

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

Present at the meeting:

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

In attendance: None

There were 6 members of the public present.

Welcome by the Chairman

11626. Public Forum

Democratic Quarter-Hour/Public Question Time – Residents are invited to give their views and question the Parish Council on issues on this agenda, or raise issues for future consideration at the discretion of the Chairman. Members of the public, whilst welcome to attend, may not take part in the meeting itself.

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

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

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

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

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

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

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

10627. Reports

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

The Chairman formally opened the meeting at 7:30pm

10628. To receive apologies for absence

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

10629 Declarations of Interest

None

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

None

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

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

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

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

10631 Parish Clerk's Report

5.1 – Pay Scale Review

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

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

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

- Privacy Notice to be written, approved and loaded onto the website as soon as possible.
- A decision regarding retention periods needs to be agreed.
Action: Clerk to add this to the agenda for the next meeting.
- A risk assessment needs to be carried out regarding possible data breaches, approved and uploaded onto the website as soon as possible
Action: Clerk to carry out risk assessment and present for approval.
- It was recommended that separation of information is maintained when undertaking Council business. Therefore it was recommended that Councils purchase their own computer equipment and loan out to Clerks to use whilst employed (see item 5.3 below).
- Everyone holding personal data needs to be registered with the ICO. The cost of registration is £40 per annum. The expenditure was Proposed for approval by Cllr

Revell, Seconded by Cllr Roberts. All in Favour.

Action: Clerk to register with the ICO on behalf of the parish council.

- Identities of anyone contacting the Council with a 'subject access request' must be authenticated.
- The 'right to be forgotten' does not apply in the case of statutory regulations.

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

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

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

5.4 – SALC Training request for rest of current financial year

The Clerk requested that she is given permission to apply to attend relevant training courses with SALC to enable her to carry out her job more effectively. The total cost of the courses she would like to attend is £310.00 plus VAT (Total £372.00). There is only £100 allocated to training in the budget. The remainder would need to be allocated to 'Other'. Proposed for approval by Cllr Roberts, Seconded by Cllr Revell. All in Favour.

Action: Clerk to book training with SALC asap.

5.5 – Suffolk Accident Rescue Service (SARS)

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

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

10632 Matters arising from the Clerk's report

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

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

The Action List was updated accordingly.

8.1 – Response to merger of SCDC and Waveney DC

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

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

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

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

The following was agreed:

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

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

Aims of the group:

- To initialise a two way dialogue between the local residents of Kelsale and Carlton and employees and residents at Carlton Meres to promote a better understanding of each other's needs.
- To promote a positive working relationship with Carlton Meres regarding their future expansion plans.
- To communicate the perceived effects of Carlton Meres on the local residents
- A commitment to treat Carlton Meres as an asset.
- To understand and promote the positive contribution Carlton Meres could make to the local community.

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

8.3 – Condition of kerbs in the village

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

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

8.4 – Proposed new Safeguarding Policy to include vulnerable adults

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

8.5 – Project decision for CIL Funding

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

10634 Planning Matters

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

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

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

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

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

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

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

10635 Financial Matters

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

(a) Financial Statement since last meeting

Income/Receipts

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

Expenditure: (Direct Debits/Standing Orders)

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

Bank Balances:

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

(b) Payments made since the last meeting: None

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

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

(d) To carry out the following reviews: None

10.1 To approve the 2017/2018 year end accounts

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

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

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

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

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

10636 To receive a report from the Village Centre Enhancement Group

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

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

Cllr Galloway reported that the public consultation weekend had been very successful. Cllr Galloway had produced and circulated a comprehensive data analysis document prior to the meeting. This analysis will be used to help the Neighbourhood Plan going forward. At this point Cllr Major gave a vote of thanks to all those people who helped and took part in the weekend's events. A special vote of thanks was given to Ian and Edwina Galloway for all their help and the data analysis.

10638 To Receive Reports from Portfolio Holders and Liaison Representatives

New Oasis

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

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

Biodiversity action plan

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

Emergency officer

None

Tree Warden

None

Footpaths Officer

None

VAS

None

Recreation Ground

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

10639. Correspondence

None

10640 Any Other Matters Arising (For information only)

- **Gazebos:**
Cllr Taylor asked to borrow the parish council's Gazebos for a function at the school on 6th July. This was agreed.
- **Kelsale Church Debris**
The Clerk reported that a member of the public had requested that something be done about the debris on the right hand side of entrance of the church in Kelsale. Cllr Dickerson confirmed that this was a nature area that should not to be touched at present as it is subject to an agreed management plan.
- **Bank mandate**
The Clerk reported that the bank mandate amendments had been completed on an obsolete set of forms. Therefore Barclays Bank had requested that the whole process is repeated before the amendments can be finalised. The Clerk distributed that paperwork and gained sample signatures as required.
- **Councillor Vacancy**
Cllr Pulham confirmed that the current Councillor Vacancy will be advertised in the next copy of New Oasis and on the Website.
- **School parking**
After a brief discussion about this enduring problem, Cllr Taylor agreed to contact Flagship to see if they will agree to allow the land opposite the school to be used as temporary parking

spaces. Cllr Taylor will report back at the next meeting. The Clerk will also liaise with Cllr Taylor to develop a hazard report and risk assessment and establish any legal non-compliance. This information once gathered will be sent to County Cllr Richard Smith for comments.

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

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

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

- **Facebook Page**

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

10641 Date of the next meeting

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

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

Signed: Chairman

Dated:

Appendix 1

Planning Applications

Planning Appendix (28th April 2018)

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

Planning Ref: DC/18/1460/FUL

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

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

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

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

Planning Ref: DC/18/0534/FUL

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

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

Planning Ref: DC/14/1728/CLE

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

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

Appendix 2

Clerks Report

1. Pay Scale Review.

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

2. Report on GDPR Briefing

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

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

A number of issues to consider:

- Parish Councillors names, addresses and telephone numbers are in the public domain – but not anyone volunteering e.g. Ken Hannah – new Footpaths Officer. We would need to get permission for these details to be made public.
- Agendas/Minutes for council meetings, neighbourhood plan and Bio-Diversity steering group. Guest speakers – we will need to get permission for their names to appear on these public documents. If permission is not given, documents will have to be redacted before publication of the website.

- Signing In to public meetings, exhibitions etc. We need these names to provide an audit trail regarding numbers of visitors and that they were local (post code/address/email etc). To cover this, a formal signing in book that includes a copy of the Privacy Notice to the public to read and a tick box to check to say they agree to have their data used to analyse the composition of visitors (which we should then anonymise).

3. Request to buy Council laptop

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

4. Request for training from SALC for Clerk

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

5. SARS

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