

**Kelsale-cum-Carlton Parish Council**  
31 Kings Road, Leiston, Suffolk, IP16 4DA,  
Tel: 07733 355657 E-mail: [kelsaleparishclerk@gmail.com](mailto:kelsaleparishclerk@gmail.com)  
[www.kelsalecarltonpc.org.uk](http://www.kelsalecarltonpc.org.uk)

**MINUTES OF THE PARISH COUNCIL MEETING HELD ON WEDNESDAY 26<sup>th</sup> September AT  
7:00PM IN KELSALE VILLAGE HALL, COMMITTEE ROOM**

**Present at the meeting: 3 people from Carlton Green**

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

**In attendance:** None

**Welcome by the Chairman**

**10705 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.***

There were 3 members of the public present and Mr Ken Hannah stated that he wished to update the Parish Council on several matters as he and his neighbours would have to leave shortly after. Mr Hannah said he had received a communication from Mr Potts of Carlton Meres asking that the August minutes be amended to reflect 'what he meant' as he felt he had not accurately described that the invitation to park facilities was extended to immediate neighbours only and not the wider community. It was agreed to amend the minutes accordingly to remove any confusion on this point.

The Chairman agreed to bring forward item 10712/7.6 below in order that Mr Hannah may comment. An update on funding for road signs near Carlton Meres was discussed and it was suggested the Sizewell Community Fund may be approached by the Clerk. As agreed Mr Hannah had been in touch with Park Homes and they were prepared to contribute but would want a copy of the costings in addition to an image of the proposed signage. **It was agreed to ask the Clerk to assemble this information and then to supply it to Mr Hannah and Park Homes.** Mr Hannah commented that Park Homes had supplied signs in other locations round the country and had been able to source them cheaper than Highways. It was observed that not all Highways Departments would accept signs made by manufacturers other than their own approved one.

Mr Hannah has been informed that the Site Licence is currently with SCDC for amendment to bring different zones into alignment so all the park will be closed 14<sup>th</sup> February to 1<sup>st</sup> March each year. Once this is completed KcCPC will then be able to access this. In a similar vein the revised Terms & conditions of the Site will be made available to Liz when they are ready.

## 10706 Reports

- (a) **Report by County Cllr Richard Smith** – Cllr Smith was not present at the meeting and no written report had been received.
- (b) **Report by District Cllr Phillip Dunnett.** – Cllr Dunnett was not present at the meeting and no written report had been received.
- (c) **Report by District Cllr John Fisher** – Cllr Fisher advised that the consultation for the Local Plan had closed and that responses had been made which we will hear about in due course.

**The Chairman formally opened the meeting at 7.10pm**

### 10707. To receive apologies for absence

Apologies were received from Cllrs Susan Major (medical), Martin Lumb (medical), District Cllr Phillip Dunnett & County Cllr Richard Smith.

**10708 To accept apologies for absence** – apologies were accepted unanimously

### 10709 To record absence without apologies

None

### 10710 Declarations of Interest

None

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

None

### 10711 To consider the Approval of the draft minutes of the Parish Council meeting held on 29<sup>th</sup> August 2018

The draft minutes of the **Parish Council** meeting held on Wednesday 29<sup>th</sup> August 2018 had been circulated to all Councillors prior to the meeting. They were **proposed for Approval by Cllr Taylor and Seconded by Cllr Buttle All in Favour, 3 Abstention.**

### 10712 Parish Clerk's Report

The Clerk's Report was circulated in advance of the meeting for the consideration of all Parish Councillors.

#### 7.1: Budgeting Workshop.

The comments made in the Clerks report were noted.

#### 7.2: Financial Regulations – amended.

The amended Financial regulations were adopted after a unanimous vote.

**Action: It was agreed unanimously that arrangements for the offsite storage of laptop back-up files will be discussed and agreed at the next meeting.**

#### 7.3: Clerks Salary Review.

**Action: It was agreed that Cllrs Galloway & Roberts would obtain up to date Pay Scales and report back to the Chairman.**

#### 7.4: Resolution of issues with Barclays Bank.

It was agreed unanimously that the compensation of £300 received as a consequence of the issues should be put towards the Senior Residents Christmas lunch.

#### 7.5: Standing Orders – amended.

The amended Financial regulations were adopted after a unanimous vote. The Chairman informed the Council his understanding was that the Parish Council had no Bylaws.

**7.6: Applying for grants to fund the prospective weight limit signs on Rendham Road.-**  
Please see item 10705 Public Forum above.

#### 7.7: Images by Hand' – hand drawn maps.

It was agreed the Parish Council did not want to purchase maps.

7.8: Postcard.

It was agreed the Parish Council did not want to purchase a postcard

**10713 Clerk's Report on urgent decisions**

The Clerk authorised a payment for £59.00 for a sign to be printed and erected on the fence in the children's play area to prevent dogs from entering (and fouling). This action has been completed.

**10714 Matters arising from the Clerk's report**

**9.1:** District Cllr Fisher and the Clerk to contact SCDC to request Register of Interests information for Kelsale-cum-Carlton Parish Council. **Action: District Cllr Fisher and the Clerk to communicate again in order that District Cllr Fisher can provide further information.**

**9.2:** Clerk to pass copies of ratified policies to Cllr Galloway for upload onto the website. **Action completed**

**9.3:** Clerk to source Horse-riding warning signs for Rosemary Lane on the internet. **Action outstanding.**

**9.4:** Clerk to use NALC Model Standing Orders to amend existing ones. **Action completed.** See Clerks report above item 7.5.

**10715 Matters arising from the Parish Council meeting held on Wednesday 29<sup>th</sup> August 2018**

**10.1:** Clerk to provide details to Ken Hannah of which street signs and benches need attention. **It was agreed that as Mr Hannah had not received the report on benches that the Chairman would check to see if he had a copy of a document produced by a previous Cllr.**

**10.2:** Autumn Tidy Up – Clerk to contact member of public who raised this issue. **Action completed.**

**10.3:** Vehicle Activation Camera – Clerk to check with Cllr Roberts that he agrees to analyse camera data. **Action completed.**

**10.4:** Christmas Lunch for older residents – Cllrs Galloway and Taylor to finalise list of invitees. This event is progressing and updates will be provided in due course. Cllr Burslem offered his help at the Event.

**10716 Parish Council Matters**

**11.1:** To ratify and adopt the Safeguarding Policy.

**It was agreed after discussion that Cllr Taylor will consider comments and present a revised Policy to a future meeting.**

**11.2:** To consider the Updated Statement of Community Consultation Scottish Power Renewables.

**It was agreed to consider Cllr Galloway's response which has been pre-circulated together with any other comments made by Cllrs to the Clerk in order that the Clerk can respond to the Consultation on behalf of the Parish Council before the due date of October 29<sup>th</sup>.**

**11.3:** CATS grant application.

**It was agreed unanimously to make a donation of £100.**

**10717 Planning Matters**

**12.1:** Planning Report. The Chairman went through the planning report that had been produced and circulated by the Clerk prior to the meeting.

**The following outstanding planning Applications were discussed:**

**DC/18/3455/FUL -Extension to form new WC to former stables at Farm View Curlew Green**

**After discussion the following votes were cast:**

To approve the application – 7 votes

To reject the application - 0

Abstentions – 2

**DC/18/3005/FUL- Change of use to B2 The Hanger IP17 2 QW**

**After discussion the following votes were cast:**

To approve the application – 8 votes

To reject the application - 0

Abstentions – 1

**12.2:** Updated Planning Register.

**DC/18/3323/FUL - Walnut Tree House**

This application was briefly discussed and it was confirmed that the Clerk had responded on behalf of the Parish Council.

**12.3: The future of the planning group.**

Members of the planning Group had been contacted by the Chairman & Clerk to ask if they were still willing to serve based on the changes in Planning structure over the past few months. Cllrs Pulham, Ellis and Lumb (by email) confirmed they were prepared to do so. Cllr Baker has resigned from the Parish Council with immediate effect.

**12.4:** To update the planning policy and procedures.

**After discussion it was agreed that the planning policy and procedures should now be rewritten to take into account the fact that the Planning Group will still make site visits and recommendations to the Parish Council but that the whole Parish Council would vote on applications. It was agreed Cllr Pulham would rewrite, and then it would be passed to Cllr Roberts for his input, followed by Cllr Galloway and the Clerk likewise. It was agreed new procedures would be reviewed next March,**

**10718 Financial Matters**

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

**Waiting on bank statement**

**(a) Income/Receipts**

Ref 100260- advertising revenue	£25.00
Interest	£6.02

Total £31.02

Expenditure: (Direct Debits/Standing Orders)

BT (Monthly line rental)	£29.52
Elizabeth Flight (salary) – September 2018	£461.44

Bank Balances:

Current Account as at 31 <sup>st</sup> August 2018	£16,080.86
Business Saver Account as at 31 <sup>st</sup> August 2018	£12,069.54

**(b) Payments made since the last meeting:** None

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

HMRC – PAYE (Elizabeth Flight)	£23.40
Melbek Ltd – Webhosting: Inv 11537	£102.00
Patrick Norman – Litter Picking	£84.00
Kelsale Village Hall – Inv: 1032 Room Hire 18 <sup>th</sup> & 25 <sup>th</sup> July	£42.00
Leiston Press – Invoice 37297	£70.80
Elizabeth Flight-Backpay August 2018	£29.25
Elizabeth Flight -General & Mileage Expenses Sept 18	£78.50
MM-Grass Cutting/Weed Spraying	£120.00
<b>TOTAL</b>	<b>£549.95</b>

The above cheques were approved unanimously

**13.2:** In the absence of the Clerk due to illness **it was agreed to sign and approve the bank statements and bank reconciliations for August 2018 at the next meeting.**

**13.3:** In the absence of the Clerk due to illness **it was agreed to discuss arrangements for preparing the budget for 2019 at the next meeting.**

**13.4:** To receive ideas for prospective projects to be carried out during the 2019 financial year. **The following ideas were suggested and there was a brief discussion:**

- Cllr Dickerson stated that once the Conservation Area designation was in place (which would occur after November) some form of screening for the bottle banks and clothing bank in the car park would be planned and a meeting of the Village Enhancement Group would be convened for this purpose taking into account the Conservation Area Management Plan. It was suggested a budget of circa £200 may be required for previously agreed enhancement of the Centre of the Village.
- Cllr Roberts suggested enhancing the area in front of the Village Hall especially since works have been carried out on the path by Highways. It was observed that as the Village Hall own this land they would need to agree any action and be consulted as a matter of courtesy. It was suggested that if it was possible to obtain a grant to enhance this area it may be timely to encourage the Village Hall Trustees to discourage Parking in front of the Committee Room.
- Cllr Buttle stated that she and Cllr Galloway had been working on costings for putting a water Fountain, power and a herb garden in the Recreation Ground but that this is work in progress and no clear idea of budget is yet available. They will report back in due course. It was suggested that NJP Leiston may be able to provide competitive costings and the Galloper Fund may be able to assist with grant funding some of it.

#### **10719 To receive a report from the Village Centre Enhancement Group**

Please see item 13.4 first paragraph above.

The Chairman confirmed that he would proceed with the siting of the bicycle racks.

#### **10720 Neighbourhood Plan Steering Group – To receive an update (see separate appendix)**

Cllr Burslem informed the meeting that minutes of last week's meeting would be circulated shortly. He informed the meeting that he was keen to ensure all of Carlton was included in future engagement events and would be meeting with Cllr Taylor in her capacity of Head Teacher to discuss this. He wished to ensure a different approach was taken from previous engagement events. He expressed his disappointment that his article was not able to be published in the Autumn edition of the New Oasis and it was agreed in future a page would be set aside for the purpose of a regular update by Cllr Burslem on progress.

#### **10721 To Receive Reports from Portfolio Holders and Liaison Representatives**

##### **New Oasis –**

Cllr Pulham informed the meeting that the Autumn Edition has been printed & collated and will be dropped off to the Distributors in the next few days for general circulation. The next Edition will be published just before Christmas.

##### **Biodiversity action plan**

Cllr Dickerson informed the meeting

- that the owners of the Nature Reserve on Tiggins Lane appreciated the interest in their Open Day.

- That Fran Cousins is being approached to discuss an updated Management Plan for a meadow at the Garden of Remembrance at the Church in Kelsale
- The biodiversity Group had suggested rather than a simple herb garden as discussed in 13.4 above that a sensory garden be planted.

### **Emergency officer**

Cllr Roberts informed the meeting that there was to be an Emergency Rescue Planning Day in the Village Hall on 22nd October.

Cllr Roberts informed the meeting that he was checking that the Parish Council only had the specified yellow grit bins and that he was informed if there were any grit piles as opposed to grit bins.

### **Tree Warden** – No Report

**School** – Cllr Taylor reported there was no change in SDC cancelling the funding for a new classroom.

**Footpaths Officer** – Mr Hannah had reported earlier in the meeting that he was liaising with SCDC over signs and rights of way and that the steps on the A12 were dangerous and he had reported them and was waiting for action.

### **VAS**

Cllrs Lumb (when recovered) will relocate VAS and Cllr Roberts will download the statistics

### **Recreation Ground** –

As a result of recent communications with the Clerk about facilities owned by the Parish Council it has been drawn to the Parish Councils attention that it does not own the Recreation Ground in Kelsale and that it is registered with the Charities Commission. Cllr Galloway recalled that Cllr Dickerson was appointed trustee in May 2011 and has been sole trustee since. **It was agreed that this situation should be remedied as there should always be 2 trustees.** Cllr Roberts suggested that this situation was not ideal and it be changed and that a Custodian Trustee of the Parish Council should be appointed. **It was agreed Cllr Pulham would look into this change.**

Cllr Galloway asked whether as the activities shown on the Charity Commissions website include provision of a football pitch whether the proposed removal of one set of goalposts caused any issues and was assured this was not the case as football could still be played albeit there was no team currently.

**It was agreed that as Cllr Baker had now resigned from the Parish Council that he would be asked to return the keys for the Recreation Ground and the Billy Box in order that they may be passed to a new Portfolio Holder.**

Cllr Buttle advised the Parish Council the Bonfire Event Planning was going well and she was looking to obtain some form of support to hold the advertising banner, but being mindful of the Conservation Area status. In response to questions about tasks previously performed by Cllr Baker at previous bonfire events Cllr Buttle confirmed an Electrician had agreed to check and run the Generator and assist with any power-based equipment and alternative arrangements had been made to collect the Guys from School.

### **Sizewell** - No report

#### **10722 Correspondence**

A letter had been received from the Treasurer of The Parochial Church of Kelsale Cum Carlton thanking the Parish Council for the donation of £300 towards the grass cutting maintenance of the churchyard.

#### **10723 Items for consideration for Inclusion on the next agenda**

- Clerks salary Review & Budgeting Issues
- Safe Storage of Lap Top Back Up Files
- Appointment of further planning Group member
- Safeguarding Policy resubmission
- Review draft Planning Procedures
- Attracting new Cllrs to serve on Parish Council

**10724 To consider excluding the public and press**

No considerations were necessary

**10725 Excluded item**

There were none

**10726 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 9.10pm.

The next meeting will be held on Wednesday October 31st at 7.00pm in Kelsale Village Hall.

Signed: ..... Chairman

Dated: .....