

Kelsale-cum-Carlton Parish Council
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Draft

**MINUTES OF THE PARISH COUNCIL MEETING HELD ON WEDNESDAY 23rd January 2019 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 Rob Holden
Cllr Martin Lumb	Cllr Keith Dickerson

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.

10793 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 asked Cllr Roberts about news regarding the provision of the new grit bins on Rendham Road. Cllr Roberts confirmed that they had not yet arrived. Mr Hannah reported that he had received confirmation of a meeting arranged between himself, the parish council and representatives from Carlton Meres (for details see item 10803/10.4 below). Mr Hannah queried a recent planning application for a house and church for the Plymouth Brethren in Kelsale. It was confirmed that the application had been submitted and plans for the house approved, although planning had not yet been granted for the church. Mr Hannah also stated that he had attended a public meeting in Saxmundham regarding the proposed Sizewell C development and had asked EDF questions regarding road layouts in the area. Councillors confirmed that the response to the Consultation will be discussed at the Extraordinary Committee Meeting next week.

10794 Reports

(a) Report by County Cllr Richard Smith – Apologies received (no report submitted)

(b) Report by District Cllr Phillip Dunnett – Cllr Dunnett highlighted the deadlines for both the Final Draft Local Plan and the Sizewell C Consultation (25th February and 27th March respectively) and reiterated how important it is for the parish council to consider and return their responses on both these matters. He also reported that there may be some money available for projects as a result of previous money that had been allocated but not spent and therefore returned to the District Council, which could in theory be redistributed. It may take a FOI request to find out the amounts of money that are available. Cllr Dunnett was pleased to announce that a new Chief Finance Officer had been appointed and would be part of the new East Suffolk Council in May. He said that the new Constitution and logo have been agreed for the new Council. At this point Cllr Roberts asked if there is any Locality money still available that could fund the refurbishment of the old finger post that had been damaged some time ago when hedges were being trimmed in Kelsale. He explained that this post is an original sign from the 1920's and adds historical value to the area. Cllr Roberts agreed to send Cllr Dunnett an email outlining the costs. Cllr Burslem expressed his disappointment regarding the lack of cycle path facilities included in the Final Draft Local Plan. Cllr Dunnett responded by saying that there had been a lot of

discussion regarding cycle lane provision but that the decision had been taken not to be specific in the Local Plan. He added that this did not mean that cycle lanes will not be provided in the area in the future. Cllr Burslem was not satisfied with this response and Cllr Dunnett recommended that Cllr Burslem put in a comment about this in the response to the Final Draft Plan which will be discussed at the Extraordinary Committee Meeting on 30th January.

Action: Cllr Roberts to email Cllr Dunnett with details regarding the refurbishment of the old Fingerpost.

- (c) **Report by District Cllr John Fisher** – Cllr Fisher reported that he had met with Cllr Buttle to discuss ensuring that work on the chainsaw sculptures are commissioned before the end of the financial year otherwise the money agreed to fund them may be withdrawn. Cllr Buttle reported that the original supplier who had been engaged had let the parish council down on a number of occasions and this is why the work has not been completed to date. She has now found an alternative supplier who will provide the sculptures for the same price as the original supplier. She proposed that the second supplier is engaged and will endeavour to have the work completed as quickly as possible. A vote was taken - all in favour.

The Chairman formally opened the meeting at 7.40pm

10795 To receive apologies for absence - Cllr Galloway (attending meeting for Sizewell Consultation meeting), Cllr Taylor (illness)

10796 To accept apologies for absence – all apologies were accepted.

10797 To record absence without apologies – none.

10798 Declarations of Interest – none.

(a) **To consider any dispensations** – none.

10799 To consider the Approval of the draft minutes of the Parish Council meeting held on 12th December 2018

The draft minutes of the **Parish Council** meeting held on Wednesday 12th December 2018 had been circulated to all Councillors prior to the meeting. They were **proposed by** Cllr Pulham for **Approval** and **Seconded by** Cllr Roberts. **All in Favour, no abstentions.**

10800 Parish Clerk's Report

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

7.1 Upcoming Clerks Training – the Clerk listed upcoming training for the election and end of financial year accounting.

7.2 Annual Parish Meeting – Speaker – after a brief discussion it was agreed that the Clerk will contact the farmer from Peakhill Farm and also a representative from the Suffolk Film Archive which is based in Norwich to see if either of them would be interested in speaking at the Annual Parish Meeting in April. She will report back at the next meeting.

Action: Clerk to contact the above to find out if they are available to speak at the APM in April and report back at the next meeting.

7.3 Suffolk Trading Standards Weekly Bulletin - The Clerk has been asked by Suffolk Trading Standards to sign up for their weekly bulletin. They have asked that any relevant information received is included in our newsletters and where appropriate uploaded onto the website. The Clerk has signed up for this and will pass on any information she thinks relevant.

7.4 Section 137 Expenditure: Limit for 2019/2020 - The Clerk has received notification that the limit for Section 137 expenditure for 2019/2020 has been increased to £8.12 per person on the electoral roll.

7.5 Planning Committee complaint – response – The Clerk reported that she had submitted a complaint to the planning committee at Suffolk Coastal District Council due to the lack of notice given for the Ambleside development. She explained that she had received a reply saying that it is the parish council's responsibility to check the web site for updates on upcoming planning committees to find out when planning applications pertaining to the parish are being held. She said that she was unaware that this system was in operation because she had received notifications of planning committees in the past. After a brief discussion it was agreed that the Clerk will check the website regularly for updates and inform the parish council accordingly.

Action: Clerk to schedule the checking of the District Council website planning

committee list.

7.6 Email regarding cars parked in Low Road car park – an email received regarding cars parked in Low Road car park had been circulated before the meeting. After a brief discussion it was agreed that trying to keep a register of car registration numbers for locals who park regularly in the car park would be very difficult to undertake and maintain. Cllr Roberts volunteered to word a notice that can be issued to any suspect cars asking them to desist from parking if they are not eligible to do so.

Action: Cllr Roberts to word a notice and will send to Cllr Pulham for approval.

7.7 Village Hall Hire Fees – The Clerk reported that she has been informed that at the last Village Hall Committee Meeting, fees for hall hire were revised for the Parish Council. From now on the hall will be available to use from 6.30pm until 10.30pm and will cost £20 per evening. Cllr Lumb who had been present at the Village Hall committee meeting provided details. A vote was taken - all in favour and no abstentions of accepting the revised fees.

7.8 Extermination of moles on the recreation ground – the Clerk had received several complaints from residents regarding the proposed extermination of moles on the recreation ground. She had informed the residents that due to the extreme burden of parish council work over the next two months, this issue would not be discussed until the March meeting. Plans for the extermination have been put on hold until the item is discussed.

10801 Clerk's Report on urgent decisions

There were no urgent decisions.

10802 Matters arising from the Clerk's report

9.1 Dates for meetings for 2019- the Clerk reported that she had booked all the meetings with the bookings clerk from the Village Hall, including those for the Extraordinary meeting on 30th January and the public meeting on 6th February. A vote was proposed by the Chairman to accept the dates – all in favour no abstentions.

9.2 Openreach installation of cabinet on Carlton Green – the Clerk reported that the Wayleave had been completed and returned to BT Openreach who had promptly sent a cheque in the sum of £837.90 which has now been banked.

9.3 Digital Mapping Tool. Clerk to conduct further research to determine if good value for money. Outstanding.

9.4 Purchase of frame for Conservation Area certificate. Cllr Roberts offered to provide a frame from his own collection for the parish council to use.

9.5 Solutions for Internet Banking – after a brief discussion, Cllr Roberts proposed a vote to move that the parish council change over to the Unity Trust Bank as they are the only bank that can offer triple authentication with online transactions. A vote was taken – all in favour, no abstentions.

Action: Clerk to start the process of changing banks.

10803 Matters arising from the Parish Council meeting held on Wed 12th December 2018

10.1 Invite to Cllr Richard Smith – the Clerk reported that the arranged date of the meeting (Friday 25th January) has been postponed by Cllr Smith. The Clerk awaits new dates from Cllr Smith.

10.2 Weight limit signs on Rendham Rd – the Clerk reported that progress with this item will not occur until after the meeting when the expenditure for the work has been approved by the parish council. She said that she would post the cheque to Suffolk County Council tomorrow and will report back progress at the next meeting.

Action: Clerk to report back progress at the next meeting.

10.3 Strategy for attracting new Councillors. Update. Cllr Roberts thanked Clerk for the information that she had provided him via NALC. He said that we need to be mindful on being more diverse in our offer to attract as many new potential candidates as possible. Cllr Roberts has agreed to draft some materials and present them at the next meeting.

Action: Cllr Roberts to present draft materials for attracting new councillors for the election in May.

10.4 Draft Charter between parish council and Carlton Meres. Cllr Roberts reported that a meeting to discuss items in the proposed charter has been arranged for Tuesday 29th January at 10.00am at the Carlton Meres offices. Cllrs Roberts and Pulham and Mr Ken Hannah will be in attendance. They will report back on discussions at the next meeting.

Action: Cllrs Roberts and Pulham to report back on discussions at the next meeting.

10.5 Maintenance of hedge on main road - Cllr Buttle reported that she had received two quotations to complete the work, one of which be approved in the Financial section of the agenda (see item 10806/13.3 below). She said that because Kelsale is a Conservation area and with the presence of a protected fungus in the hedge, she has had to seek approvals to have the work done. She explained that work needs to start as soon as possible in order not to interfere with the nesting season.

10.6 Review of planning policy. Update. Cllr Roberts offered to deal with this review in the first instance and report back at the next meeting.

Action: Cllr Roberts to complete the initial review and present at the next meeting.

10804 Parish Council Matters

11.1 Screen Suffolk – To consider allowing the recreation ground to be allowed for filming and providing the permissions – the Clerk reported that as trustee, Cllr Dickerson should sign any permission form to allow filming on the recreation ground. Cllr Dickerson agreed to sign.

Action: Clerk to email Cllr Dickerson a copy of the form to sign.

11.2 Neighbourhood Watch/Farm Watch – Cllr Roberts reported that he has asked a resident if they would be prepared to undertake the role of parish council representative for both the Neighbourhood and Farm Watch. He is still awaiting a response and will report back at the next meeting.

Action: Cllr Roberts to confirm if his contact is willing to be parish council representative for Neighbourhood and Farm Watch in the area.

11.3 Meeting times – to consider ways to cut down on meeting times. The Chairman reported that he had been noting down timings during the current meeting and concluded that the first 6 agenda items took around 2 minutes to complete; the public forum and District Councillors reports had taken approximately 30mins and that these seemed perfectly acceptable. He also said that the practice of circulating information in advance of meetings seemed to be working well, allowing councillors time to read and digest information allowing decisions to be reached more quickly. He stated that he would endeavour to keep future meetings flowing at the right pace, quickly but without rushing. He said that he felt that the overly long meetings that had been experienced in the past few previous meetings were a direct result of the size of the agendas and that this couldn't have been avoided. He said that he would continue to monitor the situation and that if meetings start to get too long in the future, further measures may need to be considered.

11.4 Refurbishment of benches in the village – Mr Ken Hannah reported that he has recently conducted a bench survey. The results of the survey were circulated in advance of the meeting. He stated that one bench is missing entirely. He has already secured one quotation for the cost of refurbishment and on the suggestion of Cllr Roberts will seek another from another local company. Mr Hannah stated that 3 benches were in need of extensive repair and suggested that these should be replaced. Cllr Buttle reminded everyone that as Kelsale is now a Conservation area, care must be taken in choosing the correct design of any new benches. After further discussion, it was agreed that Mr Hannah will get two quotes for both the refurbishment and replacement of the benches and report back to the Clerk who will present these at the next meeting.

Action: Mr Hannah to seek two quotations for refurbishing and replacing benches and send the information to the Clerk to include on the agenda for next months meeting.

11.5 Horse-riding warning signs on Rosemary Lane – the Clerk explained that the type of sign requested by the horse rider concerned was effectively two signs on one pole and as a result had inflated the price beyond what was acceptable. After a brief discussion it was agreed that the original simple sign at the price quoted would be supplied.

Action: Clerk to commission the supply of said signs from Leiston Press.

11.6 Report on PPG (Patient Participation Group) meeting 16/01/2019 – Cllr Major reported that she had been a purely personal member of the PPG for very many years and would be resigning from it with effect from 31st March. At the last meeting of the PPG on 16th January it was agreed that Kelsale Parish Council be invited to become a permanent member of the PPG. A letter will undoubtedly be sent from the PPG to this effect to Kelsale Parish Council in due course inviting them to nominate a member to attend the meetings officially from 1st April on behalf of the Council. Cllr Roberts stated that this role sits under

the portfolio for Health & Community. Therefore, Cllrs Roberts and Dickerson would share responsibility for this after Cllr Major has stood down.

10805 Planning Matters

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

12.2 New planning applications since the last meeting:

DC/18/4840/FUL - 3-4 Oak Cottage, Dorleys Corner, Kelsale-cum-Carlton, Proposal: demolition of attached bathroom and kitchen extension and erection of single storey kitchen and shower room extension. The planning application response date deadline was 15th January. The Clerk asked for an extension to the deadline and it was declined. The Clerk canvassed opinion using Google Forms on Google Drive and collated the responses. This planning application was supported, and the Clerk responded on January 15th.

DC/18/5284/FUL – Teazle Cottage, Curlew Green, Kelsale-cum-Carlton.

Proposal: new single storey side & rear extension together with refurbishment of existing cottage. Replacement of existing flw holding tank with new treatment plant, new oil-fired ch plus oil tank & all other associated works. A vote was taken – all in favour to support this application.

12.3 Appeal for DC/18/3236/ROC - Pitfield – to consider commenting on an appeal for this planning application which has been turned down by SCDC. The Chairman reported that it would be unlikely that this application would win its appeal. After a brief discussion it was agreed that the parish council could no longer add anything to this planning application and that they would not be commenting further on it. A vote was taken to take no further action – all in favour no abstentions.

10806 Financial Matters

13.1: Financial Statement since last meeting. **See Finance Report.**

To approve the financial statement and payments. The Clerk asked to add £50 for winners of the Snips competition. Proposed by Cllr Roberts Seconded Cllr Pulham. All in favour no abstentions. Cllr Roberts requested that bank balances can also be added to the financial report as well as on the bank reconciliation report.

Action: Clerk to add bank balances to the financial report in future.

13.2 To sign and approve the bank statements and bank reconciliations for November 2018. Chairman duly checked and signed.

13.3 To approve quotation for hedge cutting on main road.

- Quote 1 - £1720.00 +Vat – Fran Cousins, Conservation Works Ltd
- Quote 2 - £2620.00 – J B Tree Services & Rob White, Peakhill Farm

The Chairman recommended that Quote 1 be accepted, and Cllr Buttler agreed. The Chairman requested that Cllr Buttler ask for a quote for a maintenance package going forward. A vote was taken - all in favour to commission Conservation Works Ltd to complete the work.

Actions: Cllr Buttler to ask Conservation Works Ltd for a quote for a maintenance package and present it at the next meeting. Clerk to write to the owners of Kelsale Court to ask them to cut the remainder of the hedge along Main Road.

10807 To receive a report from the Village Centre Enhancement Group

Cllr Dickerson reported that the next meeting of the Village Centre Enhancement Group will be held on 28th January 2019 at 7.00pm.

10808 Neighbourhood Plan Steering Group None.

10809 To Receive Reports from Portfolio Holders and Liaison Representatives

New Oasis

Cllr Pulham reported that the next issue of New Oasis will be published at Easter. He asked for contributions for the next edition. He stated that he would like a pdf version of the newsletter to go to on the website.

Biodiversity action plan

None

Emergency officer

Cllr Roberts reported that the Grit bins are all full and that he has recruited more volunteers to look after and maintain them. Cllr Roberts also said that he will circulate information regarding the Warmer Homes campaign.

Tree Warden

School

None

Footpaths Officer

None

VAS

Cllr Lumb reported that he has taken over responsibility for the VAS. He will pass on the software to Cllr Roberts in due course to allow for analysis of data to be completed.

Recreation Ground

Cllr Holden volunteered to learn about this portfolio and will be assisting Cllr Buttle until he can be formally assigned in May after the elections.

Sizewell – none.

Village Hall – Cllr Lumb reported the price review for the hire of the village hall see item 10800/7.7 above for details.

10810 Correspondence

18.1 A thank you letter from Leiston, Saxmundham & District Citizens Advice Bureau for the donation from the parish council was received by the Clerk and shared with the parish council.

10811 Items for consideration for Inclusion on the next agenda

- Signpost quote
- Sizewell C

10812 To consider excluding the public and press

No considerations were necessary

10813 Excluded items

There were none

10814 Date of the next meeting

The meeting was closed at 9.25pm. An Extraordinary Committee meeting has been arranged to take place on Wednesday 30th January at 7.45pm in the Committee Room in the Village Hall to discuss the Sizewell C Consultation and to review the Final Draft Local Plan.

The next Ordinary Committee meeting will take place on Wednesday 27th February 2019 at 7.00pm in Kelsale Village Hall.

Signed: Chairman

Dated: