

Kelsale-cum-Carlton Parish Council
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**MINUTES OF THE PARISH COUNCIL MEETING HELD ON
WEDNESDAY 29th JANUARY 2020
AT 7:00PM IN KELSALE VILLAGE HALL, COMMITTEE ROOM**

Present at the meeting:

Cllr Alan Revell (Chair)	Cllr Tim Roberts
Cllr Edwina Galloway (Vice-Chair)	Cllr Chris Burslem
Cllr Claire Buttle	Cllr Rob Holden
Cllr Susan Major	Cllr Simon Ransome
Cllr John Pulham	Cllr Ray Ellis

In attendance: 0 members of the public.

Welcome by the Chairman.

11059 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 no members of the public.

11060 Reports

(a) Report by County Cllr Richard Smith – County Cllr Smith sent his apologies.

(b) Report by District Cllr Stephen Burroughes

Stephen Burroughes pointed out a few items from his report:

- Dog control orders – dog fouling, dogs let off leads, this is designed to remind dog owners of their responsibilities.
- The reducing waste over Christmas, worked well.
- Villages are being encouraged to do more recycling.
- Norse review – this is designed to look at the performance of Norse and how they progress forward with the best practice for the customer.
- The strategic plan for East Suffolk Council is to be launched in a few weeks' time.
- The proposed northern bypass is not being supported by ESC.
- The quotes for funding – improvements to the Village Hall, paperwork has been submitted.

Cllr Major reported that at the recent coffee morning, there was a comment made that the Village Hall was losing money and may have to be sold off.

Cllr Roberts confirmed that the Village Hall building is held in Trust, it would not be able to be sold.

Cllr Burslem said that there are several jobs that need to be completed on the building, but this does cost.

Cllr Roberts commented that there is very little funding available for the upkeep of buildings. Approximately £15,000 is needed for the work on the village hall.

ACTION: Cllr Roberts to liaise with the Village Hall Committee.

Cllr Burslem commented that vast amounts of money has been spent on Felixstowe and

Lowestoft, the local cycle routes are being left behind with very little funding. Stephen Burroughes commented that the new Community Partnership will be useful for local groups and villages to access funding. Cllr Roberts reported that there is a Community Action Suffolk Funding Day at the Ipswich Town Football Club, a representative from Kelsale-cum-Carlton PC should attend. Cllr Revell said that the issue of selling the Village Hall had been raised before and the village as a whole wanted to keep it.

The Chair formally opened the meeting at 19.20.

11061 To receive apologies for absence – Cllr Lumb, Cllr Dickerson and County Councillor Smith.

11062 To accept apologies for absence – Accepted

11063 To record absence without apologies – None

11064 Declarations of Interest – None

11065 To consider any dispensations – None.

11066 To consider the Approval of the draft minutes of the Parish Council meeting held on 11th December 2019

The draft minutes had been circulated and the version now on the website were approved with abstentions from those that did not attend. Proposer: Cllr Roberts, Seconder Cllr Pulham and agreed by all.

11067 Parish Clerk's Report

Scribe

The Clerk commented that she had been in contact with Scribe regarding a duplicate of expenses, and they had offered some training. A training session took place over the phone which was very useful. It also covered changing some of the cost centres and codes. If any further training is required, they are happy to assist.

Transfer of money

The Clerk asked if it would be possible to agree to transfer money into the current account from the savings account so that there is approximately £3000. Cllr Roberts proposed that the Clerk should be able to transfer money from the savings account to the current account to ensure that there is about £3000 in the account, this was seconded by Cllr Pulham and agreed by all.

ACTION: Clerk to ask Unity Trust if there is a way of automatically transferring money from the savings account to the current account when it reaches a certain level.

Attended Courses.

The Clerk reported that she had attended many courses/meetings since the last meeting which include an Internal Audit Course at SALC, a Budget Review meeting at ESC, a Planning Forum and a 'Asset of Community Value - Right to bid' meeting.

Highways and the Village Hall.

The Clerk has reported an overgrown hedge on a footpath to SCC using the online reporting tool, this was following a comment made by a resident at the Coffee Morning. Also contact has been made with the Village Hall Committee to reserve the committee room for all the PC meetings. The VH Cttee would like to know when the Bonfire Night was and also the Christmas Tree lights would be going on, the Clerk agreed to inform them when this had been decided.

11068 Clerk's Report on urgent decisions

None

11069 Matters arising from the Clerk's report

There were no matters arising from the Parish Clerks report.

11070 Matters arising from the Parish Council meeting held on Wednesday 11 December 2019

10.1 Pedestrian steps accessing A12: Cllr Pulham had not yet visited the site as requested at the meeting on the 30/10/19, but the footpath sign has now been identified.

ACTION: Cllr Pulham to visit the site and urges other Councillors to do the same. To be carried over to next month.

10.2 Kelsale Main Road & Bridge Street Mobility Scooter Access: Cllr Roberts confirmed that he had contacted Community Action Suffolk for information and assistance, also contact had been made with ESC and the Disability Adviser Margaret Marshall who had completed some research and agreed that it is the responsibility of SCC. SCC have confirmed that they have no money to complete the dropped kerb, if the pavement was due to be resurfaced then they would drop the kerb, there is no money to complete this as a project on its own.

Stephen Burroughes suggested that Richard Smith may be able to assist with funding.

ACTION: Cllr Roberts to research funding possibilities through County Cllr Smith.

10.3 Fingerpost 'Quality of Place' application and SCC funding. Cllr Roberts reported that the award should be placed on a railway sleeper or a piece of York stone beside the fingerpost. One quote has been sought and that was £140 + cement etc, a second quote had been received, this was £185 and included some reinforcing of the roadside to prevent it collapsing.

ACTION: To carry forward to the priority list.

10.4 River Fromus (Gull): Cllr Major advised the meeting that the Environment Agency had attended last Monday and completed the work.

10.5 Community Partnership Initiative: Cllr Roberts said that he was unable to attend this meeting in November.

ACTION: Cllr Roberts to collect the information for the next meeting.

10.6 Three Communities Link Project: Cllr Revell reported that the area has been taped off for the bicycle racks to allow easy access. Cllr Holden volunteered to assist Cllr Revell with completing the bicycle racks.

ACTION: Cllr Revell and Cllr Holden to complete the cycle racks on the 11/02/20.

10.7 Priority List in Preparation for the 2019/20 Budget: Refer to budget later in the minutes (13.4).

10.8 Enhancement of the Lychgate Area: Cllr Ransome reported that he had sourced a quote for the work to be completed on the Lychgate area, it would be in the region of £450-500. A plan of the suggested work was circulated to the Cllrs. It was commented that the Lychgate area does not belong to the Church.

ACTION: Cllr Ransome to show the plans to the PCC, also to research some possible funding. To add this item to the priority list.

10.9 Carlton Green Defibrillator: Cllr Pulham reported that an offer of £2000 from the Plymouth Brethren had been received to purchase a defibrillator. There would still be the cost of placing the defib. The Carlton Green has been suggested as a suitable location for the defib but a source of electricity would be required. This would be a visible place to anyone driving past. UK Power Networks may complete the electric connection as a contribution to the community.

ACTION: Cllr Revell and Cllr Holden to consider a suitable location.

10.10 Good Neighbour Scheme: Cllr Roberts reported that Keep Britain Tidy and Norse are organising a spring clean day, just waiting for confirmation of the date. It will be a Saturday and the Rural Coffee Caravan could be invited on the same day.

ACTION: Cllr Roberts to report to PC when a date has been confirmed.

10.11 Carlton Community Noticeboard: Cllr Buttle reported that there had been no progress as yet with the noticeboard.

ACTION: Cllr Ransome to liaise with Cllr Buttle and Cllr Holden to arrange a convenient date.

10.12 Sizewell: Cllr Galloway reported that she had attended the Sizewell meeting, and there is nothing further to add. Leaflets from Sizewell are to be delivered to all the local residents. Cllr Roberts commented that there is some discussion re the ring main around the North Norfolk coast, this needs to come further around the coast. Stephen Burroughes said that the

ESC is not happy with the Stage 4 of the consultation, there are a lot of infrastructure issues that have not been addressed.

ACTION: Cllr Roberts to draft a letter to Therese Coffey regarding the PC's concerns and circulate to all Councillors.

10.13 Christmas Lunch: Cllr Buttle commented that the Xmas Lunch went very well with 58 people attending, lots of praise for the meal from those that attended.

ACTION: Clerk to write letter of thanks to the Poachers Pocket for their assistance with the lunch.

10.14 Bin Bag Buddies: Cllr Roberts reported that no invoice had been received as yet for the bin bag buddies equipment.

ACTION: Clerk to sort payment when invoice arrives.

10.15 Village Noticeboard: To carry over to next meeting.

ACTION: Cllr Buttle to email Cllr Burslem re prices for the noticeboard.

11071 Parish Council Matters

11.1 Oasis Newsletter: Cllr Pulham reported that the New Oasis distributors had contacted him and 50 extra copies of the newsletter is required. Easter is the next edition of the newsletter. The SNIPS competition was successfully placed on the website. There were 4 winners of £5 each.

ACTION: Clerk to contact Leiston Press for the cost of 50 additional copies of the newsletter.

11.2 VE celebrations: Cllr Galloway reported that preparations are underway with various items already organised; dancers, old vehicles, street party, fancy dress, bunting etc... The children maybe receiving a commemorative medal, if funding can be sourced. The Chairman has been agreed to read a remembrance poem.

ACTION: Clerk to complete Road Closure form for the 08/05/20. Clerk to check the insurance covers this event. Cllr Burslem to contact Maggie Strutt re any war time information or photographs relating to Kelsale.

11.3 Bin at Spinney Pocket: Cllr Buttle has contacted Norse and they have agreed to empty this bin.

11.4 Recreation Ground and Village Green: Cllr Galloway reported that she had circulated some information to all the Councillors regarding registering the recreation ground as a village green. It was also suggested that the information on the Recreation Ground Charity Commission changes to remove Cllr Dickerson and add the Kelsale-cum-Carlton PC.

Cllr Roberts proposed that the PC registers the Recreation ground as a Village green and amend the details on the Charity Commission website, this was seconded by Cllr Buttle and agreed by all.

ACTION: Clerk to amend details on the Charity Commission website.

11.5 Adoption of policies: Cllr Roberts proposed that the PC adopt the Social Media Protocol for Members, General Privacy Notice, Suffolk Local Code of Conduct & the Grievance and Disciplinary Procedures Policy, this was seconded by Cllr Ransome and agreed by all.

11.6 Community Action Suffolk Membership: It was agreed by all to renew the membership to Community Action Suffolk at no cost to the PC.

ACTION: Clerk to complete membership application.

11072 Planning Matters

12.1 Planning Report - The Planning Report had been circulated in advance and there was one change since the circulation.

DC/20/0231/ADN – Carlton Meres Country Park, Kelsale-cum-Carlton, IP17 2QP

Permission requested for non-illuminated advertisement consent – erection of two flagpoles.

After a brief discussion Cllr Revell asked for a vote to be taken on this application.

Support for the application: 9

Objection to the application: 0

Abstention: 1

Overall decision following the vote was for the Parish Council to support the application.

ACTION: Clerk to advise ESC accordingly.

12.2 New planning applications since the last meeting:

DC/19/5008/FUL – Land adjoining Hilltop, Carlton Road, Kelsale-cum-Carlton, IP17 2NP.

Permission requested for a new detached dwelling.

The Clerk reported that this application had been circulated to all Councillors.

Cllr Pulham reported that the planning group had no objection to this application, there is already an outline permission on the land, this is for full permission of the dwelling.

Cllr Revell asked for a vote to be taken on this planning application.

Support for the application: 10

Objection to the application: 0

Abstention: 0

Overall decision following the vote was for the Parish Council to support.

ACTION: Clerk to advise ESC accordingly.

11073 Financial Matters

13.1 Financial Statement since the December meeting. See Updated Finance Report of 29th January 2020.

All requests for payment were approved. Proposer: Cllr Roberts, Seconder: Cllr Galloway.

13.2 To approve and sign the bank statements: The Bank Statement to 31st December and a financial reconciliation were brought to the meeting and approved and signed by the Chair.

13.3 To agree Internal Auditors: The Clerk reported that currently the other two Parish Councils that she works for both use SALC for their internal audits. SALC is very reliable, the paperwork is usually away for a week and is then returned with a very comprehensive report. Cllr Galloway proposed that we use SALC for the internal audit, this was seconded by Cllr Roberts and agreed by all.

ACTION: Clerk to contact SALC, re internal audit. Clerk to write a letter to Heelis & Lodge stating that there has been a review of procedures.

13.4 Draft Budget 20/21: Cllr Galloway reported that there is no margin in the budget for interest or increase in wages.

Cllr Revell thanked Cllr Galloway, Liz and the Clerk for all their hard work on the budget.

Cllr Pulham proposed that the cost of advertising in the New Oasis be increased to £30 per year instead of £25, this was seconded by Cllr Holden and agreed by all.

It was suggested that the Church be approached regarding the cost of the maintenance for the churchyard.

Biodiversity Group to present a proposal to the PC for the cost of leaflets for the APM, and seeds.

ACTION: Clerk to amend the budget and re-present it at the next meeting.

11074 To Receive Reports from Portfolio Holders and Liaison Representatives

A14: Kelsale Village Hall & Centre

Cllr Roberts to research Grant Aid for the Village Hall and to liaise with the Committee.

D1: Parish Newsletter

Cllr Pulham informed the Councillors that the next edition of the Oasis will be Easter.

E4: Kelsale Village Enhancement & Conservation Area Group.

Cllr Ransome reported that the group are hoping to meet in February in the Social Club. Date to be confirmed and circulated.

B7: Trees and Green Spaces

Cllr Buttle reported that an apple tree is to be planted in the recreation ground in remembrance Reg Solomon. Cllr Buttle commented that a meeting took place to look at some play equipment but waiting for costs and sources of funding.

C1: Bonfire Party Team

Cllr Galloway informed the Councillors that Cllr Buttle had a new gazebo damaged by a gust of wind at the event. It was agreed by all the Councillors that she should order a new gazebo and the PC pay for it.

11075 Items for consideration for Inclusion on the next agenda

Spinney Close – parking
Budget

11076 Correspondence

A letter of thanks for the donation was received from Citizens Advice.
Suffolk Neighbourhood Watch Association sent an email requesting a donation. Clerk to respond stating that the PC is not in a position at the moment to donate.
An email from a resident regarding the parking in Spinney Close had been received. The Chair had responded to this.

11077 To consider excluding the public and press

No considerations were necessary.

11078 Excluded items

There were none

11079 Date of the next meeting

The next meeting to be held on Wednesday, 26th February 2020 at 7.00pm in the Village Hall Committee room.
The Chairman closed the meeting at 21.48.

Signed: Chairman Dated: