

**Kelsale-cum-Carlton Parish Council**  
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**MINUTES OF THE PARISH COUNCIL MEETING HELD ON  
WEDNESDAY 26th FEBRUARY 2020  
AT 7:00PM IN KELSEALE VILLAGE HALL, COMMITTEE ROOM**

**Present at the meeting:**

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

**In attendance:** 0 members of the public.

**Welcome by the Chairman.**

**11080 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.

**11081 Reports**

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

County Cllr Richard Smith reported on a few items:

There is to be no relief road for Ipswich

In the budget, the Council Tax has been agreed to rise by 4% from the County Council. County Cllr Smith said that he thought a 2% increase would have been sufficient, and the people of Suffolk should only pay what is needed and not to put extra in the reserves.

Sizewell C. In 2 days 'time the paperwork for Sizewell C should be sent to the Inspectorate, it is thought this deadline may be missed by a week. The Planning Inspectorate will have 30 days to decide whether to accept the paperwork. If the Parish Council wishes to make a comment at the meeting, you will need to register. The process will take 15-18 months from start to finish. Many communities feel that Sizewell C will change our way of lives.

**(b) Report by District Cllr Stephen Burroughes**

Stephen Burroughes sent his apologies and submitted a written report.

**The Chair formally opened the meeting at 19.10.**

**11082 To receive apologies for absence** – Cllr Lumb, Cllr Dickerson, Cllr Roberts, Cllr Pulham and District Councillor Burroughes.

**11083 To accept apologies for absence** – Accepted

**11084 To record absence without apologies** – None

**11085 Declarations of Interest** – None

**11086 To consider any dispensations** – None.

**11087 To consider the Approval of the draft minutes of the Parish Council meeting held on 29<sup>th</sup> January 2020**

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 Buttle, Seconder Cllr Ransome and agreed by all.

**11088 Parish Clerk's Report  
CIL Forum**

The Clerk had attended a forum at ESC relating to CIL. This money is split into 3 pots. If a PC has a Neighbourhood Plan they may receive an extra 10%, this means that the money is divided as 5% for admin, 15% or 25% to the Parish Council and 70% or 80% goes to the District CIL. The developer has 2 years to pay the money and this is usually paid over 3 instalments. The Parish Council amount is subject capped to £100 per Council Tax dwelling in the parish. CIL money may be reclaimed if it is not spent within 5 years.

**Coffee Morning**

There were a few items that arose at the coffee morning. The Village Hall Committee are looking for some new volunteers. The First Responders from Leiston do not cover the Kelsale area, an email has been sent to the First Responders head office to see if Kelsale is covered. The checking of the Defib was also mentioned. Cllr Holden commented that he checks the defib on regular occasions. Coronavirus was also noted, Cllr Roberts had attended and spoken to the visitors about it and the need not to panic if you feel you have any symptoms. The footpath that runs down from the Church Lane past the Church to Tiggins Lane had been mentioned as this is very wet and slippery at the moment. The Clerk has reported this footpath using the online report tool.

**11089 Clerk's Report on urgent decisions**

None

**11090 Matters arising from the Clerk's report**

There were no matters arising from the Parish Clerks report.

**11091 Matters arising from the Parish Council meeting held on Wednesday 29 January 2020**

**10.1 Pedestrian steps accessing A12:** Cllr Revell reported that he had visited the steps and taken some photographs. The steps could have some gravel placed to eliminate the dips, but overall, they are in good condition. The Highways department have visited, and they have decided that no maintenance work is required. It was agreed that no further action is required but to look again at the steps in the spring/summer.

**ACTION:** Cllr Revell to visit the steps at the end of Rosemary Lane.

**10.2 Kelsale Main Road & Bridge Street Mobility Scooter Access:** Cllr Roberts was absent; it was agreed to pass this item to the next meeting.

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

**10.3 Fingerpost 'Quality of Place' application and SCC funding.** Cllr Roberts was absent; it was agreed to pass this item to the next meeting.

**ACTION:** To carry forward to the priority list.

**10.4 Community Partnership Initiative:** Cllr Roberts was absent; it was agreed to pass this item to the next meeting.

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

**10.5 Three Communities Link Project:** Cllr Revell commented that the cycle racks had been completed. Cllr Burslem asked how people will be aware of the cycle racks. Cllr Revell suggested that the village hall committee place a notice in their existing paperwork about the village hall.

**10.6 Enhancement of the Lychgate Area:** Cllr Ransome reported that he had contacted the Church and shown them a plan for the Lychgate area. The Church warden had commented that the Church has no money for this; the plan would need to be shown to the Diocese and may require a faculty.

Cllr Revell reported that an email had been received from a resident who was commenting about some of the Councillors and the work they undertake to try and enhance the village; the Councillors are unpaid, and they should be appreciated for their work.

**ACTION:** Cllr Ransome to chase the progress of the plan with the Church in a couple of weeks.

**10.7 Carlton Green Defibrillator:** Cllr Revell said that the Poachers Pocket had been suggested as a suitable location for the defibrillator, but it was thought that Carlton Green would be more suitable. The old phone box site was suggested, and possible UK Power Networks could be approached to assist with the connection. Cllr Buttle asked if the refurbished noticeboard and the defibrillator could be placed at the same location.

**ACTION:** Cllr Holden to contact the member of public re advice about the power supply; also, to source the cost of a substantial post to place the defibrillator on.

**10.8 Good Neighbour Scheme:** Cllr Roberts was absent; it was agreed to defer this to the next meeting.

**ACTION:** Cllr Roberts to report to PC when a date has been confirmed for the Rural Coffee Caravan

**10.9 Carlton Community Noticeboard:** Cllr Buttle reported that Cllr Ransome had completed a good refurbishment job on the noticeboard; this may be placed with the defibrillator.

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

**10.10 Sizewell:** Cllr Roberts was absent; it was agreed to defer this to the next meeting.

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

**10.11 Christmas Lunch:** The Clerk reported that she had written a letter of thanks to the Poachers Pocket.

**10.12 Bin Bag Buddies:** The Clerk reported that the invoice for the Bin Bag Buddies equipment had been received and would be agreed for payment this evening.

**10.13 Village Noticeboard:** Cllr Burslem reported that he may have found someone to make a noticeboard for the cost of the materials. The noticeboard on the recreation ground needs to be refurbished. Does the noticeboard require planning permission?

Cllr Galloway suggested that Cllr Burslem contact Robert Scrimgeour for advice re placing of a noticeboard in a conservation area.

**ACTION:** Cllr Burslem to contact Robert Scrimgeour.

**10.14 Oasis Newsletter:** The Clerk contacted Leiston Press for a quote to increase the number of Oasis Newsletters to 550. The increase in cost was £18. Cllr Ransome proposed that we accept the quote and increase the number of copies of Oasis newsletter, this was seconded by Cllr Major and agreed by all.

**ACTION:** Clerk to amend figure on the Budget.

**10.15 VE Celebrations:** The Clerk reported that she had completed the TENS licence and the Road Closure forms, the TENS licence had already been approved. Invitations had been sent to the District Councillors and County Councillors. Cllr Galloway and Cllr Buttle said that preparations for the event are going well.

**10.16 Recreation Ground and Village Green:** Cllr Galloway said that the Parish Council were going to look into registering the recreation ground as a village green. County Councillor Richard Smith suggested that the Clerk should contact the Rights of Way team.

**ACTION:** Clerk to contact the Rights of Way team for advice re registering the recreation ground as a village green.

**10.17 Community Action Suffolk Membership:** The Clerk had completed the membership form and had received the membership certificate.

**10.18 Kelsale Village Hall:** Cllr Roberts was absent; it was agreed to pass this item to the next meeting.

**10.19 Internal Audit:** The Clerk reported that she had contacted SALC re the internal audit. SALC has agreed to undertake the internal audit and a date of the 4<sup>th</sup> May 2020 has been

given to complete this work. The Clerk has also written a letter of thanks to Heelis and Lodge, for undertaking the previous audits.

**10.20 Draft Budget 20/21:** Cllr Galloway reported that she had contacted SALC regarding the staff increase in wages, this had not been a definite answer. County Councillor Richard Smith said that the increase would probably be around 3%. The change in the cost of the Oasis newsletter needs to be placed on the budget. Cllr Galloway had asked Melbeck about the website but they have been unable to give a cost of the changes needed. If Netwise is used to update the website there will be a need to place more money in the budget for this. Cllr Galloway proposed that the Parish Council accept the budget for 20/21, this was seconded by Cllr Buttle and agreed by all.

County Councillor Richard Smith left at 19.55.

## **11092 Parish Council Matters**

- 11.1 Review of Standing Orders & Financial Regulations:** It was agreed by all the Councillors to adopt the Standing Orders and the Financial Regulations.
- 11.2 Adoption of the Electronic Communication & Social Media Policy:** It was agreed by all the Councillors to adopt the policy.
- 11.3 Removal of Persistent & Vexatious Policy:** It was agreed by all the Councillors to remove this policy from the website.  
**ACTION:** Persistent & Vexatious Policy to be removed from the PC website.
- 11.4 Adoption of the General Power of Competence:** It was agreed by all the Councillors to adopt the General Power of Competence.
- 11.5 Website:** Cllr Galloway reported that she had received notification that the website will need to change to accommodate the accessibility regulation that will be in force from September 20. This change applies to the website and the documents to be placed on it. Our current website providers, Melbeck have no idea of what the cost will be to change the website to become compliant. Cllr Ransome said that the computers are able to do the change of font, colour, size of text, etc. Cllr Galloway commented that Melbeck do not know if their website will do the changes, you can purchase a widget which will enable the website to change, but this may not work. Having spoken to Melton PC about the Netwise company, we need to have compliant documents. The website should be partially compliant by Sept 20, there will need to be a statement written by Melbeck in Sept to state that we are working towards the accessibility. There is a course to be held by SALC relating to Websites.  
**ACTION:** Clerk to book a place on the Website course at SALC. Clerk to feed back to Council at the next meeting.
- 11.6 Sizewell:** Cllr Galloway had circulated a draft letter to all the Councillors regarding Sizewell C consultations. Cllr Galloway proposed that the letter is sent to the Planning Inspectorate, this was seconded by Cllr Ransome and agreed by 5 of the Councillors, with 1 abstention.  
**ACTION:** Cllr Galloway to email the letter to the Clerk for distribution as soon as possible.  
Cllr Revell thanked Cllr Galloway for her contributions to the website and the Sizewell letter.
- 11.7 Vehicle Activated Speed Signs:** The Clerk reported that an email had been received regarding the vehicle activated signs. A resident had kindly offered to take charge of moving the VAS and replacing the batteries but would like an assistant to help with this. Cllr Holden volunteered to help the resident with this.  
**ACTION:** Clerk to contact the resident and pass on Cllr Holden's email address.

## **11093 Planning Matters**

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

**DC/20/0692 – St Mary & St Peters Church, Church Lane, Kesale-cum-Carlton, IP17 2PA**  
Permission requested for the Lime trees to the south (front) of the Church to be pollard in order, over a 24-month period starting with eight on the main path up to the Church followed by six, on the south frontage hedge line.

Support for the application: 8

Objection to the application: 0

Abstention: 0

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/20/0348/PN3 – Whitehouse Farm, Lowes Hill, Kelsale-cum-Carlton, IP17 2PQ**

Notification of prior approval for a proposed change of use of an agricultural building to a dwelling house. The building will be converted to provide a 4-bedroom single storey residential accommodation.

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

Cllr Galloway reported that this has been to appeal, and they have revised the plan. It is now a ground floor property, but it is converting a barn with no sides. Cllr Burslem asked if this is a redundant building, what can we object to? Cllr Revell replied that there are some nicely converted barns. If there was no building there, we could object, but there is 6 posts and a roof. Cllr Galloway said that the building is so minimal, that they should be applying for a new build.

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

Support for the application: 0

Objection to the application: 6

Abstention: 1

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

**ACTION:** Clerk to advise ESC accordingly.

#### **DC/19/1027/FUL – Alderlee, Main Road, Kelsale-cum-Carlton.**

An appeal has been made to the Secretary of State against the decision of ESC to refuse planning permission for construction of 10 dwellings.

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

The Council discussed this appeal and a few responses were mentioned; this is not a bad development, there is a mix of houses; parking is an issue as there is not enough spaces; rainwater and drainage is an issue.

Cllr Revell asked for a vote, and 7 voted to remain neutral in our response.

**ACTION:** Clerk to advise ESC accordingly.

Cllr Revell reported that an email had been received from a resident of Rendham Road concerning the flagpoles. It has been suggested that residents in that area should be consulted by the Planning Group if there is another planning application for Carlton Meres.

## **11094 Financial Matters**

### **13.1 Financial Statement since the December meeting. See Updated Finance Report of 26<sup>th</sup> February 2020.**

**All requests for payment were approved.** Proposer: Cllr Burslem, Seconder: Cllr Buttle.

**13.2 To approve and sign the bank statements:** The Bank Statement to 31<sup>st</sup> January 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.

## **11095 To Receive Reports from Portfolio Holders and Liaison Representatives**

### **E1: Biodiversity Group**

Cllr Revell reported that Cllr Dickerson had circulated an email regarding his recent attendance to a Green Print Open Forum.

### **B6: Emergency Planning**

Cllr Revell commented that Cllr Roberts is aware of the Coronavirus and has taken advice from the Emergency Officer, Keith Faulkner-Simpson. Suffolk County Council will advise the PC when necessary of any precautions to be taken.

### **E4: Kelsale Village Enhancement & Conservation Area Group.**

Cllr Ransome reported that the group had met, and minutes of the meeting had been circulated. A resident had contacted Cllr Ransome regarding a fence on the recreation ground. There is a length of about 60m of fencing, about a third is fine but the rest needs replacing. The gate is also rotten. Cllr Buttle asked who owns the fence, does it belong to the PC? Cllr Ransome suggested that this is something that needs to be established. The resident would like the fence to be fixed this year. Cllr Ransome shared a plan of the area of Low Road junction with Bridge Street. This idea is to slow traffic down and enhance the area outside the Village Hall. Cllr Ransome asked what the view was of the Councillors to this idea. Cllr Major commented that there was too much grass outside the Village Hall: Cllr Revell said that there is a lot of tarmac in this area, this would slow the traffic down. Cllr Burslem suggested that the signpost should be moved away from the junction up to the main road. It was agreed by all the Councillors for Cllr Ransome to progress further with the plan.

Cllr Ransome said that the other item mentioned at the recent meeting was the planting of native species around the carpark.

**ACTION:** Cllr Ransome to contact Cllr Pulham re the ownership of the fence on the recreation ground. Cllr Ransome to speak to Highways about the 20mph limit. Cllr Ransome to complete more work on the plan for the junction of Low Road & Bridge Street.

Cllr Burslem is to meet with a resident re archives of the village.

### **B7: Trees and Green Spaces**

Cllr Buttle reported that she had cleared the bus shelters of leaves. Cllr Revell had fixed the broken plank of wood in the bus shelter and had also moved the horse-riding sign but it needs to be modified before replacing. Cllr Buttle said that she had a meeting with Playforce and was waiting for a response.

### **C: Community Event**

Cllr Galloway reported that the marquees need to be washed and dried ahead of the VE day celebration. Cllr Revell said that he is able to wash the marquees but not able to dry them,

**11075 Items for consideration for Inclusion on the next agenda**

**11076 Correspondence**

Already mentioned.

**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, 25th March 2020 at 7.00pm in the Village Hall Committee room.

The Chairman closed the meeting at 21.11.

Signed: ..... Chairman Dated: .....