

**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 31<sup>st</sup> October AT 7:00PM IN  
KELSALE VILLAGE HALL, COMMITTEE ROOM**

**Present at the meeting: 2 members of the public**

Cllr Alan Revell (Chairman)	Cllr Chris Burslem
Cllr Claire Buttle	Cllr Ray Ellis
Cllr Carolyn Taylor	Cllr John Pulham (Vice Chairman)
Cllr Tim Roberts	Cllr Susan Major
Cllr Martin Lumb	Cllr Edwina Galloway

**In attendance:** None

**Welcome by the Chairman.** The Chairman welcomed a member of the public who may be interested in joining the parish council and who was attending to observe the meeting.

**10727 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.***

Mr Ken Hannah reported on several ongoing issues.

- A problematic email that had been sent to the Clerk regarding matters concerning Carlton Meres has been resolved.
  - The draft Charter for use between the parish council and Carlton Meres written by Cllr Roberts has been presented to the General Manager. It is being passed to the Regional Director who plans to attend the next parish council meeting.
  - Funding for signage for the weight limit signs on Rendham Road has been provisionally approved by the Regional Manager, although no commitment has been made to provide full funding for this project. Carlton Meres will contact Highways directly. The General Manager will contact the Clerk with the Regional Manager's details.
- Action: Clerk to contact Highways about this matter to confirm that the parish council is working with Carlton Meres to provide a solution to this matter.***
- There was a recent collision on Rendham Road between a tractor and a lorry providing proof that lorries are still using the road and that this poses a dangerous hazard.
  - Work will start on the extension to the clubhouse, gardens, swimming pool and tennis courts at Carlton Meres next week. All contractors have been briefed not to use Rendham Road. Any breaches will be reported directly to Carlton Meres by the residents.
  - The footpath signs that have been reported as damaged are now being repaired.
  - The refurbishment of the road signs is progressing.
  - Mr Hannah has emailed Cllr Dickerson to clarify which part of the cycle track needs clearing. There was a brief discussion with Cllr Fisher about this and the matter was resolved.
  - Mr Hannah needs information regarding which benches are the responsibility of the parish council and where they are all located. The Chairman agreed to pass this information on to Mr Hannah.

***Action: The Chairman to pass on the number and location of benches in the village.***

- Cllr Roberts commented on the proposed Charter between the parish council and Carlton Meres and confirmed that this will be discussed at the next meeting.

At this point, the Chairman formally thanked Mr Hannah for all the work he has been doing to help the parish council.

## **10728 Reports**

### **(a) Report by County Cllr Richard Smith**

The Chairman welcomed County Cllr Richard Smith. Cllr Smith reported that he has been working hard at helping prepare the budget for the County Council and that it will be formally published on 14<sup>th</sup> November. He said that it is possible that as a result of this weeks Government budget, there may be more money available to councils, but this will not be known until the end of the year. Cllr Smith had no local matters to report on, although he said his involvement with the closure of the footbridge (for safety reasons) between Southwold and Walberswick had been time consuming. The following items were raised:

- Cllr Roberts asked for clarification regarding the number of available PCSO's in the County. Cllr Smith did not know the answer and referred Cllr Roberts directly to the County Constabulary.
- Cllr Burslem raised concerns regarding the number and severity of potholes on Bridge St. Cllr Burslem said that he had contacted Cllr Smith directly about this matter and had not received a response. Cllr Smith apologised for not having responded directly. He had passed the matter to the relevant department for action. Cllr Smith advised Cllr Burslem to report the potholes online, where he would receive a direct response and a job reference number. However, Cllr Smith cautioned that the pot holes will have to fulfil Highways criteria for repair.
- Cllr Pulham raised a query regarding the ongoing parking problems at the school. He suggested that the area on the bottom of Beaumont should be resurfaced and a drop kerb put in place to provide extra parking spaces. He asked Cllr Smith if he could find out if Flagship, who own the land, would sanction this.

**Action: Clerk to add school car parking to the agenda of the next meeting.**

### **(b) Report by District Cllr Phillip Dunnett.**

District Cllr Dunnett reported that at the next Cabinet meeting, Kelsale Conservation Area is on the agenda for adoption. He said that he could see no reason why it will not be adopted. The result is that this will be finalised by the end of next week. Cllr Dunnett also reported that the Boundary Commission have put forward their recommendations for the new wards under the new merged district council. He said that although they have adopted some of the suggestions put forward by parish councils, they remain mostly the same. He said that the merger itself is progressing slowly and confirmed that the new Local Plan will be the next item to be scrutinised. He said that the scrutiny committee had highly praised Kelsale-cum-Carlton parish council on their remarkable response to the consultation. Cllr Dunnett said that the journey of the plan will progress until January, when it will be checked and then adopted. Cllr Dunnett confirmed that he still has funds available for projects if needed. He said that if the parish council needs any funds, that they should apply soon as monies need to be allocated by the end of February 2019. There were no questions.

### **(c) Report by District Cllr John Fisher –**

Cllr Fisher started by congratulating Cllr Galloway on the work that she completed regarding the Conservation area. He said that he also has funding available for projects if needed. The following issues were raised:

- Cllr Pulham asked if there was an existing planning application committee that scrutinises applications against the criteria of the Conservation Area, and if so, would it be possible for member of the parish council to join. Cllr Fisher said that he will find out and report back at the next meeting.
- Cllr Roberts asked if there were any firm proposals regarding the refurbishment of Saxmundham railway station. Cllr Dunnett responded and said that a site survey will be taking place shortly with the intention of formulating a plan going forward. He confirmed that the railway company and the SCDC have been having talks about this.

The Chairman formally opened the meeting at 7.45pm

**10729. To receive apologies for absence**

Apologies were received from Cllr Dickerson (abroad).

**10730 To accept apologies for absence – accepted.**

**10731 To record absence without apologies - None**

**10732 Declarations of Interest**

Cllr Roberts declared a non-pecuniary interested in planning application DC/18/3236/ROC – Pitfield.

Cllr Revell declared a non-pecuniary interest in the planning application - DC/18/3323/FUL – Walnut Tree House.

**(a) To consider any dispensations**

None

**10733 To consider the Approval of the draft minutes of the Parish Council meeting held on 26<sup>th</sup> September 2018**

The draft minutes of the **Parish Council** meeting held on Wednesday 26<sup>th</sup> September 2018 had been circulated to all Councillors prior to the meeting. They were **proposed** for **Approval** by **Cllr Roberts** and **Seconded by Cllr Buttle. All in Favour 9, Abstention 2**

**10734 Parish Clerk's Report**

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

**7.1: To approve new Internal Financial Control Procedures**

A vote was taken to approve the new Internal Financial Control Procedures – all in favour. The Chairman agreed to undertake 6 monthly audits of finance procedures starting in April 2019.

**7.2: To consider the safe storage of laptop back up files**

After a brief discussion it was agreed that the Clerk will look for a way of automating backups, possibly to the Cloud.

**Action: Clerk to investigate methods for automating the backing up of parish council files and will report back at the next meeting.**

**7.3: To consider the Clerks salary review (held over from last meeting)**

After a long discussion it was agreed to raise the Clerks salary by 1 pay point from 15 to 16 of the National Joint Council pay scales. Cllr Taylor recommended that this is reviewed again in March 2019 before the start of the new financial year. It was agreed to hold discussions regarding salary reviews as an 'Excluded' item in future and also not in the presence of the Clerk. A vote was taken to approve the moving up from point 15 to 16 – all in favour.

**7.4: To report on the Grants and Funding Workshop (attended on 17/10/18)**

The Clerk reported on the Grants and Funding Workshop that she attended on 17/10/2018. She felt that it was of great benefit and also now has an extended resource file on where and how to apply for grants and funds for future projects.

**7.5: To consider the adoption of accounts package designed for parish councils.**

The Clerk had circulated a business case for purchasing an accounts package called Scribe which is designed specifically for councils. The cost of a single user licence is £257 per year and she felt that it would pay for itself in the time saved on budget reporting, producing bank reconciliations, devising the budget and end of year procedures. A vote was taken, and it was agreed that the parish council will purchase this software for 12 months and then review – all in favour.

**7.6: A reminder regarding disclosure of information that may be deemed confidential**

The Clerk had been asked by a member of the parish council to issue a reminder to councillors of the need to safeguard confidential information by not divulging anything deemed to be confidential to anyone not on the council. She drew their attention to section 3 of the Suffolk Code of Conduct.

**7.7: A reminder regarding emails and GDPR**

The Clerk had been asked by a member of the parish council to issue a reminder to councillors to ensure that they use their council email addresses at all times when undertaking council business and when emailing a group that includes non-council members, they must remember to 'blind copy' the message to prevent personal emails being viewed.

#### **7.8: Suffolk Coastal - Polling District & Polling Places Review 2018**

The Clerk reported that she had been informed about the above review and has posted notices on the village noticeboards to inform the public.

#### **7.9: To report on cars parked permanently in Low Road car park**

After a discussion about the best course of action, it was agreed that Cllr Pulham will draft a notice asking the owners of the vehicles parked permanently on the car park to desist. The notice will be passed on to the Clerk for distribution.

**Action: Cllr Pulham to draft a notice and pass to the Clerk for distribution**

#### **10735 Clerk's Report on urgent decisions**

There were no urgent decisions.

#### **10736 Matters arising from the Clerk's report**

##### **9.1: Grants for weight limit sign – update.**

Please see item 10727 Public Forum above for an update.

#### **10737 Matters arising from the Parish Council meeting held on Wednesday 29<sup>th</sup> August 2018**

**10.1:** Scottish Renewables consultation response. Other Councillor responses were required before submission. The deadline has been extended to 12/11/18. There were no other responses to add to the one made by Cllr Galloway at the last meeting.

**Action: Clerk to send in the response made by Cllr Galloway at the last meeting before the deadline of 12/11/2018.**

##### **10.2: Horse-riding warning signs.**

Quotation from Leiston Press had been circulated prior to the meeting. After a brief discussion, a vote was taken to engage Leiston Press to provide these signs – all in favour.

**Action: Before placing the order, the Clerk to contact the member of public who originally raised the query and ask for suggested wording for the signs. Clerk to ask that if the parish council pay for the sign, will they arrange for the signs to be erected.**

**10.3: Progress report on the mature persons Christmas Lunch.** Cllr Buttle reported that most of the invitations have now gone out and there has been a good response so far. She said that everything else is going well regarding preparations. Cllr Galloway reported that there has been an enormous amount of goodwill from the community regarding this project and that she has received pledges of donations from a variety of people including the landlord from the Poaches Pocket public house.

**10.4: Bonfire Event.** Cllr Buttle also gave a report regarding the Bonfire Event preparations at this point. She said that the organisation had gone very well so far.

**10.5: Recreation Ground – outstanding.** Cllr Buttle volunteered to become the second trustee.

#### **10738 Parish Council Matters**

##### **11.1: To consider the appointment of further Planning Group member (Chairman)**

The present planning group consists Cllr Pulham, Cllr Ellis and Cllr Lumb. The Chairman appealed for a volunteer to join the Planning Group. No one volunteered. It was therefore decided to leave this until after Cllrs Buttle and Lumb have completed the planning workshop in November.

##### **11.2: To consider the future of the Neighbourhood Plan Steering Group.**

Cllr Burslem has stepped down as Chair of the NPSG but is keen to remain in the group and help where he can. The Chairman thanked Cllr Burslem for all the work he has completed in his role leading the steering group. Cllr Burslem reported that he has not yet officially advised the steering group that he is standing down and will do this as a matter of urgency in the next few days. No one from the parish council is currently willing to take over as Chair. It was suggested that the group try to recruit a new non-council Chair at the next meeting. Cllr Galloway reported that there will be some changes coming in to force as a result of the district council merger that may affect any decisions that are taken by the group.

Cllr Revell proposed that the steering group tries to recruit a new Chair and carries on doing its very valuable work.

**11.3: To consider how to attract new Councillors to serve on the parish council (Chairman)**

After a short discussion, it was agreed that Cllr Roberts will develop a strategy for attracting new members of the parish council and will liaise with the Clerk. They will provide a progress report at the next meeting. Cllr Burslem suggested that it is important to communicate the relevance of the parish council to the community to help with this.

**Action: Cllr Roberts to develop a strategy for attracting new members to the parish council in liaison with the Clerk.**

**11.4: Safeguarding Policy re-submission (Cllr Taylor)**

There was an in-depth discussion about the definition and scope of safeguarding in relation to the council. Cllr Taylor will take some of the points made into consideration when revising the policy. Cllr Taylor to circulate the revised policy for approval at the next meeting.

**Action: Cllr Taylor to circulate the revised policy for approval at the next meeting.**

**11.5: To consider the purchase of a Christmas Tree (Cllr Galloway)**

It was agreed that Cllr Galloway and Cllr Buttle will purchase a tree. A budget of up to £100.00 was agreed. The tree will be put up by 8<sup>th</sup> December in time for the mature persons Christmas Lunch.

**11.6: To consider taking over responsibility for the flower tubs in front of the Village Hall (Cllr Burslem)**

Cllr Burslem formally requested that the parish council takes over responsibility of maintaining the flower tubs in front of the village hall. He estimates that this will cost up to £120.00 per year. There was a brief discussion about whether something similar should be done in Carlton. However, no one could think of a suitable location in Carlton. The motion was proposed by Cllr Roberts and seconded by Cllr Buttle. All in favour.

**10739 Planning Matters**

**12.1: Planning Report.**

The Chairman went through the planning report. The following decisions were taken after a discussion about each planning application.

**DC/18/4071/FUL** - Herons Rest, Carlton Road, Kelsale. The decision was taken to **support** this application.

**DC/18/3706/FUL** - 1-2 Curlew Cottages, Curlew Green, Kelsale Cum Carlton Suffolk IP17 2RA. Although the majority do not have any objections in principle for this site to be redeveloped, the decision was taken to **object** to this particular planning application on a number of material considerations. (Please refer to the Planning Report for details)

**DC/18/3236/ROC** - Pitfield, Butchers Rd, Kelsale-cum-Carlton. There was an in-depth discussion regarding this application. The vote was as follows: 4 in favour, 3 against and 2 abstentions. It was agreed that although the parish council is in **favour** of this application, the close vote will be included in the response to SCDC.

**DC/18/4285/FUL** - 10 Dennys Lane, Kelsale-cum-Carlton, IP17 2PD. It was agreed to ask for an extension of the response time on this application to allow a site visit to take place.

**Action: Clerk to request an extension on the response time for this application.**

**12.2: Review of new draft Planning Procedures (Cllr Pulham & Clerk)**

The review is outstanding and will be discussed at the next meeting.

**10740 Financial Matters**

**13.1: Financial Statement since last meeting.**

**Financial Statement since last meeting**

**(a) Income/Receipts**

Barclays Bank - compensation	£300.00
SCDC - Precept - 2nd allocation	£9,612.80
<b>Total</b>	<b>£9,912.80</b>

**Expenditure: (Direct Debits/Standing Orders)**

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

**Bank Balances:**

Current Account as at 31st August 2018 £24,711.83  
Business Saver Account as at 31st August 2018 £12,069.54

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

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

Campaign to Protect Rural England - annual subscription	£36.00
Kelsale Village Hall - Inv 1042 - hall hire	£24.00
Suffolk Association of Councils Inv 20988 - training	£34.80
Suffolk Association of Councils Inv 21045 - training	£31.20
M Mann - Inv 32 - grounds maint	£120.00
Edwina Galloway - reimbursement - Bonfire event	£24.95
Susan Major - reimbursement - flood prevention	£200.00
HMRC	£144.96
E Flight - mileage and expenses (Incl training course)	£67.70
Leiston Press - Inv 37968 – banners - Bonfire	£56.40
Leiston Press - Inv 02676 (correction to include VAT)	£8.00
<b>TOTAL</b>	<b>£804.41</b>

It was agreed to add a payment to Conservation Works Ltd (for work on Spinney Pocket) for the sum of £300.00.

Approval for the above payments was proposed by Cllr Roberts and Seconded by Cllr Buttle. All in favour.

**13.2: To sign and approve the bank statements and bank reconciliations for September and October 2018 (Clerk)**

The Chairman signed the bank reconciliations and checked them against the bank statements.

**13.3: To consider the budget monitoring report (April-October 2018)**

It was agreed that budget monitoring will commence once the new accounting software is being used.

**13.4: To approve a cheque in sum of £1,000 for a float for the Bonfire event (Clerk). As part of expenditure approval.**

This cheque was approved as part of the finance statement see 13.1 above.

**13.5: To consider the arrangements for setting the Budget for 2019/2020 (held over from last meeting)**

After a brief discussion, it was agreed that the Chairman and Clerk will meet separately from the meeting to go through this and report back at the next meeting.

**Action: The Chairman and Clerk to arrange a meeting to discuss the budget.**

**10741 To receive a report from the Village Centre Enhancement Group**

None

**10742 Neighbourhood Plan Steering Group – To receive an update (see separate appendix)**

See item 10738, 11.2 above

**10743 To Receive Reports from Portfolio Holders and Liaison Representatives**

**New Oasis**

Cllr Pulham reported that an issue of New Oasis will be going out before Christmas. He asked for articles to be sent to him as soon as possible.

**Biodiversity action plan**

None

**Emergency officer**

Cllr Roberts reported on the resilience training exercise that had been held at the Village Hall the previous week. A number of issues with the building had been identified by a member of the fire brigade and a health and safety officer present on the day. These issues will need to be addressed in order to comply with health and safety law. It was agreed that a collaborative

approach would be taken in addressing these issues and that an initial meeting between the emergency group, the village hall committee and the social club committee should be organised.

**Action: Clerk to arrange an initial meeting.**

**Tree Warden**

None.

**School**

None

**Footpaths Officer**

None

**VAS**

None

**Recreation Ground**

None

**Sizewell**

None

**10744 Correspondence**

**18.1: Grant request from Leiston & Saxmundham & District Citizens Advice Bureau**

It was agreed to make the same donation as last year.

**Action: The Clerk to find out what donation was made a raise a cheque for the same amount.**

**18.2: Grant request from The Afternoon Club**

After a brief discussion it was agreed that this grant should be paid from funds raised from the Bonfire event. Therefore, a decision on this has been deferred to the next meeting when it will be known how much the event raised.

**18.3: Letter received from CATS thanking the parish council for their donation of £100**

The Chairman read the letter of thanks to the meeting.

**10745 Items for consideration for Inclusion on the next agenda**

Charter between the parish council and Carlton Meres holiday park.

School Parking.

**10746 To consider excluding the public and press**

No considerations were necessary

**10747 Excluded item**

There were none

**10748 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 10.20pm.

The next meeting will be held on Wednesday November 28th at 7.00pm in Kelsale Village Hall.

Signed: ..... Chairman

Dated: .....