllr Roberts to look into costing for the purchase of MS Office 365.**

10506. Date of next meeting

The next meeting of Kelsale-cum-Carlton Parish Council will be held on Wednesday 25th October 2017 at 7:00pm.

There being no further discussion the Chairman thanked the Parish Council for their attendance and formally closed the meeting at 9.35pm.

Signed: Chairman

Dated:

Planning Appendix (27th September 2017)

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

Planning Ref: DC/17/3726/FUL

Address: 1 Church Close, Kelsale

Proposal: Single storey front extension and detached garage. The Planning Group had **No Objections** to this application. No decision has been made by SCDC, to date.

Planning Ref: DC/17/3522/Listed Building Consent (LBC)

Address: The Garden House, Low Rd, Kelsale

Proposal: Listed Building Consent - Internal structural repairs. Refurbishment of existing porch/conservatory. The Planning Group had **No Objections** to this application. No decision has been made by SCDC, to date.

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

Planning Ref: DC/17/3091/FUL

Address: 21 Carlton Park Industrial Estate, Main Rd, Carlton

Proposal: Erection of extension to existing industrial unit Class B8/B2.

The Planning Group had **No Objections** 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, Woodbridge, 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 OCTOBER 2017 AT 7:00PM IN
KELSALE VILLAGE HALL, COMMITTEE ROOM

Present: Cllr Alan Revell
Cllr Edwina Galloway
Cllr Carolyn Taylor
Cllr Martin Lumb
Cllr Tim Roberts

Cllr Ray Ellis
Cllr Susan Major
Cllr Claire Buttle
Cllr Chris Burslem

In attendance: District Cllr Fisher. There were no members of the public present.

Welcome by the Chairman

In the absence of Jo Peters, Clerk it was agreed that Cllr Burslem would take the minutes of this meeting.

10507. Public Forum

There were no members of the public present.

10508. Reports

(a) Report by County Cllr Richard Smith

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

(b) Report by District Cllr John Fisher

District Cllr Fisher reported on the merger between SCDC and Waveney District Council. He provided details regarding the recent site visit he had attended along with Parish Council members at Carlton Meres Country Park and confirmed the recent felling of trees within this site had fallen under Permitted Development works to which he provided details.

(c) Report by District Cllr Philip Dunnett

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

The Chairman formally opened the meeting at 7:15pm

10509. To receive apologies for absence

Apologies were accepted from Jo Peters, Clerk and Cllrs Dickerson, Baker and Pulham.

10510. Declarations of Interest

Cllr Ellis declared a Pecuniary Interest in respect of site 450 from the Local Plan consultation document. Cllr Galloway asked Cllr Ellis for clarification regarding his involvement with sites 242 and 105 from the Local Plan document. Cllr Ellis confirmed site 242 was also part of his land to which he provided details. He advised that site 105 belonged to the Plymouth Brethren but confirmed he had just recently along with Mr Fisher whom owns The Oaks on Carlton Rd submitted a planning application to SCDC for the erection of a single dwelling (or possibly two) to which he gave details. He confirmed part of this application would be developed within his land on site 450 which abuts site 105. Cllr Galloway thanked Cllr Ellis for providing this clarification.

a) To consider any dispensations

None received.

10511. To consider the Approval of the draft minutes of the Parish Council meeting held on Wednesday 27th September 2017

The draft minutes of the Parish Council meeting held on Wednesday 27th September 2017 had been circulated to all Councillors prior to the meeting. These were Proposed for **Approval** by Cllr Roberts, Seconded by Cllr Lumb. **All in Favour.** The minutes were duly signed by the Chairman as a true record. Cllr Major asked for clarification regarding item 10504. to which clarification was provided.

10512. Parish Clerk's Report

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

Due to having received some enquires from Councillors not on the Planning Group in respect of the recent planning application submitted involving part land owned by Cllr Ellis I have spoken to Katherine Scott, SCDC today and have asked for a short extension in order for the Parish Council to respond. She advised the press notice did not expire until 8th November and therefore the Parish Council's date for comments to be received could be extended to this date.

I am suggesting that a site visit to the proposed land where the development would be sited should be carried out and I urge Parish Council members to attend this meeting. As Cllr Ellis is a member of the Planning Group but cannot vote in respect of this application as he has declared a Pecuniary Interest this leaves the Planning Group thin on the ground and due to the sensitivity around this application I feel this application should be opened up to all Parish Council members to comment if they so wish. Once the site visit has been carried out and subject to the Chairman's approval all comments can be e-mailed to myself in order so that I can respond to SCDC.

Cllr Ellis had **No Objections** to this request. **Approval** for a site visit to be carried out was Proposed by Cllr Roberts, Seconded by Cllr Major. **8 in Favour, 1 Abstention**. It was agreed the Clerk would liaise with Cllr Ellis in order to schedule a suitable date for the site visit to be carried out. **Action 10512 – Clerk to schedule site visit at Mill Farm.**

10513. Matters arising from the Clerk's report

There were none.

10514. Matters arising from the Parish Council meeting held on Wednesday 27th September 2017 and to Update the Action List The Action List was updated accordingly.

Cllr Galloway provided details regarding the 1-2-1 briefing held with SCDC in respect of the review of the Local Plan. There was an in depth discussion regarding the implementation of the Neighbourhood Plan and Cllr Burslem advised he was hoping that public consultation events could be held in the early part of 2018 and stated these would hopefully coincide with second part of the Conservation Area consultation.

The Chairman provided details regarding liaison he had recently had with a member of Brook Farm Residents Association and reported they had offered some equipment to the Parish Council to which he gave details and confirmed he had accepted their kind offer with the proviso that they can still borrow this equipment but it would be stored within the Billie Box.

Cllr Roberts provided details regarding options for the Parish Council to have access to Microsoft 365. There was a brief discussion and it was suggested that Malbek may also be able to provide this package in conjunction to the work being carried out to the website.

a) Parish Council Website – To receive an update

Cllr Galloway gave details regarding an e-mail in which she had sent whereby she had proposed that a nominal amount could be charged for local businesses to advertise within the website. It was agreed the advertising costs should be £25.00 per annum. **Approval** was proposed by Cllr Burslem, Seconded by Cllr Roberts. **All in Favour.**

10515. Parish Council Matters

a) Land at Low Rd Car Park – To consider the outcome of the recent meeting held with SCDC

Cllr Lumb confirmed the landowner was being requested by SCDC to buy the land at the rear of the Low Rd car park but at the recent site meeting he had stated that he did not wish to buy this land as he could still carry out his proposals without needing to purchase the land.

b) Remembrance Sunday Event – 12th November 2017

Cllr Burslem asked for volunteers to assist at the event. Cllr Major volunteered to purchase the tea, coffee, milk, sugar etc. Cllr Roberts asked for **Approval** to spend £50.00 on savoury food for this event. There were **No Objections** to this request and it was agreed Pear Tree Café would be asked to provide the savoury food. It was suggested that Waitrose and Tesco's could be asked to donate tea, coffee etc. It was agreed that Cllr Buttle would purchase paper plates and serviettes online.

10516. Planning Matters

(See separate Planning Appendix)

Planning Ref: DC/17/4137/VOC

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

Proposal: Variation of condition 2 (occupancy period) of C/01/1154 – Siting of 52 static holiday caravans in lieu of 70 touring caravans (part revised scheme to C/00/1803).

a) To consider outcome of meeting held at Carlton Meres Country Park

There was an in depth discussion regarding the above mentioned planning application and the outcome of the recent site visit held at Carlton Meres Country Park. Cllr Lumb confirmed the Clerk had sent out notes of the recent meeting held. He advised that [REDACTED], Director, Park Holidays had confirmed they were carrying out strict rules to ensure that residents are using the site for holiday purposes only as the site is not residential to which he gave details. Cllr Lumb also confirmed that all residents are not allowed to receive any mail at the site and they must be able to prove they have an alternative address.

He reported the proposed site licence would be for 12 months but there would be a two week shut down period whereby no residents would be allowed on site. Cllr Lumb provided details regarding the Sec of State's Approved Certificate of Lawfulness for the site and stated [REDACTED] had advised that over a period of time they would develop from 130 holiday homes up to 550 and then eventually up to 700. Concerns were raised regarding this matter and Cllr Lumb advised as the application had been **Granted** by the Sec of State in 2015 unfortunately there was no action the Parish Council could take to prevent this development. Cllr Lumb provided details regarding the upgrading of the sewage treatment plant and Cllr Burslem reported a tree management policy was now in place to which he provided details.

Cllr Burslem stated he had asked SCDC Planning Officers if the amount of homes sites at Carlton Meres could be included within the Parish's housing stock but they had been unable to answer this question. Cllr Buttle suggested the facilities at Carlton Meres could be opened up to the community. It was suggested that [REDACTED] could be asked to attend a future Parish Council meeting in order so any concerns/questions could be raised. **Action 10516.1 – Clerk to invite [REDACTED] to a future meeting.**

Cllr Lumb provided details regarding the planning application received. In reference to the above mentioned discussion it was agreed the Parish Council had **No Objections** to this application but would state they were with the understanding that the site would only be operational for 11 and a half months per year as a two week shut down period is carried out and enforced as discussed at the recent site meeting held. **Approval** was Proposed by Cllr Burslem, Seconded by Cllr Roberts. **6 in Favour, 3 Abstentions**

There was a further discussion and it was agreed that a separate letter should be sent to SCDC in order to state that the Parish Council will expect them to be seen to be carrying out reviews to ensure that the owners of the site are policing the terms of their holiday park licence with reference to residents living on site and also to raise concerns regarding the double decker home whereby enforcement should have been carried out. **Approval** was Proposed by Cllr Roberts, Seconded by Cllr Major. **8 in Favour, 1 Abstention. Action 10516.2 – Clerk to compile letter to SCDC.**

b) Suffolk Coastal Local Plan Issues & Options Consultation Document – To consider consultation response and receive an update on the 1-2-1 meeting held with SCDC

Cllr Galloway had circulated a copy of the proposed response to this consultation to all Councillors prior to the meeting to which she gave details. Cllr Galloway provided details regarding the 1-2-1 meeting held at SCDC and reported on timescales for Approval of the review Local Plan document. There was a brief discussion and **Approval** for this response subject to some minor amendments to be sent to SCDC was Proposed by Cllr Burslem, Seconded by Cllr Buttle. **8 in Favour, 1 Abstention.** On behalf of the Parish Council the Chairman thanked [REDACTED] Galloway and all Councillors for their input in respect of this response.

10517. Financial Matters

(a) Financial Statement since last meeting

Income/Receipts

SCDC – 2nd Half Precept & Grant £ 9,492.14

Expenditure: (Direct Debits/Standing Orders)

BT (Monthly line rental) £ 28.44

Jo Jones Salary £ 514.55

Nest (Jo Jones Pension) £ 27.00

Bank Balances:

Current Account as at 30th September 2017 **£29,528.69**

Business Saver Account as at 30th September 2017 **£12,049.39**

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

Jo Jones Expenses £ 55.75

██████████ Wages (Litter Collector) £ 70.00

HMRC (Jo Jones) £ 128.40

Bonfire Event (Float) £ 1,000.00

Cllr Edwina Galloway (Sweets – Guy Competition) £ 21.95

Cllr John Pulham (New Oasis for Leiston Press) £ 54.00

Specialist Panel Products Ltd (VH Chairs) (ECB funding now in) £ 1,655.40

Cllr Carolyn Taylor (Glow Sticks Bonfire Event) £ 249.79

Leiston Press Ltd (Banner – Bonfire Event) £ 114.00

Community Heartbeat (3 year subscription) £ 151.20

Kelsale Village Hall (Hall Hire) £ 24.00

TOTAL £ 3,524.49

Approval for the above payments was Proposed by Cllr Buttle, Seconded by Cllr Galloway. **8 in Favour, 1 Abstention**

The Chairman suggested the business account should hold more than the current account at all times. Cllr Roberts suggested that a draw down could be set up on the current account. **Action 10517 – Clerk to look into structure of bank accounts.**

The Chairman asked permission to Suspend Standing Orders in order to continue the meeting. This was Unanimously Approved by the Council.

10518. To receive a report from the Village Centre Enhancement Group

The Chairman confirmed the cycle racks had not yet been ordered. It was confirmed the Chairman would order these from J T Peggs. **Action 10518.1 – Chairman to order cycle racks.** The Chairman requested that the Clerk should look into when the clothing bank would be sited. **Action 10518.2 – Clerk to chase East Anglian Air Ambulance.**

10519. 2017 Bonfire Event – To receive an update

Cllr Buttle reported everything was under control and urged Councillors to attend and volunteer both during the day and at the event.

10520. Neighbourhood Plan Steering Group – To receive an update

Minutes of the recent Steering Group meeting had been circulated to all Councillors. Cllr Burslem confirmed Working Groups had now been formed and a very useful meeting had recently been held with ██████████ in respect of the proposed Project Plan.

Cllr Galloway stated she had been approached by a local resident whom had raised concerns regarding the Neighbourhood Plan article advertised written the recent New Oasis. Cllr Burslem stated he had not submitted this article to the Editor of the New Oasis.

10521. To Receive Reports from Portfolio Holders and Liaison Representatives

Power 4 KCC

Cllr Roberts advised he had recently attended a Greener Suffolk Forum to which he confirmed had proved to be a very beneficial event. He advised one item that was really important to Power 4 KCC was that they were able to access a complete grant of £10,000 to replace storage heaters to which he provided details.

Kelsale Primary School

Cllr Taylor reported the roll was continuously rising and confirmed she had been informed by SCC that a planning application was to be submitted for a further extension to provide an additional classroom by 2019. Cllr Taylor advised she had had arguments with SCC regarding the fact they would not fund a nursery in Kelsale to which she gave details and provided information regarding other nurseries within the local area. Cllr Taylor proposed the Clerk should write to SCC on behalf of the local community in order to ask them to support the need for a pre-school nursery to be funded within Kelsale. **Action 10521 – Clerk to compile letter to SCC.**

Defibrillator

Cllr Galloway reported the battery has now been changed.

10522. Correspondence

There was none.

10523. Any Other Matters Arising (For information only)

The Chairman raised concerns regarding the recent e-mails sent regarding the New Oasis distribution. He stated he was not happy that the Editor had taken it upon himself to recruit another volunteer without prior Approval by the Council. The Chairman requested that the New Oasis distribution should be an agenda item at the next meeting.

10524. Date of the next meeting

The next meeting of Kelsale-cum-Carlton Parish Council will be held on Wednesday 29th November 2017 at 7:00pm.

There being no further discussion the Chairman thanked the Parish Council for their attendance and formally closed the meeting at 9.25pm

Signed: Chairman

Dated:

Planning Appendix (25th October 2017)

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

Planning Ref: DC/17/4225/OUT

Address: The Oaks, Carlton Rd, Kelsale-cum-Carlton

Proposal: Outline Application - Demolition of bungalow and erection of new single storey dwelling.

This application is being circulated amongst the Planning Group.

Planning Ref: DC/17/4137/VOC

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

Proposal: Variation of condition 2 (occupancy period) of C/01/1154 – Siting of 52 static holiday caravans in lieu of 70 touring caravans (part revised scheme to C/00/1803).

This application is being circulated amongst the Planning Group.

Planning ref: DC/17/4110/FUL

Address: The Lions, Bridge St, Kelsale

Proposal: Proposed single storey extension to rear of dwelling.

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

Planning Ref: DC/17/4093/TPO

Address: Kelsale Court, Main Rd, Kelsale

Proposal: To fell Leylandii trees on property boundary, and replant with more suitable species of tree.

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

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

Planning Ref: DC/17/3726/FUL

Address: 1 Church Close, Kelsale

Proposal: Single storey front extension and detached garage. The Planning Group had **No Objections** to this application. This application has been **Granted** by SCDC with 3 Conditions.

Planning Ref: DC/17/3522/Listed Building Consent (LBC)

Address: The Garden House, Low Rd, Kelsale

Proposal: Listed Building Consent - Internal structural repairs. Refurbishment of existing porch/conservatory. The Planning Group had **No Objections** to this application. This application has been **Granted** by SCDC with 3 Conditions.

Planning Ref: DC/17/3091/FUL

Address: 21 Carlton Park Industrial Estate, Main Rd, Carlton

Proposal: Erection of extension to existing industrial unit Class B8/B2.

The Planning Group had **No Objections** to this application. This application has been **Granted** by SCDC with 11 Conditions.

Planning Application: DC/14/1728/CLE

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

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

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

Kelsale-cum-Carlton Parish Council
Neutral Farm House, Mill Lane, Butley, Woodbridge, 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 NOVEMBER 2017 AT 7:00PM IN
KELSALE VILLAGE HALL, COMMITTEE ROOM

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

In attendance: District Cllr Fisher. There were 5 members of the public present.

Welcome by the Chairman

10525. Public Forum

A member of the public stated that himself along with two other local residents from East Green had attended the meeting in order to voice their objections in respect of planning application DC/17/4531. He reported the main concerns were in respect of increased traffic, noise, lighting, effects on wildlife, special permitted development rule criteria not being met and the proposed increase in the population at East Green. The member of the public also stated in his view the proposed site was not being used as an agricultural building. The Chairman thanked the member of the public for his comments. Cllr Galloway stated all residents at East Green that she had spoken to had not supported this application and had asked the Parish Council therefore to consider Objecting.

A member of the public stated he was disappointed that the Parish Council had recently sent back a letter to SCDC Planning Department stating No Objections in respect of the recent planning application for Carlton Meres Country Park. He raised concerns regarding Carlton Meres as a whole and the Chairman advised the Parish Council were aware of what goes on at Carlton Meres and were therefore keen to build a good relationship with new owners. A further member of the public also raised concerns regarding the recent response sent to which the Clerk, Chairman and Cllr Ellis provided clarification. It was agreed the Clerk would continue to work closely with SCDC in respect of this site.

██████████, East Suffolk District Council Environment & Energy Team Leader in attendance regarding assistance with Home Energy information

The Chairman welcome ██████████ to the meeting. ██████ provided a very informative presentation. Cllr Roberts urged all Councillors to assist in identifying local residents in need within Kelsale-cum-Carlton. The Chairman thanked ██████████ for his presentation.

10526. Reports

(a) Report by County Cllr Richard Smith

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

(b) Report by District Cllr John Fisher

District Cllr Fisher reported the Secretary of State were minded to create a new Council in East Suffolk. He advised that members would be reduced from 90 to 55. District Cllr Fisher gave details regarding the Public Consultation in respect of this matter and reported the order should be confirmed in January 2018 and would then come into effect from March 2018. He confirmed once agreed the Boundary Commission would then agree the new boundaries for each area.

District Cllr Fisher advised he had spoken to Case Office at SCDC whom was dealing with the East Green planning application and confirmed a site visit had been carried out by SCDC.

The Chairman thanked District Cllr Fisher for his report.

(c) Report by District Cllr Philip Dunnett

District Cllr Dunnett had sent his apologies. A written report had been received and circulated to all Councillors. In District Cllr Dunnett's absence the Clerk reported on matters relating to Better Broadband.

The Chairman formally opened the meeting at 7:50pm

10527. To receive apologies for absence

Apologies were accepted from Cllrs Dickerson and Taylor.

On behalf of the Parish Council the Chairman offered condolences to Cllr Taylor in respect of the recent loss of her father.

10528. Declarations of Interest

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

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

a) To consider any dispensations

None received.

10529. To consider Approval of the draft minutes of the Parish Council held Wednesday 25th October 2017

The draft minutes of the Parish Council meeting held on Wednesday 25th October 2017 had been circulated to all Councillors prior to the meeting. These were Proposed for **Approval** by Cllr Roberts, Seconded by Cllr Buttle. **8 in Favour, 2 Abstentions.** The minutes were duly signed by the Chairman as a true record. The Clerk thanked Cllr Burslem for taking the minutes of this meeting.

10530. Parish Clerk's Report

I have recently attended a course run by **Jayne Cole** at LCPAS on the new Data Protection Law. The new General Data Protection Law will come into place in the UK from 25th May 2018. I can confirm the Parish Council will need to appoint a Data Protection Officer and this can be the Clerk.

It was recommended that all Councillors should have a separate e-mail address for Parish Council business and do not continue to use their personal e-mail address. Any e-mails sent providing any personal data will have to be sent via an encrypted mail. I will provide you with all the necessary updates regarding this new legislation accordingly and can confirm this matter will also be included as part of the Parish Council's risk assessment.

Local residents **John & Pat Harvey** have recently raised concerns regarding the triangle area next to the steps at Kelsale Church and have reported this area gets very overgrown as it appears it is not being managed. I have been asked to write to the Townlands Trust who manage the large green area at the Church in order to ask if they could consider including this area when carrying out their duties at the Church.

John & Pat Harvey are also concerned that the area at the back of the Low Rd Car park is becoming a dumping ground due to people disposing of rubbish and grass/hedge cuttings and have requested that some signs are erected to prevent this area becoming unsightly.

Planning Group – I would like to raise concerns regarding matters relating to the Planning Group. I feel that this group had been approved to consider planning applications but more so lately applications have had to involve all Councillors. Therefore, the Planning Group may like to consider when necessary holding an informal meeting of the Planning Group or becoming a Committee to enable for meetings to be held in which members of the public can attend. This will also prevent e-mail trails which as stated by the Chairman are not something he is in favour of.

10531. Matters arising from the Clerk's report

The Chairman **closed the meeting** in order for the Clerk to address **John & Pat Harvey**. The Clerk asked if the Townlands Trust would be willing to maintain the triangle area at the Church. Paul Hartley suggested this request was put in writing. **Action 10531.1 – Clerk to write to the Townlands Trust.** The Chairman **reconvened the meeting.**

It was agreed the Clerk would write to all residents whose property backs onto the Low Rd car park.
Action 10531.2 – Clerk to write to West View residents in order to request that no rubbish is to be dumped at the rear of the Low Rd car park.

The Chairman stated that in his view the Planning Group needed tightening up. Cllr Galloway suggested that all Councillors should be notified when a Planning Application is received then once the Planning Group had agreed their response this should be sent to all Councillors to enable them to comment. Members of the Planning Group provided clarification regarding the structure of the Planning Group and stated they would be happy to carry out Cllr Galloway's request. It was also suggested that comments from the Planning Group should be submitted to Clerk by one member of the Planning Group. Cllr Pulham volunteered to send future comments to the Clerk. It was agreed matters relating to the Planning Group would be a formal agenda item at the January 2018 Parish Council meeting. District Cllr Fisher stated it was at SCDC's discretion as to if they consult with neighbouring properties when a planning application is received.

10532. Matters arising from the Parish Council meeting held on Wednesday 25th October 2017 and to Update the Action List

The Action List was updated accordingly.

It was agreed the proposed improvements to car parking at Kelsale Primary School should be an agenda item at the January 2018 Parish Council meeting.

The Clerk asked for clarification regarding the letter to be sent to SCC regarding support for an early-years nursery within Kelsale-cum-Carlton to which information was provided.

10533. Parish Council Matters

a) New Oasis and Distribution

The Clerk reported that Cllr Major was now willing to continue to co-ordinate the distribution of the New Oasis to which herself, Cllr Major and the Chairman provided details. Cllr Burslem suggested the relevant distributors could collect their copies from Cllr Major. It was also suggested if a distributor was going to be away when the New Oasis was due to be delivered they were to organise an alternative source of distribution and this should not be left to Cllr Major to organise or deliver these copies.

The Clerk raised concerns regarding articles being changed and referred specifically to the recent Neighbourhood Plan article. Cllr Pulham stated he was the Editor and in his view he felt the New Oasis was very well written and reported he had always received very positive comments. The Chairman thanked Cllr Pulham for carrying out the role of Editor of the New Oasis.

b) Erection of Christmas Tree & Carol Service

The Clerk gave details of Xmas tree's available from Oak Tree Farm at Hasketon. It was agreed the Parish Council would purchase a 12ft Nordmann Fir Xmas tree at the cost of £62.00. **All in Favour.**

The Clerk provided details regarding the Village Carol Service to be held on Saturday 9th December 2017 at 6:00pm. It was agreed the Parish Council would join in with this event and that a separate event would not be held.

10534. Planning Matters

(See separate Planning Appendix)

It was agreed that going forward the Clerk would notify all Councillors when new applications were received.

The Clerk provided details regarding an e-mail in which she had received from a local resident in respect of the updated application for the land at Kelvin, Rosemary Lane.

10535. Financial Matters

(a) Financial Statement since last meeting

Income/Receipts

| | |
|------------------------------------------|------------|
| SCDC (ECB – Village Hall Chairs) | £ 1,000.00 |
| SCDC (ECB – Resurfacing Low Rd car park) | £ 1,000.00 |

Expenditure: (Direct Debits/Standing Orders)

| | |
|--------------------------|----------|
| BT (Monthly line rental) | £ 28.44 |
| Jo Jones Salary | £ 514.55 |
| Nest (Jo Jones Pension) | £ 27.00 |

Bank Balances:

| | |
|------------------------------------------------------------|-------------------|
| Current Account as at 31 st October 2017 | £15,024.62 |
| Business Saver Account as at 31 st October 2017 | £12,049.39 |

(b) Payments made since the last meeting:-

| | |
|-----------------------------------------------------|-------------------|
| Cllr Major (Bonfire Float to replace chq no 102560) | £ 1,000.00 |
| ██████████ (Bonfire Event Refreshments) | £ 317.53 |
| Cllr Buttle (Bonfire Event Refreshments) | £ 192.54 |
| ██████████ (Bonfire Event Thank you gifts) | £ 52.00 |
| White & Partners (BBQ Bonfire Event) | £ 535.40 |
| Essex Pyrotechnics (Fireworks – Bonfire Event) | £ 1,560.00 |
| Earl Soham Brewery (Refreshments Bonfire Event) | £ 177.30 |
| ██████████ (Bonfire Event Refreshments) | £ 33.45 |
| ██████████ (PA – Bonfire Event) | £ 200.00 |
| TOTAL | £ 4,068.22 |

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

| | |
|-----------------------------------------------------------|-------------------|
| Jo Jones Expenses | £ 56.90 |
| ██████████ (Litter Collector) | £ 85.00 |
| HMRC (Jo Jones) | £ 128.40 |
| Cllr Buttle (Remembrance Event - Plate & Serviettes) | £ 26.90 |
| SAFE (Refreshments – Remembrance Service) | £ 80.00 |
| ██████████ (Refreshments – Remembrance Service) | £ 37.90 |
| LCPAS (Data Protection Law Course) | £ 6.00 |
| SC Norse (Grass Cutting – Recreation Ground) | £ 806.40 |
| ██████████ (Grass Cutting–Rec/Car Park/Spraying Petanque) | £ 127.50 |
| MelBek (Domain Renewal – PC Website) | £ 24.00 |
| MelBek (Hosting Fee – PC Website) | £ 102.00 |
| Kelsale Village Hall (Hall Hire) | £ 24.00 |
| TOTAL | £ 1,505.00 |

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

Cllr Roberts suggested the Clerk should look into asking Barclays to set up a feeder account.

Action 10535.1 – Clerk to request information from Barclays regarding feeder accounts.

It was also suggested the Clerk should look into as to why bank commission charges were being charged on the Parish Council's Current Account. **Action 10235.2 – Clerk to look into Bank Charges on current account.**

The Clerk gave details regarding the Transparency Code and stated the Parish Council may now have to apply to the Transparency Code rules as their annual turnover was less than £25,000 to which she gave details.

10536. To receive a report from the Village Centre Enhancement Group

The Chairman confirmed he would order the cycle racks from J T Peggs.

10537. 2017 Bonfire Event – To receive an update regarding outcome of event

Cllr Buttle reported the final working group meeting had been held and everyone in attendance was very enthusiastic with ideas for next year's event. She confirmed the amount raised from the recent event was £3647.77. Cllr Buttle stated she was happy to co-ordinate next year's event. On behalf of the Parish Council the Chairman sincerely thanked Cllr Buttle for masterminding the recent bonfire event.

10538. Neighbourhood Plan Steering Group – To receive an update

Minutes of the recent Steering Group meeting had been circulated to all Councillors. Cllr Burslem reported the working groups had started to carry out some work and stated he had concerns in respect of the Housing Group to which he gave details. Concerns were raised that working group members felt they did not have to attend Steering Group meetings and it was felt that these members should be encouraged to attend all meetings. Cllr Burslem confirmed he had received lots of interest in respect of the forthcoming village exhibition. It was agreed there would be a formal agenda item at the December 2017 Council meeting in order to approve if the funding application made to Locality should be complex.

10539. To Receive Reports from Portfolio Holders and Liaison Representatives

Emergency Officer

Cllr Roberts provided details regarding free white goods that were available through the Fair for All Scheme.

New Oasis

Cllr Pulham urged Councillors to forward articles to himself for the winter issue ASAP.

Parish Council Website

Cllr Galloway reported MelBek were now beginning to put the new website together. It was suggested in order to comply with the new Data Protection rules all Councillors could be set up with a BT e-mail address. Cllr Roberts agreed to look into this matter further. **Action 10539 – Cllr Roberts to look into setting up all Councillors with a BT e-mail address.**

Vehicle Activated Speed Sign

Cllr Baker stated to set up a spreadsheet with the data recorded he would need to purchase MS Excel. Cllr Roberts volunteered to assist Cllr Baker in setting up a MS Office package.

Tree Liaison Officer

Cllr Buttle confirmed she had asked Paul Bush to assist her in completing the relevant TPO forms required for the trees on the Recreation Ground.

Proposed Conservation Area

Cllr Galloway reported SCDC were now finalising the 2nd stage of the report and she hoped a further consultation would be carried out early in the New Year.

10540. Correspondence

There was none.

10541. Any Other Matters Arising (For information only)

District Cllr Fisher advised he still had some funds remaining within his Enabling Community Budget. District Cllr Fisher gave details regarding some tree felling works that had recently taken place within Saxmundham and stated it had been suggested the remaining timber could be transformed into a sculptures/bench and asked the Parish Council would they be interested in siting one on their Recreation Ground. It was agreed District Cllr Fisher would liaise with Cllr Buttle and this matter would be a formal agenda item at the December 2017 meeting.

10542. Date of the next meeting

The next meeting of Kelsale-cum-Carlton Parish Council will be held on Wednesday 13th December 2017 at 7:00pm.

There being no further discussion the Chairman thanked the Parish Council for their attendance and formally closed the meeting at 9.40pm

Signed: Chairman

Dated:

Planning Appendix (29th November 2017)

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

Planning Ref: DC/17/4531/PN3

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

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

This application is currently being circulated amongst the Planning Group.

Planning Ref: DC/17/4741/FUL

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

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

This application is currently being circulated amongst the Planning Group.

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

Planning Ref: DC/17/4225/OUT

Address: The Oaks, Carlton Rd, Kelsale-cum-Carlton

Proposal: Outline Application - Demolition of bungalow and erection of new single storey dwelling.

The Parish Council had **No Objections** to this application.

However, concerns were raised by some Councillors that the proposed new single storey dwelling would not be sited on the existing curtilage and in fact this land will be used to provide a new access to site 450 as stated within the Local Plan and the proposed new dwelling would be sited on site 450.

No decision has been made by SCDC, to date.

Planning Ref: DC/17/4137/VOC

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

Proposal: Variation of condition 2 (occupancy period) of C/01/1154 – Siting of 52 static holiday caravans in lieu of 70 touring caravans (part revised scheme to C/00/1803).

The Parish Council had **No Objections** to this application but stated they understood that the site is only operational for 11 and a half months per year as a two week shut down period is carried out and enforced as discussed at the recent site meeting held at Carlton Meres.

This application has been **Refused** by SCDC with 2 Conditions.

Planning ref: DC/17/4110/FUL

Address: The Lions, Bridge St, Kelsale

Proposal: Proposed single storey extension to rear of dwelling.

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

Planning Ref: DC/17/4093/TPO

Address: Kelsale Court, Main Rd, Kelsale

Proposal: To fell Leylandii trees on property boundary, and replant with more suitable species of tree.

The Planning Group had **No Objections** 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.

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

MINUTES OF THE PARISH COUNCIL MEETING HELD ON WEDNESDAY 13TH DECEMBER 2017 AT 7:00PM IN
KELSALE VILLAGE HALL, COMMITTEE ROOM

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

In attendance: District Cllr Fisher. There were no members of the public present.

Welcome by the Chairman

10543. Public Forum

There were no members of the public present.

10544. Reports

(a) Report by County Cllr Richard Smith

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

(b) Report by District Cllr John Fisher

District Cllr Fisher reported on the proposed charges for the emptying of brown bins. He advised SCDC were progressing with the merger with Waveney District Council. Finally, District Cllr Fisher gave details regarding a Suffolk County Highways Open Day in which he had recently attended. The Chairman thanked District Cllr Fisher for his report. Cllr Dickerson asked if the merger with Waveney was now official to which District Cllr Fisher confirmed Cabinet had now Approved the merger and it was now in the process of being agreed by the Secretary of State to which he provided further clarification.

(c) Report by District Cllr Philip Dunnett

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

The Chairman formally opened the meeting at 7:15pm

10545. To receive apologies for absence

Apologies were accepted from Cllrs Taylor, Lumb and Ellis.

10546. Declarations of Interest

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

Cllr Roberts declared a Non-Pecuniary Interest in Planning Application DC/17/5077/FUL.

a) To consider any dispensations

None received.

10547. To consider the Approval of the draft minutes of the Parish Council meeting held on Wednesday 29th November 2017

The draft minutes of the Parish Council meeting held on Wednesday 29th November 2017 had been circulated to all Councillors prior to the meeting. These were Proposed for **Approval** by Cllr Roberts, Seconded by Cllr Pulham. **8 in Favour, 1 Abstention.** The minutes were duly signed by the Chairman as a true record.

10548. Parish Clerk's Report

The Clerk reported she had received an e-mail from Cllr Baker suggesting this may be a good time for the Parish Council to look into selling the Thermal Imaging Camera

10549. Matters arising from the Clerk's report

Cllr Roberts Proposed the Parish Council should look into selling the Thermal Imaging Camera, Seconded by Cllr Baker. **8 in Favour, 1 Abstention. Action 10549.1 - Cllrs Baker & Roberts to look into advertising the Thermal Imaging Camera**

10550. Matters arising from the Parish Council meeting held on Wednesday 29th November 2017 and to Update the Action List

The Action List was updated accordingly.

Cllr Dickerson asked as to why the Parish Council were looking into providing a BT e-mail address to all Councillors instead of looking into implementing this through the new website. Cllr Roberts provided clarification and Cllr Galloway advised she had now requested Melbek to look into providing the Parish Council with separate e-mail addresses.

Cllr Galloway read a statement regarding recent decisions made by the Parish Council's Planning Group. (A copy of this statement is attached to the minutes). Cllr Pulham provided details and views regarding the recent decision in respect of the planning application at East Green on behalf of the Planning Group. The Clerk stated she felt the comments made by Cllr Galloway were only the opinion of residents at East Green.

The Chairman reported he felt disappointed there had been bad feeling between local residents and the Parish Council in respect of this planning application. He stated in his view this was not a major application or development and the unnecessary stress especially on the Clerk in respect of matters relating to this application had been uncalled for.

Cllr Dickerson advised in his view this application had no planning grounds for the Planning Group to Object but the way it had been dealt with by the Planning Group may not have been correct.

The Clerk gave details regarding the newly agreed procedure for when planning applications are received. Cllr Roberts stated he felt this newly agreed procedure should work well and advised he felt that the Planning Group should still be responsible for making the recommendation to full Council.

Cllr Pulham gave full details of the current structure of the Planning Group and stated he felt this worked very well and that he did not feel they had acted irresponsibly in any way in respect of the East Green Farm planning application.

Cllr Baker stated in his view that he did not feel Cllr Burslem's visit to East Green Farm was out of place and he did not feel the Planning Group had acted irresponsibly.

It was agreed the process and procedure for the Planning Group would be an agenda item at the January 2018 Parish Council meeting.

It was also agreed the Clerk could write to East Green residents with clarification that the process and procedure for the Planning Group would be an agenda item at the January 2018 Parish Council meeting.
Action 10550.1 – Clerk to compile letter East Green residents.

Cllr Pulham reported he had recently attended the village Carol & Lighting of Xmas Tree Service. Cllr Major stated Kelsale Village Hall Management Committee had asked if the Xmas tree lights could be switched on at 4pm instead of 6pm to which Cllr Baker confirmed this had now been arranged.

10551. Parish Council Matters

(a) To approve the dates of the 2018 Parish Council Meetings

A list of the 2018 Parish Council meeting dates had been circulated to all Councillors. These were **Unanimously Approved** by the Council.

(b) To approve the updated Freedom of Information request policy

A copy of this document had been circulated to all Councillors prior to the meeting. The Clerk gave details regarding a large Freedom of Information request in which she had recently received. This document was Proposed for **Approval** by Cllr Roberts, Seconded by Cllr Pulham. **8 in Favour. 1 Abstention.**

(c) To adopt a Persistent & Vexatious Complaints policy

A copy of this document had been circulated to all Councillors prior to the meeting. Cllr Pulham provided information regarding this policy. This was Proposed for **Approval** subject to a minor amendment by Cllr Pulham, Seconded by Cllr Dickerson. **All in Favour.**

(d) Pensioners Xmas Lunch

The Clerk advised Cllr Buttle had asked if the Parish Council could look into possibly reinstating the Pensioners Lunch and hoped with the help of a small working group that this event could take place in 2018. Councillors had **No Objections** to this request. The Chairman provided details regarding the organisers of past events and suggested that Cllr Buttle should liaise with these individuals in the first instance.

Action 10551.1 - Cllr Buttle to liaise with local residents in respect of this matter.

(e) Donation of Sculpture Bench

The Chairman *closed the meeting* to allow District Cllr Fisher to comment. District Cllr Fisher gave details regarding the tree that had recently been felled in Saxmundham and confirmed it had been suggested that a chainsaw sculpture could be appointed to create some sculptures to be sited on Kelsale Recreation Ground. Cllr Buttle asked for clarification regarding costings to which District Cllr Fisher stated he hoped funds could be raised to cover any costs. There was a brief discussion and it was agreed that Cllrs Buttle and Baker would liaise and get back to District Cllr Fisher with suggestions for the sculptures. **Action 10551.2 – Cllrs Buttle and Baker to respond to District Cllr Fisher with suggestions for the sculptures.** The Chairman thanked District Cllr Fisher for his comments and *reconvened the meeting*.

10552. Planning Matters

(See separate Planning Appendix)

Cllr Pulham provided details regarding the recent application for the land at Kelvin. It was agreed the Clerk would submit a letter Objecting to the 2nd application due to this being an overdevelopment of the site and request that just one property should be sited within this land.

10553. Financial Matters

(a) Financial Statement since last meeting

Income/Receipts

| | |
|--------------------------------|----------|
| Bonfire Event | £4647.77 |
| Drinks sale from Bonfire Event | £ 45.00 |
| Drinks sale from Bonfire Event | £ 24.64 |

Expenditure: (Direct Debits/Standing Orders)

| | |
|--------------------------|----------|
| BT (Monthly line rental) | £ 28.44 |
| Jo Jones Salary | £ 514.55 |
| Nest (Jo Jones Pension) | £ 27.00 |

Bank Balances:

| | |
|------------------------------------------------------------|-------------------|
| Current Account as at 3 rd November 2017 | £13,159.82 |
| Business Saver Account as at 3 rd November 2017 | £12,049.39 |

(b) **Payments made since the last meeting:-**

None

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

| | | |
|------------------------------------------------------|----------|---------------|
| Jo Jones Expenses | £ | 37.60 |
| Patrick Norman Wages (Litter Collector) | £ | 70.00 |
| HMRC (Jo Jones) | £ | 167.96 |
| St Johns Ambulance (Bonfire Event) | £ | 129.60 |
| M. P. Stephenson & Sons (Xmas Tree) | £ | 74.40 |
| The Play Inspection Company (Annual Play Inspection) | £ | 156.00 |
| White & Partners (Hedge Cutting Recreation Ground) | £ | 96.00 |
| Royal British Legion (Remembrance Wreath) | £ | 25.00 |
| Cllr David Baker (Bonfire Expenses) | £ | 22.44 |
| Jo Jones (One off Overtime payment – 12 hours) | £ | 97.17 |
| TOTAL | £ | 365.60 |

The Clerk provided details regarding the one off payment for overtime in which she had recently carried out. This payment was Proposed for **Approval** by Cllr Roberts, Seconded by Cllr Major. **All in Favour.**

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

(d) To approve the 2018/19 budget and set the Parish Precept

A copy of the draft 2018/19 budget had been circulated to all Councillors prior to the meeting. The Clerk provided further details regarding this document and **Approval** was Proposed by Cllr Roberts, Seconded by Cllr Dickerson. **All in Favour.** It was agreed the amount charged to the Parish in respect of the Parish Precept should remain the same as in 2017/18 and that a request for £19,225.61 would be requested from SCDC. **Approval** was Proposed by Cllr Dickerson, Seconded by Cllr Roberts. **All in Favour.**

10554. To receive a report from the Village Centre Enhancement Group

It was agreed the Chairman would order the cycle racks. It was also agreed the Clerk would chase the Air Ambulance to ask when the clothing bank would be sited and also write to all West View residents that backed onto the Low Rd car park in respect of the recent dumping of grass cuttings/garden waste within this area. **Action 10554.1 – Chairman to order Cycle Racks. Action 10554.2 – Clerk to chase Air Ambulance and write to West View residents.**

10555. Neighbourhood Plan Steering Group – To receive an update and consider if the funding application to Locality should be Complex or Non-Complex

Minutes of the November Steering Group meeting had been circulated to all Councillors.

Cllr Burslem and the Clerk gave details regarding the levels of funding that could be applied for from Locality. There was a brief discussion and it was agreed this matter should be deferred to the February Parish Council meeting. The Clerk also suggested that Stephen Brown from SCDC Planning Policy Dept could be invited to attend this meeting. Cllr Burslem gave details regarding the proposed Public Exhibition/Open Meeting to be held and it was agreed a flyer regarding this event would be included within the New Oasis.

10556. To Receive Reports from Portfolio Holders and Liaison Representatives

New Oasis

Cllr Pulham urged Councillors to forward articles to himself for the winter issue ASAP.

Bio Diversity Working Group

Cllr Dickerson reported a further good meeting had been held to which he provided information. It was agreed the Parish Council would look to appoint a Footpaths Officer at the January 2018 Parish Council meeting.

Emergency Officer

Cllr Roberts provided details regarding a first time central heating grant and urged Councillors to inform him of anyone whom they feel may benefit from this grant. He also provided information regarding EDF

Energy apprentices whom would be willing to offer a hand to carry out jobs needed within the Parish. It was suggested these apprentices could be asked to carry out a village clean up.

Vehicle Activated Speed Sign

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

Recreation Ground

Cllr Buttle suggested a Portfolio Holder meeting should be held in order to discuss the outcome of the recent Annual Inspection Report.

10557. Correspondence

There was none.

10558. Any Other Matters Arising (For information only)

Cllr Roberts raised concerns regarding the condition of East Green Road and he suggested the Clerk should request that a site visit is carried out by SC Highways. On behalf of the Parish Council Cllr Dickerson thanked local resident [REDACTED] for gritting the area around the Low Rd car park. It was agreed the Clerk should request that the grit bins are refilled. **Action 10558.1 – Clerk to report condition of East Green Rd again to SC Highways and request site visit is carried out. Action 10558.2 – Clerk to request SC Highways to refill grit bins.**

10559. Date of the next meeting

The next meeting of Kelsale-cum-Carlton Parish Council will be held on Wednesday 31st January 2018 at 7:00pm.

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

Signed: Chairman

Dated:

Planning Appendix (13th December 2017)

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

Planning Ref: DC/17/2648/ARM

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

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

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

This application is currently being circulated amongst the Planning Group.

Planning Ref: DC/17/2649/ARM

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

Proposal: Approval of Reserved Matters of DC/15/2683/OUT - Outline planning application for two further dwellings (submitting site plan, elevations, floor plan and tree plan to seek approval for access, appearance, landscaping, layout, scale)

This application is currently being circulated amongst the Planning Group.

Planning Ref: DC/17/4850/FUL

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

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

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

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

Planning Ref: DC/17/4531/PN3

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

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

3 members out of 4 were **in Favour** of this application and 1 remained **Neutral**. No decision has been made by SCDC, to date.

Planning Ref: DC/17/4741/FUL

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

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

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

Planning Ref: DC/17/4225/OUT

Address: The Oaks, Carlton Rd, Kelsale-cum-Carlton

Proposal: Outline Application - Demolition of bungalow and erection of new single storey dwelling.

The Parish Council had **No Objections** to this application.

However, concerns were raised by some Councillors that the proposed new single storey dwelling would not be sited on the existing curtilage and in fact this land will be used to provide a new access to site 450 as stated within the Local Plan and the proposed new dwelling would be sited on site 450.

This application has been **Withdrawn** by the applicant.

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.