

Kelsale-cum-Carlton Parish Council
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**MINUTES OF THE PARISH COUNCIL MEETING HELD ON WEDNESDAY 29th August 2018 AT
7:00PM IN KELSALE VILLAGE HALL, COMMITTEE ROOM**

Present at the meeting: 3 people

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|-----------------------------|---|
| Cllr Alan Revell (Chairman) | Cllr Tim Roberts – left the meeting after item 01693/10.2 |
| Cllr Edwina Galloway | Cllr Susan Major |
| Cllr Claire Buttle | Cllr Chris Burslem |
| Cllr Carolyn Taylor | |
| Cllr Martin Lumb | |

In attendance: Mr Steve Potts, General Manager, Carlton Meres Holiday Park.

Welcome by the Chairman

10683. 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 2 members of the public present.

Both the Chairman and Mr Ken Hannah welcomed Mr Steve Potts, General Manager from Carlton Meres Holiday Park and thanked him for attending the meeting. Mr Hannah reported that he and Mr Potts had recently had a very successful meeting addressing the recent issues between the local community and Carlton Meres Holiday Park. They both confirmed that regular meetings will be taking place between them going forward. Mr Hannah stated that the recently formed Carlton Meres liaison group had not been very successful due to difficulties in finding time for members to meet. He has therefore agreed to act as spokesperson and liaison officer between the Parish Council and Carlton Meres and will report back to meetings when appropriate. Mr Potts confirmed that he had been made aware about the issues that had arisen between the park and the parish and is keen to ensure that these are resolved over time. As a first step he is keen to resolve the immediate traffic issues and has agreed to accompany Mr Hannah on a tour of the area to enable him to accurately assess any help that is needed. Mr Potts stressed that he has an 'open door' policy and welcomes input from the Parish Council going forward. He is keen to 'build bridges' and improve the communication and relationship that the park has with the local community. At this point the Chairman asked if there were any questions. Cllr Buttle asked if there were any plans for the public to be allowed to share facilities at the park. Mr Potts responded by saying that he welcomes members of the public onto the park but that they will need to contact him in advance for the relevant passes to allow them on site. Cllr Galloway made the point that the terms of the planning application for the enhancement of the leisure facilities specifically states that the general public would not be allowed to use the facilities on the park. Mr Potts responded by saying that he had the authority to allow the public to use the facilities on an ad-hoc basis. Cllr Major raised a query regarding the stress on local medical facilities from residents. At this point Mr Potts stated that all site licences are for recreational use only and there are no permanent residents allowed on the site. He also said that the park had an agreement with

the local surgery who had given the impression that they were happy to deal with temporary patients from the park from time to time. Cllr Roberts raised the issue regarding the proposed future significant growth in the size of the park and asked Mr Potts what their long-term plan is. Mr Potts responded by saying that at the present time only the refurbishment and improvement of the leisure facilities are planned. The company is currently in the process of completing a 5-year plan and once this is available he will be happy to share the contents with the Parish Council. Mr Potts stressed that the company is not currently looking towards further expansion. At this point there was a brief discussion regarding the erecting of road signs to discourage heavy goods vehicles using Rendham Road to access Carlton Meres. Cllr Roberts suggested that the cost of these signs could be shared between the Parish Council and Carlton Meres. Mr Potts indicated that he would be willing to consider this proposal.

Action: Ken Hannah to contact highways to ask them to provide details of the cost of signage and then let the Clerk know. Clerk to apply to the Locality Budget to help with the funding of the signs. Clerk to contact Mr Potts once the costs have been received to request a donation.

10684. Reports

- (a) **Report by County Cllr Richard Smith** – Cllr Smith reported that there have been a number of briefings regarding Sizewell C and they will continue throughout September. He stated that the fact that there is still no workshop regarding traffic is a considerable concern. He reported that next year's County Council budget will need to establish savings in the region of £25 million. He stated that initially savings of £10 million have been pinpointed but that the remaining £15 million is going to be difficult to find. He said that the general public will really start to notice that savings are being made to front line services. At this point Cllr Taylor took the opportunity to tell Cllr Smith how devastated and disappointed she was to learn that funds for a planned extra classroom at the school had been withdrawn. She stated that the school is full and currently oversubscribed and in desperate need of an extra classroom. Cllr Taylor said that she will be lodging an appeal to have this decision reversed. Cllr Smith offered to help with this and asked that Cllr Taylor forward the email containing the reasons why the funding had been withdrawn and he will ask for this to be reviewed by the appropriate department on her behalf.
- (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 – progress.** Cllr Fisher reported that progress is being made regarding the merger of the District Councils. He stated that the next meeting is being held on 3rd September. After formal approval, there will be a shadow authority in place until the election next year. The new authority comes into being on 1st April 2019, but election of officers is not until 1st May which results in a short gap that will need to be bridged. Cllr Fisher also reported that the consultation for the Draft Local Plan has a deadline of 14th September for everyone to respond. At this point Cllr Burslem raised an issue regarding highway repairs that should have been completed in Bridge St over a two-week period. The repairs were in fact not completed properly resulting in pot holes and other matters not having been addressed. Cllr Smith interjected stating that this is a County Council issue and that if Cllr Burslem sends him details of how the repairs were incomplete, he will raise this issue on his behalf with the relevant department.
- Action: Cllr Burslem to supply the Clerk with the relevant information. The Clerk will forward onto Cllr Smith for consideration.**

The Chairman formally opened the meeting at 7.45pm

10685. To receive apologies for absence

Apologies were received from Cllrs Ellis (sabbatical), Baker (family duties), Dickerson (abroad giving a talk), Pulham (unwell after dentist appt)

10686. To accept apologies for absence – apologies were accepted unanimously

10687 To record absence without apologies

None

10688 Declarations of Interest

None

(a) To consider any dispensations

None

10689 To consider the Approval of the draft minutes of the Parish Council meeting held on 25th July 2018

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

At this point the Chairman agreed to move item 01693/10.2 the top of the agenda to allow Mr Potts and Cllr Roberts to comment before both having to leave the meeting. Cllr Roberts explained to Mr Potts that the Parish Council had sent a letter to Therese Coffey MP raising the issues around the strain that holiday parks such as Carlton Meres have on the local infrastructure and to challenge the way that monies are raised and distributed to compensate for this. He explained that the relevant government department had responded, and the response has been passed onto the head of planning at Suffolk Coastal District Council (SCDC) for consideration. The planning department are currently considering the implications contained in the response and it is likely to be passed to the financial team as well. Cllr Roberts stated that any response from SCDC will be shared with Carlton Meres. Mr Potts stated that he will also raise this issue with Park Holidays as well.

10690 Parish Clerk's Report

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

7.1: **New Planning Procedure**

The Clerk went through the proposed new process of dealing with planning applications as they are received. Refer to the Clerks report for details. There was a brief discussion regarding the Planning Policy and how this will need to be amended to include the new process. Cllr Roberts suggested that a review of the policy is completed for the next meeting to allow it to be adopted for the next 12 months.

Action: Clerk to liaise with Cllr Roberts and Cllr Galloway to review the policy and circulate before the next meeting. Clerk to add Planning Policy review to the next agenda.

7.2: **Register of Interests – update of records**

The Clerk explained that she does not have either paper or electronic copies of Councillors Register of Interests and that this information is a legal requirement. She explained that the link on the SCDC website where this information is normally available is a temporary one not displaying the information needed due to the merger of the District Councils. The Clerk has downloaded a copy of the form needed for completion, but it is password protected. After a brief discussion, it was agreed that both District Councillor Fisher and the Clerk will ask SCDC to supply the relevant information rather than asking Councillors to complete the form again.

Action: District Cllr Fisher and the Clerk to contact SCDC to request ROI for Kelsale-cum-Carlton Parish Council. They will be asked to either provide a link via the SCDC website or the forms for the PC to upload onto its website.

7.3: **Draft Policies/Procedures for ratification**

The following policies and procedures were adopted after unanimous votes:

- Health and Safety Policy
- Equality and Diversity Policy
- Disciplinary Procedure
- Grievance Procedure

Action: Clerk to pass copies of these policies/procedures to Cllr Galloway for upload onto the website.

7.4: Freedom of Information Request – Carlton Meres

The Clerk made a formal FOI request to Carlton Meres asking them to supply the Parish Council with details of all current site licences. Mr Potts, General Manager of Carlton Meres, reported that the request is with their legal team at the moment and that the Parish Council will receive the information in due course.

7.5: Lockable Safe

The Clerk reported that the current Insurance Schedule will not cover the amount of cash raised at the Bonfire Event without it being locked away in a safe until it is paid into the bank. After a brief discussion it was agreed the proceeds would be split and stored securely in an appropriate manner.

7.6: Horse-riding Warning Signs – Rosemary Lane

The Clerk reported that it had been agreed to erect horse-riding warning signs on Rosemary Lane back in 2017 and that this has not yet been completed. After a brief discussion it was agreed that the Clerk will try and source these signs more cheaply on the internet. Once they have been purchased, arrangements will be made for erecting them.

Action: Clerk to source warning signs via the internet.

7.7: Feedback regarding reported Highways issues

The Clerk reported on two highways issues, one of which has been resolved. The Clerk agreed to chase highways regarding the missing signs for the Poacher's Pocket.

Action: Clerk to chase up highways to resolve the issue of the missing signs for the Poacher's Pocket.

7.8: Spinney Pocket

The Clerk reported that an issue regarding Spinney Pocket had been resolved satisfactorily.

7.9: Scottish Power Statement of Community Consultation

The Clerk provided details of the proposed consultation by Scottish Power regarding the provision of offshore wind farms in the area during September.

7.10: Further changes to the 2018 Model Standing Orders (NALC)

The Clerk confirmed that she had received a new copy of the Model Standing Orders document with further amendments published.

Action: Clerk to use the new version to use as a model for amendment of PC Standing Orders.

7.11: New National Planning Policies

The Clerk provided details of new national planning policies that had been provided via SALC.

7.12: East Anglian Air Ambulance – Basic Life Support training session for community groups.

The Clerk informed the meeting about this above training session but realised that it overlaps with the planned defibrillator refresher event already arranged by Cllr Buttle in November.

10691 Clerk's Report on urgent decisions

The Clerk reported that she had authorised the spending of £44.00 to cover the cost of printing the response of the Parish Council to the anonymous letter that had been received during the previous month. Please see 10694/11.4 below.

10692 Matters arising from the Clerk's report

9.1: Clerk to amend current Standing Orders to bring them in line with the newly published model document. This action is still in progress due to further amendments to the document (see 7.10 above).

10693 Matters arising from the Parish Council meeting held on Wednesday 20th June 2018

10.1: To consider the consultation for the new Suffolk Local Plan – The Chairman reported that Mr Ian Galloway had produced a very impressive and comprehensive response to the Draft Local Plan on behalf of the Parish Council. The Clerk confirmed that she had not received any notifications from Councillors challenging the contents of Mr Galloway's response. In fact, she had only received very positive feedback. At this point the Chairman

proposed a formal vote of thanks to Mr Galloway for producing this document. The vote was carried unanimously. **Action: Cllr Galloway to send the full response to the Clerk and the Clerk will formally respond to the County Council on behalf of the Parish Council.**

10.2: To consider the response from Therese Coffey MP to the letter sent to her regarding Carlton Meres – Action:

Cllr Roberts to pass on information to Cllr Dunnnett and liaise with Carlton Meres directly for their response. This action was completed, and the Parish Council are awaiting a response.

10.3: To consider providing a formal response to Suffolk Coastal District Council to support the Conservation Area with the proposed boundary adjustments – Action:

Clerk to provide a formal notification of the vote. This action was completed and a thank you email has been received from Robert Scrimgeour.

10.4: To consider providing a grant for maintenance of the grounds in the churchyard

– Action: *Clerk to circulate the Management Plan to all Councillors for information and discussion. This action was completed. It was unanimously agreed to make a one-off donation for £300.00 to be put towards grass cutting in the churchyard.*

10.5: To discuss planning applications received as per the Planning Report Action:

Clerk to respond to Suffolk Coastal District Council by close of business on 26th July 2018 for each of the planning applications discussed. This action was completed on 26th July 2018.

10.6 – Weight limit on Carlton Road update – This item was discussed under item 10683 Public Forum above.

10694. Parish Council Matters

11.2 Road signs and Street Furniture Officer - update (CBut). Cllr Buttle reported that she had spoken to her contacts regarding the upkeep of road signs and street furniture in the village and they felt that this was something they did not want to do. After a brief discussion, Mr Ken Hannah volunteered to undertake this task. The Parish Council will reimburse him for any expenses incurred.

Action: Clerk to email Mr Hannah with details of which signs and benches need attention.

11.3 Autumn Tidy Up – carried over from last meeting. There was a brief discussion regarding the difficulty in generating interest for this type of pursuit from people living in the village. It was suggested that the Scout troop in Saxmundham be contacted to help in return for a donation. Alternatively, Cllr Revell stated that EDF are looking for local projects to be involved in. Someone else suggested that Carlton Meres are approached to see if they would help fund a contractor to carry out the work.

Action: Clerk to contact the member of public who had raised this issue and inform them that the matter was discussed during the August meeting and the Parish Council have come up with a number of ideas that will be pursued.

11.4 Parish Council response to anonymous letter (AR) The Chairman stated that a response to the anonymous letter was made very quickly. He thanked Cllr Galloway and Mr Ian Galloway for their help with drafting and distributing the letter in Carlton. The Chairman reported that nobody had come forward and there had been no response to his letter to the community. Cllr Lumb asked if this had been an appropriate response and that it could have resulted in the author making themselves even more invisible. Cllr Revell responded by saying that some sort of response was needed to show that the Parish Council does care about these issues. Cllr Taylor suggested that the Chairman write an article about this for publication in the next issue of New Oasis.

11.5 Vehicle Activated Speed Camera (VAS) – volunteer to take over responsibility (DB)

The Clerk reported that Cllr Baker had informed her that he wished to stand down from his responsibilities regarding the VAS. After a brief discussion, Cllr Lumb volunteered to move the camera around the village. Cllr Roberts had expressed an interest regarding analysing the data from the camera to the Clerk.

Action: Clerk to check with Cllr Roberts that he is still interested in analysing the camera data.

11.6 Draft Local Plan Response (EG/CBut). Although this subject had been covered in item 10693/10.1 above, Cllr Galloway wished to report on the 1:1 meeting she and Cllr Buttle had had with members of the Local Plan team. Cllrs Galloway and Buttle were shocked to discover

that the reason why Carlton Meres had not been included in the Draft Local Plan is because the team are not aware of its existence, nor of the impact such a park has on the local community. Carlton Meres is highlighted many times in the Parish Council's response to the Draft Local Plan to reiterate why it must be considered in the final version. Cllr Buttle had also asked the team what methods would be used in order to attract new businesses to the area, for example, special tax or business rates. The team responded that no extra incentives will be available.

11.7 Proposed defibrillator awareness session) (CBut). Cllr Buttle reported that this session has been organised as the Parish Council's contribution to the Centenary celebrations of the end of the 1st World War. The session is being held on Wednesday 14th November. A member of the Royal British Legion will be running a tombola to raise funds. The Parish Council will provide cheese and wine afterwards for those who have taken part. Cllr Burslem suggested that Cllr Buttle approaches Waitrose to ask for a contribution towards refreshments. Cllrs Revell and Major offered to make contributions towards the cost of refreshments and Cllr Revell suggested that any shortfall could be met with money that had been raised from the Bonfire event earlier in the month.

11.8 Bonfire Update (CBut). Cllr Buttle reported that the first meeting of the Bonfire group will be taking place on Tuesday 11th September at 7.30pm in the social club. She stated that quite a bit of work had already been started; the fireworks had been ordered; a volunteer to supervise the lighting of the fireworks had been confirmed; the Temporary Event Licence had been applied for and received and the Risk Assessment was well underway. Cllr Buttle stressed that care must be taken when deciding and then communicating the start time of the event as there was some confusion over this last year.

11.9 Proposed Christmas Lunch for older residents (CBut/EG). Cllr Taylor confirmed that this event can take place at the school and the venue can take up to 60 people for a sit-down meal. Cllr Buttle stated that a set menu would be provided. A total of £400 has been given by the previous organisers of the event as an initial contribution. The Chairman said that the vegetables will be donated. Cllr Galloway reported that she has been urged to apply for a grant from the Welfare Trust to help with the costs as it is likely to be successful. If any extra funds are required, the Chairman said that monies raised from the Bonfire Event in November could be used for this. Cllr Galloway has acquired a list of potential invitees that she has ordered geographically. Cllr Taylor also has a relevant list and they will combine lists and come up with a definitive list of people to invite.

Action: Cllrs Galloway and Taylor to meet to formulate a list of invitees.

10695 Planning Matters

12.1 Planning report. Cllr Revell 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/18/2907/OUT – 2 dwellings off Carlton Lane.

A planning application for 1 dwelling had been rejected previously by the Parish and District Councils but been upheld on appeal. After a brief discussion it was agreed that despite the risk of another successful appeal it was important for the Parish Council to object to this application on the following grounds:

- The site has been deemed a non-designated heritage asset in an historical parkland setting which should be safeguarded.
- The land for the proposed development is outside the village envelope boundary but is inside the boundary of registered Historic Parkland.
- Access – Carlton Road is an extremely busy road with speeding concerns.
- This field was one of the original sites for the Saxmundham by-pass in 1988 and was ruled out for any sort of development at that time because it was thought important that a "green belt" should be preserved between Carlton and Carlton Green.

DC/18/3351/VLA – Pitfield Butchers Road Kelsale Cum Carlton Suffolk IP17 2PG.

After a thorough discussion of both sides of the argument a vote was taken on whether to accept or reject this planning application. The result of the vote are as follows:

- To approve the application – 1 vote
- To reject the application – 2 votes
- Abstentions – 3

Therefore, the Parish Council will object to this application on the following grounds:

- If this 'holiday let' is allowed to be converted into a dwelling, the Council worry that it could set a precedent which may open the door to further 'lets' being built and then converted into dwellings in the future thus circumventing the normal planning process resulting in the countryside being spoiled.

DC/18/3323/FUL – Walnut Tree House – Clerk to get an extension on the response date for this application. Cllr Revell declared an interest in this. To be discussed at the next meeting.

10696 Financial Matters

(a) Financial Statement since last meeting

(a) Income/Receipts

Financial Statement since last meeting

| | |
|-------------------------|---------------|
| Advertising Revenue | £50.00 |
| Power Networks - Refund | £1.15 |
| Total | £51.15 |

Expenditure: (Direct Debits/Standing Orders)

| | |
|---|---------|
| BT (Monthly line rental) | £29.52 |
| Elizabeth Flight (Salary) - August 2018 | £461.44 |

Bank Balances:

| | |
|---|------------|
| Current Account as at 31st July 2018 | £16,917.00 |
| Business Saver Account as at 31st July 2018 | £12,063.52 |

(b) Payments made since the last meeting:

None

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

| | |
|---|----------------|
| HMRC - PAYE (Elizabeth Flight) | £115.11 |
| Tim Roberts - Expenses incurred - various | £34.46 |
| Patrick Norman - Litter Picking | £70.00 |
| Melvin Mann - Car Park & Playing Field - Maintenance | £45.00 |
| Kelsale Village Hall - Inv: 1019 Room Hire 6th & 20th June 2018 | £24.00 |
| Leiston Press - Invoice 36918 | £44.00 |
| Leiston Press - Invoice 36651 | £179.60 |
| Elizabeth Flight - Backpay August 2018 | £29.25 |
| Elizabeth Flight - General & Mileage Expenses July 18 | £42.75 |
| Grass Cutting for Church | £300.00 |
| TOTAL | £584.17 |

The above cheques were approved unanimously

13.2 – to sign and approve the bank statements and bank reconciliations for July 2018 (Clerk) – Cllr Taylor kindly agreed to sign the bank statements and bank reconciliation.

10697 To receive a report from the Village Centre Enhancement Group

10698 Neighbourhood Plan Steering Group – To receive an update (see separate appendix)

Cllr Burslem reported that a Neighbourhood Plan Meeting had taken place on Wednesday 22nd August and minutes had been circulated to Councillors. He confirmed that there will be another exhibition in October. The event will be held in the school for one day only. Cllr Burslem appealed for people to supply him with old photographs of Carlton for the event.

10699 To Receive Reports from Portfolio Holders and Liaison Representatives

New Oasis – No report.

Biodiversity action plan

Cllr Buttle reported that at the last Biodiversity meeting it had been decided against putting a pond in the recreation ground as there are too many issues with safety. However, it was agreed to give serious consideration to Paul McCartney's idea of planting an herb garden in

the recreation ground. She confirmed that the Management plan for the church had also been discussed.

Emergency officer

Tree Warden – No report.

Footpaths Officer – No report.

VAS No Report

Recreation Ground – No report

Sizewell

Cllr Galloway reported that she had attended a meeting regarding Sizewell C and that there had been discussion regarding providing extra capacity on the railway at Saxmundham and that some rural crossings that are not currently being used very much will be closed.

10700. Correspondence

There was no correspondence

10701 Items for consideration for Inclusion on the next agenda

Planning policy & procedure.

CATS – grant application.

10702 To consider excluding the public and press

No considerations were necessary

10703 Excluded item

There were none

10704 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 10.15pm.

The next meeting will be held on Wednesday September 26th at 7.00pm in Kelsale Village Hall.

Signed: Chairman

Dated: