

Kelsale-cum-Carlton Parish Council
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Draft

**MINUTES OF THE PARISH COUNCIL MEETING HELD ON WEDNESDAY 27th March 2019 AT
7:00PM IN KELSALE VILLAGE HALL, COMMITTEE ROOM**

Present at the meeting: 4 members of the public

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

In attendance: Representatives from Carlton Meres Holiday Park; Mr Matt Purdom (Planning Director); Mr Steve Potts (General Manager, Carlton Meres); Mr Ian Butter (Planning Consultant)

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.

10837 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.

The Chairman welcomed members of the public and representatives from Carlton Meres Holiday Park.

Public Forum was conducted as the first item. A member of the public presented a question regarding the destruction of a hedgerow in Rosemary Lane. He said that he regarded the cutting down of the hedge as a disgraceful action and he felt as though the landowner was trying to wilfully destroy the hedge. He asked if the landowner had been contacted and challenged by the parish council. The Chairman responded by saying that a representative from Suffolk Coastal District Council (SCDC) had been contacted about this already. The parish council won't know if anything illegal has been done until it has been established that the hedge has died as a result of being cut back to the ground on two separate occasions. This is likely to be during the summer when it will be apparent if the hedge has died. In the meantime, the Chairman has requested that the Clerk send a letter to the landowner to tell him how disappointed the parish council is by this action and explain the affect it has had on residents in the village. Cllr Buttle said she would contact the representative from SCDC again to see if any progress has been made and will report back at the next meeting. Cllr Dickerson suggested that an article is drafted for inclusion in New Oasis to highlight this issue.

Action: Clerk to find out who the landowner is and write a letter on behalf of the parish council. Cllr Buttle to contact SCDC for progress on the issue. Cllr Pulham to consider including an article about the issue in New Oasis.

The Chairman welcomed the representatives from Carlton Meres Holiday Park and invited them to speak. Mr Matt Purdom, Planning Director introduced himself and his colleagues to the parish council. He reported that the Area 6 planning application that has been recently submitted has been refused and explained that they have reapplied with a variation of the condition and that they are optimistic that they will get consent as a result. He went on to report that he is aware of the historic legacy issues that have caused strained relationships in the past between the park and the parish council and said that they want to rectify this going forward. He stated that a recent investment of over £7.5 million to improve the park and its

facilities will enable them to manage it as it should have been done in the past. He explained that the company is backed by a venture capitalist company which is why they will always have one eye on expansion. He said that there were plans to build some new lodges once all the environmental assessments have been completed and any issues addressed. The purpose of this meeting was to consult with the parish council before the planning application for this was submitted. At this point the Chairman opened the meeting to questions. Cllr Lumb reported that he had been informed that a food bank delivery had been made to the site in the recent past, suggesting that contrary to the information given by Carlton Meres Holiday Park, there were residents living their full time. Mr Purdom responded by saying that this is in part a legacy issue and that they are putting policing actions in place to ensure that this does not happen going forward. Mr Purdom asked the parish council to supply him with any evidence that comes to light proving that residents are living on the park full time to enable them to rectify this as soon as possible. Mr Purdom and Mr Butters went on to explain how it is in everyone's best interest to ensure that the site licence is not broken. At this point a member of the public brought up the subject of traffic management around the area where Carlton Meres is situated. He explained that already this week there had been a near miss with a vehicle leaving the park. Mr Butters explained that a package of highways measures, including new signage and access improvements are being planned. He also explained that some traffic was using inappropriate routes as per their GPS navigation systems. He said that they were in talks with GPS providers to get these routes removed from their software. Mr Butters said that it is hoped that once these measures have been applied, residents will see an improvement. Mr Purdom asked for letters of support for the proposed highway changes. The Chairman responded by saying that the parish council will respond via the proper planning channels once the planning application has been submitted. Cllr Pulham asked if the parish council could be provided with a copy of the site licence. Mr Butters said that they are still waiting for the final revision, but they will be happy to give the parish council a copy once it is available. Cllr Major asked about the strain on infrastructure in the area, most notably the medical surgery. Mr Potts responded saying that he had personally already made contact with the surgery and had established that there is no evidence to support a large influx of people from the holiday park attending the surgery. He added that there were no records of GPs having to attend the site or deliver medication. Mr Potts said that he is happy to work with the parish council and the surgery together if there are further perceived problems regarding this issue. Cllr Taylor asked if a decision had been made regarding allowing her school children to use the new swimming pool for lessons in the immediate future. Mr Potts responded saying that he will make an appointment to see Cllr Taylor to allow a full discussion to take place. Cllr Buttle asked if their sports facilities would be open to the general public. Mr Potts said that this is more difficult to achieve as they have to prioritise paying holidaymakers over the general public. However, he said that he is keen to include the local community and is open to ideas if a particular group of people need to use the facilities at a convenient time for the holiday park. Both Cllrs Pulham and Roberts said that they had been impressed with the discussion during the evening. The Chairman thanked all three gentlemen for their time and agreed that it had been very positive.

10838 Reports

(a) Report by County Cllr Richard Smith – County Cllr Smith started by saying that he had found the reaction from the representatives from Carlton Meres Holiday Park at the meeting this evening very heartening. He went on to congratulate the extraordinary response that has been made by the parish council to the EDF Sizewell consultation. He was pleased to report that he is getting copies of responses from town and parish councils as well as individuals, giving the County Council visibility of the real reaction in the area. He said that he hoped that Planning Aid England had been of help to the parish council. He also said that EDF will have to listen to the responses as they have been of such high quality. Cllr Burslem then thanked Cllr Smith for his help with getting the potholes repaired on Bridge St. The Chairman thanked Cllr Smith for his comments.

At this point the Chairman took the opportunity to formally thank Mr Ian Galloway for the amount of time, effort and hard work that had gone into the parish council response to the EDF Sizewell consultation. He asked the Clerk to send a thank you letter to Mr Galloway. He also thanked Cllr Galloway for the amount of work she had contributed to the process.

Cllr Galloway responded by saying that she had been ably aided by Cllr Buttle.

Action: Clerk to write a letter of thanks to Mr Ian Galloway.

- (b) **Report by District Cllr Phillip Dunnett** – District Cllr Dunnett reported that tomorrow night (28th March 2019) will be last full council meeting of Suffolk Coastal District Council. The new East Suffolk Council comes into being on Monday 1st April 2019. Between April 1st and the end of the election period a shadow East Suffolk Council will exist. He added that council officers will be available as usual to be consulted if needed. He drew the parish council's attention to a recent letter regarding the new planning arrangements under the new council. He noted that Kelsale-cum-Carlton has been designated to the 'north' area. Cllr Dunnett expressed his sadness that after the elections he will no longer represent Kelsale-cum-Carlton as he will be moving to a new ward due to the new boundary changes. He thanked the parish council for the courteous way they had always dealt with him. The Chairman thanked Cllr Dunnett for all his work and support over the years. He said that he will be missed by the parish council.
- (c) **Report by District Cllr John Fisher** – District Cllr Fisher reminded the parish council that district councillors will still attend the April meeting as shadow representatives of the district council. At this point Cllr Fisher thanked Cllr Buttle for finding a sculptor who has done such amazing work in the recreation ground over the past week. Cllr Buttle thanked Cllr Fisher for providing the funding for it.

The Chairman formally opened the meeting at 7.40pm.

10839 To receive apologies for absence – None

10840 To accept apologies for absence – None

10841 To record absence without apologies – Cllr Ellis

10842 Declarations of Interest – none.

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

10843 To consider the Approval of the draft minutes of the Parish Council meeting held on 27th February 2019

The draft minutes of the **Parish Council** meeting held on Wednesday 27th February 2019 had been circulated to all Councillors prior to the meeting. They were **proposed by** Cllr Dickerson for **Approval** and **Seconded by** Cllr Major. A vote was taken - **all in Favour, 1 abstention.**

10844 Parish Clerk's Report

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

7.1 Forthcoming Parish Council Elections – The Clerk provided an update on the forthcoming parish council elections including the deadline date to receive nomination forms (1st April 2019).

7.2 Review of effectiveness of Internal Audit (2017/2018) – The document had been circulated prior to the meeting. The document was reviewed by the parish council, **proposed by** Cllr Pulham and **seconded by** Cllr Galloway. A vote was taken – **all in favour.** The document was duly signed by the chair.

7.3 Internal Control Statement – The document had been circulated prior to the meeting. The document was reviewed by the parish council, **proposed by** Cllr Pulham and **seconded by** Cllr Galloway. A vote was taken – **all in favour.** The document was duly signed by the chair.

7.4 Review of Internal Financial Controls - The document had been circulated prior to the meeting. The document was reviewed by the parish council, **proposed by** Cllr Roberts and **seconded by** Cllr Buttle. A vote was taken – **all in favour.** The document was duly signed by the chair

7.5 Level of Fidelity Guarantee Insurance - The Clerk has checked the level of Fidelity Guarantee Insurance and this is currently £150,000, which is more than adequate.

7.6 Review of Asset Register – The document had been circulated prior to the meeting. The Clerk raised a number of questions regarding the contents of the asset register. There was a brief discussion by councillors regarding these questions. It was decided to delay agreeing and ratifying these documents until further research had been carried out. Cllrs Roberts and Pulham volunteered to conduct the appropriate research and report back at the next meeting.

Action: Cllrs Roberts and Pulham to undertake full review of the current Asset Register and report back findings at the next meeting.

7.7 End of Financial Year – The Clerk asked that all parish councillor expenses be provided by the end of the day on Friday 29th March to allow her to complete end of financial year procedures in a timely manner.

7.8 Internal Audit – The Clerk informed the parish council that Heelis & Lodge have now been appointed as internal auditors. The Clerk will complete all financial business, collate all the necessary evidence and supply Heelis & Lodge with all data by the middle of April.

7.9 Consider providing essential equipment to Bin Bag Buddies - the Clerk informed the parish council that a resident had brought to her attention a group of school children in the village who had arranged a team to collect litter on a regular basis called Bin Bag Buddies. She requested that the parish council provides means for the children to complete this task as safely as possible. Cllr Roberts suggested getting in touch with Suffolk Norse who will supply gloves, pickers and bin bags on request. Mr Ken Hannah said he will supply the Clerk with the contact details for this. Cllr Roberts also suggested that the parish council could provide a set of tee shirts for the children and have them printed by Leiston Press with their logo on.

Action: Clerk to find out how many and sizes of tee shirts required. Clerk to contact Mr Hannah for contact details of Suffolk Norse. Clerk to get estimate of price to have tee shirts printed.

7.10 Update of Parish Council logo – the Clerk explained that Cllr Buttle had hand drawn a new version of the parish council logo. Cllr Roberts proposed that the parish council accept the new logo in principle. **A vote was taken – all in favour.** Cllr Buttle agreed to have the logo ready to present at the next meeting. She will distribute 4 different versions of the logo in different typefaces to enable the parish council to decide which one to adopt. A date to adopt the new logo will be decided at the next meeting.

Action: Cllr Buttle to circulate the different typeface versions of the logo and present them at the next meeting for a decision.

7.11 Approval of Wayleave to provide Superfast Broadband on Carlton Green – the Clerk explained that she had been contacted by a representative from Suffolk County Council requesting that the wayleave be signed immediately before the scheduled committee meeting as work had been arranged to commence on Monday 25th March. The Clerk had to send a copy of the wayleave to the Chairman to sign and scan and send back to the Clerk, who then passed it on to the contact. She apologised for the irregular nature of this but said that she had effectively been given no choice in the matter.

10845 Clerk's Report on urgent decisions

The Clerk authorised the following:

- The provision of a set of printed copies of the parish council's draft response to Sizwell C which needed to be circulated to all councillors in advance of the meeting.
- The provision of a set of printed copies showing the analysis of the results from the public survey carried out to canvass the views of residents which needed to be circulated before the response deadline of March 29th, 2019.

Leiston Press have presented two invoices for the above, for which approval of payment will be sought under item 13.1 Financial Matters (Financial Report)

10846 Matters arising from the Clerk's report

9.1 Clerk to mount certificate for Conservation Area into frame provided and arrange for it to be hung in the committee room. Outstanding. Clerk apologised for this and said that she would try to get this done before the next meeting.

9.2 Arrangements for APM – Cllr Roberts is now in receipt of the film he has hired to show at the meeting and is hoping to preview it before the screening. A short discussion was had regarding how the event should be publicised. It was decided that due to the number of leaflet drops that had been done so far this year, it would be inappropriate to ask volunteers to deliver another leaflet to every home. Therefore, it was suggested that the parish council purchase two reusable banners (similar to the ones used for the Bonfire Event) and change the date on them each year. The banners would be displayed in the same places as those advertising the Bonfire event. Cllr Roberts agreed to provide the artwork and Cllr Buttle will order the banners from Leiston Press. Cllr Buttle said that the cost will be in the region of £120 per banner. Cllr Roberts **proposed** to approve the expenditure for the banners and Cllr Buttle

seconded it. A vote was taken – all in favour.

Action: *Cllr Roberts to provide artwork for the banners, Cllr Buttle to order from Leiston Press, collect the finished product and mount banners at the same locations as for the Bonfire event.*

After a brief discussion, it was agreed to provide only tea and biscuits for the meeting. Cllrs Roberts, Buttle and Major all volunteered to organise the refreshments on the night.

Action: *Cllrs Roberts, Buttle and Major to organise the provision and delivery of refreshments on the night.*

9.3 Abandoned cars in Low Road Car Park. Cllr Roberts reported that the offending cars have now been removed from the car park.

10847 Matters arising from the Parish Council meeting held on Wednesday 27th February 2019

10.1 Strategy for attracting new councillors for election. The Clerk reported that she had put up copies of the agreed promotional materials in the committee room, both parish council noticeboards and had arranged for copies to be uploaded onto the website and put up in the Poacher's Pocket. She had also requested that posters were put up in the social club and at the school.

10.2 Maintenance of hedge on Main Road. Clerk to write to the owners of Kelsale Court and Kelsale Manor to request the cutting back of their hedges. **Outstanding. To be completed by the next meeting.**

10.3 Screen Suffolk Permission Form. Clerk to return signed permission form to Screen Suffolk. **Completed.**

10.4 Refurbishment of Benches in the village. Clerk to draft a feature to be included in the next edition of New Oasis asking for sponsors for benches. There are 4 sites where benches need to be replaced. **Outstanding. Clerk to contact Cllr Pulham to arrange this.**

10.5 Long term plans for Low Road traffic calming measures. Clerk to request information from Suffolk County Council. **Outstanding. This will be completed before the next meeting.**

10.6 Proposed wedding party to be held on the recreation ground. Cllr Buttle to find out more details. Cllr Buttle reported that she had not heard anymore regarding this. Closing the issue.

10848 Parish Council Matters

11.1 To consider any amendments received with regard to the draft response to the proposed Sizewell C Nuclear Power Station. The Clerk reported that she had not received any substantive amendments for consideration by the deadline of Friday 22nd March. Therefore, there were no amendments to consider. At this point Cllr Dickerson congratulated Cllr Galloway on the detail contained in the response.

11.2 Proposal to approve and ratify the draft response to the Sizewell C&R Nuclear Power Stations. Proposed by Cllr Dickerson, seconded by Cllr Buttle. A vote taken all in favour. Cllr Galloway will deliver the response to EDF in person on Thursday 28th March 2019.

11.3 To consider the purchase of a Licence for the recreation ground. (Carried over from last meeting) Cllr Galloway had circulated an update in advance of the meeting which confirmed that a Licence is not needed for the purposes of the Bonfire event. Cllr Galloway also confirmed that if a licence were needed in the future, the recreation ground is considered as premises.

11.4 To consider the parish council response to Nuclear Power. (Carried over from last meeting.)– Cllr Roberts reported that he will be sending a personal letter as this issue was addressed in part in the parish council response to the Sizewell consultation.

11.5 To consider providing financial assistance to the Village Hall to help to achieve the necessary Health and Safety improvements needed to the building. Cllr Roberts gave a brief report concerning the need of the Village Hall to potentially access funds to help them meet basic Health and Safety compliance issues. A general risk assessment and a fire risk assessment are currently being undertaken and any remedial actions resulting from these will be brought to a future meeting for consideration.

11.6 To consider the adoption of a revised Terms of Reference for Portfolio holders.

Cllr Roberts reported that this may need altering immediately after the election. It was agreed to delay adopting the final format of this document until after the AGM in May.

11.7 Neighbourhood Farm Watch – Carry over to the next meeting.

11.8 Saxmundham Surgery Patients Participation Group (PPG) – Cllr Major thanked Cllrs Roberts and Dickerson for agreeing to take her place on the PPG in May. She reported that she will stay in the PPG in a personal capacity and that the other councillors will represent the parish council going forward.

10849 Planning Matters

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

12.2 New planning applications since the last meeting:

There were no new planning applications when the agenda was circulated on 20th March 2019. Since that date one application had been received and all parish councillors were informed via the google docs feedback form as usual.

DC/19/1061/FUL - 1 The Firs, Main Road, Kelsale-cum-Carlton - Forming shower and utility room and new rear entrance lobby. The parish council discussed this planning application, a vote was taken – **all in favour** of supporting this application.

10850 Financial Matters

13.1 Financial Statement since last meeting. **See separate Finance Report.** To approve the financial statement and payments.

The Clerk asked for the following extra payments to be considered for approval:

Leiston Press - £72.00 – printing and binding of final parish council response to the Sizewell C phase 3 consultation

Kelsale Village Hall and Centre – £612.89 – parish council contribution to their insurance premium

PAYE - £382.60 – to cover until the end of the financial year.

Bank Charges – April 2018 – March 2019 - £28.06

It was **proposed by** Cllr Roberts and **seconded by** Cllr Taylor that both payments contained in the financial report and the extra payments for consideration should be approved. A vote was taken – **all in favour**.

13.2 To sign and approve the bank statements and bank reconciliation for February 2019. The Chairman duly signed the bank reconciliation for February 2019.

13.3 To consider the quotation from C E Ruth Ltd to provide an annual refurbishment contract for Low Road Car Park – Mr Ruth had provided an informal estimate of £250.00 plus VAT to repair the car park this year. It was **proposed by** Cllr Dickerson to provide a budget of up to £250 per year for annual refurbishment of Low Road Car Park. This was **seconded by** Cllr Roberts. A vote was taken - **all in favour**.

10851 To receive a report from the Village Centre Enhancement Group – To begin with, Cllr Dickerson thanked Cllr Galloway for her suggestion to contact Mr Robert Scrimgeour to consult regarding enhancements to the village. Mr Scrimgeour has suggested that an independent consultant may be needed to give specific advice. Cllr Dickerson agreed to get an estimate of costs. Cllr Roberts reported that he had undertaken a great deal of work to clear the back area of the car park. The Chairman thanked Cllr Roberts for all his hard work. Cllr Pulham reported that analysis of electrical cabling that can be moved underground is currently being undertaken by the power company and that this work may be completed next year. Cllr Buttle suggested that before they start this work, the power company should be approached to find out if they would be prepared to install an electricity cable on the recreation ground. Cllr Pulham reported that he had investigated the possibility of replacing the current village post box with an older style one. The cost has turned out to be prohibitive at £6,500.

Action – Cllr Dickerson to establish possible costs of engaging a consultant.

10852 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 said that he plans to include photographs of the tree carvings that are being completed this week on the recreation ground. Cllr Burslem has taken some impressive photographs of the works in progress and will liaise with Cllr Pulham to provide suitable photographs for the publication.

Biodiversity action plan

Cllr Dickerson reported that he has found a volunteer to be Tree Warden who will be taking up their responsibilities in due course. Cllr Dickerson **proposed** that the parish council spend £100 on 4 new swift boxes for the village. This was **seconded** by Cllr Buttle. A vote was taken – **all in favour**. Cllr Dickerson reported that the group are creating a policy for the

control of moles on the recreation ground and this will be submitted in due course. Cllr Dickerson also reported that the Tiggens Lane Open Day will be taking place on 15th and 16th June. Cllr Dickerson confirmed that a circular walk of the village is going to be drafted and will subsequently be published as a village document. Cllr Roberts reported that restoration of the finger post near Maple Farm is progressing well.

Emergency officer – none.

Tree Warden - none.

School – none.

Footpaths Officer - none

VAS - none

Recreation Ground – Cllr Buttle reported that the tree carvings were turning out to be very impressive and that there had been a lot of positive feedback from residents about the project. She said that the sculptor has recommended that the tree trunks are lifted off the ground to preserve the wood for as long as possible. This will necessitate the trunks being lifted onto sleepers. Cllr Buttle to find out the costs for this. Cllr Buttle also reported that two trees that had come down earlier in the year due to bad weather have now been replaced in the recreation ground.

Action – Cllr Buttle to find out the costs of lifting the trunks onto sleepers to keep them of the ground.

Sizewell – none.

Village Hall – none.

10853 Correspondence

None

10854 Items for consideration for inclusion on the next agenda

New planning criteria for East Suffolk Council

Cycle rack

Replacement Parish Clerk

Correspondence from a resident regarding upkeep of the recreation ground

10855 To consider excluding the public and press

No considerations were necessary

10856 Excluded items

There were none

10857 Date of the next meeting

The Annual Parish Meeting will take place on Wednesday 17th April at 7.00pm in Kelsale Village Hall.

The next ordinary committee meeting will take place on Wednesday 24th April 2019 at 7.00pm in the committee room in Kelsale Village Hall.

The meeting was closed at 9.50pm

Signed: Chairman

Dated: