

Kelsale-cum-Carlton Parish Council
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Draft

**MINUTES OF THE PARISH COUNCIL MEETING HELD ON WEDNESDAY 12th December AT 7:00PM
IN KELSALE VILLAGE HALL, COMMITTEE ROOM**

Present at the meeting: 1 member of the public

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

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.

10771 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 Hannah reported that he has spoken to the contact in Highways and explained that funds are expected imminently from Carlton Meres to pay for the 'not suitable for heavy goods vehicles' signs. Mr Hannah also confirmed that Carlton Meres have agreed to pay for another grit bin on Rendham Road. Cllr Roberts will arrange this.

10772 Reports

- (a) Report by County Cllr Richard Smith** – sent apologies. No report submitted.
- (b) Report by District Cllr Phillip Dunnett** – sent apologies. Report submitted prior to the meeting and circulated by the Clerk (see appendix 1 below).
- (c) Report by District Cllr John Fisher** – Cllr Fisher reported that he did not have anything to add since the last meeting. Cllr Galloway asked about progress of the draft Local Plan and Cllr Fisher gave a brief summary. Details about this can be found in the report from Cllr Dunnett below.

The Chairman formally opened the meeting at 7.10pm.

At this point, the Chairman welcomed our new co-opted councillor Mr Rob Holden. He was voted onto the council unanimously and stated that he wanted to join the parish council to allow him to become more involved in local issues. Cllr Holden had signed his Declaration of Acceptance of Office in front of the Clerk just before the meeting began and the Clerk had duly signed and dated the declaration.

10773. To receive apologies for absence

There were no apologies received.

10774 To accept apologies for absence - None

10775 To record absence without apologies - None

10776 Declarations of Interest

- (a) To consider any dispensations**

None

10777 To consider the Approval of the draft minutes of the Parish Council meeting held on 28th November 2018

The draft minutes of the **Parish Council** meeting held on Wednesday 28th November 2018 had been circulated to all Councillors prior to the meeting. They were **proposed by** Cllr Roberts for **Approval** and **Seconded by** Cllr Pulham. **All in Favour, 3 abstentions.**

10778 Parish Clerk's Report

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

7.1 Dates for meetings next year.

It was agreed that similar dates for all meetings would be arranged for next year. Cllr Taylor offered the school as a venue for future meetings. This will be taken into consideration.

Action: Clerk to inform the admin team for the Village Hall of all bookings planned for next year.

7.2 Scottish Renewables – Phase 3.5 Consultation Results.

The Clerk reported that Scottish Renewables had decided on building the proposed sub-station on the Friston site. She advised that further details are available via their website.

7.3 Request from BT Openreach to install a Cabinet on Carlton Green.

BT Openreach have put in a request to install a cabinet on Carlton Green in order to provide better internet access for the area. The request was studied in detail by councillors and after a brief discussion a vote was taken – all in favour, 1 abstention. There will be a one-off payment of £837.90

Action: The Clerk to sign the wayleave and return to BT Openreach.

7.4 Digital Mapping Tool available via NALC.

The Clerk reported that she had been sent details regarding a mapping tool from NALC and had requested that councillors look at the literature about it in advance of the meeting. There was a discussion regarding how useful such a tool would be. The conclusion was that more research needs to be completed and a decision deferred until this has been done.

Action: Clerk to research the tool more closely and try to find out if any other local parish councils are using it.

10779 Clerk's Report on urgent decisions

There were no urgent decisions.

10780 Matters arising from the Clerk's report

9.1 Clerk to investigate methods for automating the backing up of parish council files.

Completed. The Clerk contacted Melbek Ltd for advice and they suggested that backing up to Google Drive would be the best solution. Clerk has downloaded and installed the Backup and Synch programme onto the council laptop and automated downloads are being conducted each day. This solution is not perfect because the file structure is lost. There is no cost for this service. The Clerk has decided she will continue to do additional manual backups once a week onto an external hard drive to preserve the file structure.

9.2 Cllr Pulham to draft a notice and pass to the Clerk for distribution regarding the car park.

Cllr Pulham reported that from a legal perspective the parish council have very little power to stop cars parking in the car park for extended periods of time. He said that only the civil trespass law could be invoked, and this could be burdensome. It was agreed that a strongly worded notice and sign would be drafted with the intention of being a future deterrent.

9.3 Clerk to purchase frame for Conservation Area Notice for display and approach a member of the VH committee to ask permission to hang in the committee room.

Outstanding – will organise in the new year.

9.4 Clerk to continue researching the best solution for internet banking for the pc.

The Clerk had already circulated some information regarding the Co-op and Unity Trust banks and will continue to research the facilities from more high street banks in order to complete a thorough comparison of what facilities are available.

Action: Clerk to continue with research and report back at the next meeting.

10781 Matters arising from the Parish Council meeting held on Wednesday 28th November 18

10.1 Reporting of issues raised at public forum. Complete. Responses from Highways as follows:

- **Report 00227792** – Drain clearance on Rendham Road. To be completed within 20 working days.
- **Report 00227783** – Clearance of vegetation obstructing pavement between Dorley's Corner and Tiggens Lane. Does not meet the criteria for action yet. It is being monitored.
- **Report 00227788** – Road sign needing to be replaced. Still awaiting a response.
- **Litter on A12** – There is no method of reporting litter unless there has been fly tipping. For other litter, it is suggested that the community join the 'Spring Clean Litter Pick Scheme'. Norse provide free rubber gloves and litter bags. There is an online form to register. You need to organise your own insurance.

10.2 Invite to Richard Smith. Complete. Cllr Smith diary full until end of year. Will provide dates in the new year.

10.3 Method of spending for unexpected items – (Cllr Pulham, Clerk). The Clerk circulated information about this in advance of the meeting. She reported that there is no limit to spend under the General Power of Competence. However, after the election in May this power will be revoked unless the Clerk gains her CiLCA qualification and two thirds of the council have been elected and not co-opted onto the council. After this the council will have to use Section 137 of the Local Government Act 1972 for spending that does not come under any other spending power available. Spending under this section needs to be accounted for separately and if not use correctly can be challenged by the auditor. She said that although it is highly unlikely that the council would use this power erroneously, it is always good to be cautious and vigilant.

10.4 Carlton Meres weight limit signs – The Clerk drafted and sent a response to Carlton Meres. She received a response informing her that a cheque for the signs was being raised and sent with immediate effect. To date the Clerk has not received the cheque. The Clerk has also tried to speak to the contact in Highways without success. She will report again at the next meeting.

10.5 Mature Persons Christmas Lunch – report (Cllrs Galloway/Buttle) – Cllr Galloway reported that this event was very successful and that they have received a lot of very positive feedback. Cllr Pulham agreed to include an article with photographs in the next edition of New Oasis. Cllr Galloway thanked Cllr Taylor for providing the premises for the event and a big thank you to all the volunteers from the community who helped on the day. The Chairman thanked Cllrs Galloway, Taylor and Buttle for all their hard work in making this event happen. Cllr Galloway also reported that because of all the kind donations of money and food the event had not cost anything this year.

10.6 Strategy for attracting new councillors – update (Cllr Roberts) - Councillor Roberts reported that he had received some information from the Clerk that would be incorporated into what he had already gathered and report back at the next meeting.

10.7 Approval of Budget – final version (Clerk, Cllrs Roberts & Galloway) Cllr Roberts gave a presentation setting out the proposed budget that he, Cllrs Galloway and Pulham and the Clerk had all contributed. A number of suggestions were made on how to improve it. As a result, it was proposed to increase the precept in line with inflation (2.9% or £557). This was proposed by Cllr Roberts and seconded by Cllr Pulham. A vote was taken – all in favour. The Chairman thanked everyone for all the work that had gone into this. The Clerk thanked councillors for their help and support in this, her first budget.

10.8 Draft Charter between Carlton Meres and Parish Council – redraft (Cllr Roberts). Cllr Roberts stated that this is a work in progress and he will report back at the next meeting.

10.9 Maintenance of hedge on main road – volunteer to cut hedge (Cllr Buttle) – Cllr Buttle reported that she had met with a contractor regarding the hedge on main road next to the recreation ground. They had agreed that the hedge was so overgrown that it would be cut down to about 12 inches and the wood that was left over chipped. The leaves and vegetation at the base of the hedge would also be removed at the same time. However, this has been made complicated by the presence of a very rare fungus called the Sandy Stiltball

that must be preserved. A group from the Biodiversity group have arranged to clear the section containing the fungus by hand and the hedge around it will need to be taken down carefully. The contractor has yet to provide a price for the work. It was agreed that Cllr Buttle would seek a second price from an alternative contractor to ensure good value. There was a discussion as to whether encroaching vegetation along the rest of the road that is the responsibility of the County Council should also be cleared at the same time. The County Council are refusing to clear the path at this time as it does not satisfy their criteria for clearance. It was agreed that a price would be sought for this work to be included and then a decision made afterwards as to whether to go ahead with it.

10782 Parish Council Matters

11.1 School Parking (Cllrs Pulham & Taylor) – Cllr Taylor reported that there had been a small accident outside the school this week and there have been near misses reported. She is monitoring the situation.

11.2 Safeguarding Policy – for approval (Cllr Taylor). After a brief discussion it was agreed to approve this policy. Cllr Galloway proposed approval and Cllr Buttle seconded it. A vote was taken – all in favour, 3 abstentions. Cllr Taylor will email a copy of the policy for her files.

Action: Cllr Taylor to provide the Clerk with the final copy of the policy.

11.3 Review of Planning Policy – for approval (Cllrs Pulham & Roberts) – this will be carried forward to the next meeting.

10783 Planning Matters

12.1 Planning Report (contains details of new applications listed below)

12.2 New planning applications since the last meeting:

DC/18/4679/FUL - Church View, Bridge Street, Kelsale-cum-Carlton. Single Storey Kitchen Extension Scheme B.

Decision: Deferred. Extension to response date applied for and granted.

After a vote it was agreed to support this planning application.

DC/18/3706/FUL 1-2 Curlew Cottages, Curlew Green, Kelsale-cum-Carlton, Suffolk IP17 2RA Demolition of existing derelict two cottages and erection of 2 three-bedroom cottages.

Amendment to original application.

After a vote, it was agreed to object to this application on the same grounds as before but to emphasise the issue of lack of parking.

10784 Financial Matters

13.1: Financial Statement since last meeting.

Financial Statement since last meeting

(a) Income/Receipts

Total £0.00

Expenditure: (Direct Debits/Standing Orders)

BT - Telephone £29.52

Elizabeth Flight (Salary) - December 2018 £582.40

Bank Balances:

Current Account as at

Business Saver Account as

(b) Payments made since the last meeting: None

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

Village Hall - Hall Hire £28.00

Cllr Buttle - Expenses - Bonfire Event £34.35

Elizabeth Flight - Mileage & Expenses December 2018 £37.16

Cllr Taylor - Expenses - Pensioners Xmas Dinner £38.10

TOTAL £137.61

The Clerk requested the following payments for approval not on the original list:

- Cllr Buttle – expenses for Bonfire event £34.35

- Citizens Advice Bureau – Donation £200.00
- The Afternoon Club – Donation £200.00
- Cllr Taylor – expenses for mature persons Xmas Dinner - £38.10
- Arnolds Produce – vegetables for Xmas lunch £21.10

After a vote all the above payments were agreed. All in favour – 1 abstention

13.2 To sign and approve the bank statements and bank reconciliations for November 2018. **No bank reconciliation as no bank statement received due to early meeting.**

10785 To receive a report from the Village Centre Enhancement Group

None

10786 Neighbourhood Plan Steering Group None. Cllr Galloway to report when progress has been made.

10787 To Receive Reports from Portfolio Holders and Liaison Representatives

New Oasis

Cllr Pulham reported that the deadline for printing for the next issue is Friday 14th December. The Chairman suggested that in future an extra page could be added because space has been running out in recent issues. Cllr Pulham agreed to take this into consideration.

Biodiversity action plan

None

Emergency officer

None

Tree Warden

School

None

Footpaths Officer

None

VAS

None

Recreation Ground

None

Sizewell

10788 Correspondence

10789 Items for consideration for Inclusion on the next agenda

- Approval for filming on the recreation ground (Cllr Galloway)
- Horse riding warning signs (Clerk)
- Police and Police Liaison – Neighbourhood Watch (Cllr Roberts)

10790 To consider excluding the public and press

No considerations were necessary

10791 Excluded item

There were none

10792 Date of the next meeting

Cllr Galloway thanked Cllr Buttle for purchasing and erecting the Christmas tree and lights. The Clerk said that she had received very positive feedback from residents about the tree. The Chairman thanked everyone for their hard work over the past year and wished everyone a merry Christmas and a happy New Year. The meeting was closed at 9.15pm. It was agreed to hold the next meeting on Wednesday 23rd January 2019 at 7.00pm in Kelsale Village Hall.

Signed: Chairman

Dated:

Appendix 1

Report from Cllr Dunnett

The information I wish to make sure you get is as follows,

There are a lot of working parties at the moment which are meeting on an all to frequent basis getting all the necessary procedures, policies & setting a budget in place as we work towards the formation of the New East Suffolk Council

We of course still have to carry on he business of SCDC.

Much of my time has been taken up with the Local Plan working group. The draft plan has recently been received by the Scrutiny Committee to check that the proper process has been followed. Officers continue to refine & check the documents to ensure that it will be ready to present to Cabinet on the 2nd of January it then goes onto Full Council on the 3rd, it will then be prepared for submission to the planning inspector.

For your information there will be a briefing session at East Suffolk House on Friday 11th January (2- 4pm) for town & Parish councils

Ahead of the consultation period starting on the 14th January,
Please try to attend.

Public drop in sessions will be held on Wednesday 30th January at East Suffolk House (3-7pm)

Monday 4th February at Felixstowe Town Hall (3-7pm)

Wednesday 6th February at Saxmundham Market Hall (3-7pm)

You are all welcome to attend these public sessions.

Finally from me this time may I wish you and the Parish Councillors a very Merry Christmas & happy new year

