

Kelsale-cum-Carlton Parish Council
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**DRAFT MINUTES OF THE ANNUAL GENERAL MEETING HELD ON
WEDNESDAY 26th MAY 2021
AT 7:00PM IN THE MAIN HALL OF THE VILLAGE HALL**

Present at the meeting:

Cllr Alan Revell (Chair)	Cllr Edwina Galloway (Vice-Chair)
Cllr Keith Dickerson	Cllr Simon Ransome
Cllr Claire Buttle	Cllr Rob Holden
Cllr Mark Stewart	

In attendance: 0 members of the public.

Welcome by the Chairman.

11397 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.

No members of the public.

11398 Reports

Report by County Councillor Richard Smith

Richard Smith wished to pay tribute to the Liberal Democrat member who came second, the other member may no visit to the area in the campaign to gain votes. There are 31 new Councillors, whom all should meet tomorrow at Wherstead Park. It is the Annual Meeting and new cabinets will be announced. At the end of the 4 years, it is likely that the Blything division will not continue. The new boundary will go as far South as Rendlesham. This is not definite at the moment. Highway's meeting is to take place with Peter Sparrow the new engineer, many of the issues regarding footpaths/roads will be mentioned. Sizewell C – there has been public hearings, Richard Smith was given 5 minutes to talk, and a clear script was written for this. D2 is a better route but at the moment EDF are not considering this. A passing loop at Campsea Ashe for the railway should be considered. The effect on the landscape is very high, there are to be 2 concrete domes with chimneys, very unsightly. The effect on the environment is high, for example Minsmere.

KcCPC had a very well written response. The Queens Platinum Jubilee is to take place in June 2022, there are 12 parishes in the Blything group and Richard Smith is to offer £500 out of his Locality Funding for this event. It is suggested that each village marks this event with a memorial of some kind. Costings of the event and consultation with Richard Smith will be required to ensure funding.

Cllr Revell asked if the Blything name would be continued?

Richard Smith replied that this may not remain in 4 years' time, there will be a re-shuffle due to the number of Councillors.

Cllr Revell commented that he had seen a map from the 1500 and the Blything name was marked on the map. A meeting with Peter Sparrow was mentioned and the KcCPC has a

couple of issues with footpaths.

Cllr Buttle said that Peter Sparrow has placed the footpath near the main road on the Enforcement List. The other footpath has been acknowledged but is currently under a lot of undergrowth. This will take a lot of work to reinstate it.

Richard Smith said that Highways will need to find funding in order to reinstate the footpath.

Cllr Buttle asked where do the KcCPC go next?

Richard Smith said he will mention the footpaths at his meeting with Peter Sparrow and feed back to the PC.

Cllr Galloway asked if there was any progress with the Quiet Lanes as these have been placed on hold whilst the elections were taking place.

Richard Smith commented that he heard nothing but would ask tomorrow as his meeting.

Report by District Councillor Burroughes

No report received from Stephen Burroughes.

The Chair formally opened the meeting at 7.20pm and thanked the Village Hall Cttee for the use of the hall and Cllr Ransome for setting up the room.

11399 Election of Chair for 2021/22 and signing of Declaration of Acceptance of Office Form

The Clerk asked for nominations for Chair. Cllr Holden proposed that Cllr Revell remained as Chair, this was seconded by Cllr Ransome and agreed by all.

Cllr Revell was duly elected as Chair. The Declaration of Acceptance of Office Form was duly signed.

11400 Election of Vice-Chair for 2021/22 and signing of Declaration of Acceptance of Office Form

Cllr Revell asked for nominations for Vice-Chair. Cllr Buttle proposed that Cllr Galloway remained as Vice-Chair, this was seconded by Cllr Dickerson and agreed by all.

Cllr Galloway was duly elected as Vice-Chair. The Declaration of Acceptance of Office Form was duly signed.

Portfolio Holders

11400a Cllr Revell asked if everyone was happy with the portfolio that they had.

Cllr Galloway commented that she wished to handover the website, and the Clerk should be the most suitable person to take this on.

The Clerk agreed to take the role of webmaster on.

Cllr Revell suggested that the Clerk contact Melbeck Technology to obtain the level of cover that is provided with them as webmasters.

ACTION: Clerk to phone Melbeck Technology re website cover.

Cllr Ransome commented that the Village Enhancement group did have 8 members but now only has 4. There has only been one meeting.

Cllr Stewart said that he was happy to join the Village Enhancement Group.

Cllr Dickerson said that he was the only representative on the Patient Participation Group.

11401 To receive apologies for absence – Cllr Ellis and Cllr Harker.

11402 To accept apologies for absence – Accepted.

11403 To record absence without apologies – None

11404 Declarations of Interest – None.

11405 To consider any dispensations – None.

11406 To consider the Approval of the draft minutes of the Parish Council meeting held on 28th April 2021.

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 Dickerson, Seconder Cllr Galloway and agreed by all.

11407 Parish Clerk's Report

VAT refund - £729.57 has been received. Badger building – several residents had contacted regarding various issues concerning the building development on the Main Road. Emails had been sent to Badger Building, also a phone call made to the office, which was not very helpful. A meeting is to take place on site with Cllr Harker and the Clerk in the morning. Internal Audit – the report has been received and a reviewed AGAR form is on the agenda for approval. Training, home/office allowance and the car allowance should not be added on the staff costs. Abandoned car was reported to Norse. Thanks to the village hall for the use of the room. Insurance renewal is on the agenda, this is the second year of three. The cost has increased by 51p. Signs, an email has been received from a resident of East View, thanking the PC for assistance with the road name. Cllr Revell has received an quote to obtain name plates with fittings on, the cost of this is £162.

11408 Clerk's Report on urgent decisions

None

11409 Matters arising from the Clerk's report.

Cllr Revell said that the meeting on site is a good idea.

Cllr Galloway commented that Badger Building had ignored the comments even when photo evidence was included.

Cllr Revell said that approval would be required for the additional expenditure for the road name plates.

Cllr Revell proposed that £162 is spent on the three road name plates, this was seconded by Cllr Holden and agreed by all.

ACTION: Cllr Revell to contact Leiston Press with the agreement of the road name plates.

Cllr Dickerson commented that the Sandy Stiltball Fungus signs are ready to be placed, Cllr Revell agreed to assist with this.

Cllr Revell agreed to monitor the abandoned car in the car park.

11410 Matters arising from the Parish Council meeting held on Wednesday 28 April 2021.

12.1 Low Road – Cllr Revell commented that this was discussed above.

12.2 Recreation Ground Fence – Cllr Revell thanked Cllr Stewart for investigating the ownership of the fence.

ACTION: Clerk to write to the owner of the adjoining house stating that the evidence confirms the fence belongs to them.

12.3 Recreation Ground – Cllr Buttle said that she was unsure if there had been any increase in the amount of dogs mess on the recreation ground.

Cllr Revell commented that the issue of the dog's mess should continue to be monitored. The email from the concerned resident regarding banning of dogs on the recreation ground is a valid point, but the posters are there to deter the leaving of dog's mess. It would be a shame to ban the dogs just because a few people do not tidy up after their dogs.

ACTION: Monitor the recreation ground for any issues.

12.4 Carlton Meres Signage – Cllr Revell reported that no progress has been made regarding the missing signs at the entrance to the Mere road, also the sign directing traffic right as they come out of the Meres has not been erected.

ACTION: Contact a nearby resident re the missing signage, what they suggest is needed.

12.5 Community Newsletter – The Clerk reported that an email had been sent through to the editor regarding the size of the issues of newsletter.

12.6 Asset Register – The Clerk reported that the asset register had been amended.

11411 Parish Council Matters

- 13.1 Kelsale Village Hall:** The Clerk reported that there was no report from the Village Hall this month as one was submitted for the APM on the 17th May and there are no updates.
- 13.2 Quiet Lanes:** Cllr Galloway reported that she was awaiting some information from a SCC meeting, which had not been held yet due to the election.
- 13.3 Power projects/Sizewell C:** Cllr Galloway reported that the final draft of Written Representation in respect of Community impacts for the Parish had been circulated to all the Councillors. All agreed to the submission to the Planning Inspectorate of the final version.

Cllr Revell reported that a good meeting was held with Middleton-cum-Fordley Parish Council and was good to hear the opinions of their new Chair. Cllr Revell commented that there appeared to be a split of opinion with the Fordley Road residents, some in favour of the principle of a potential road closure with it being accessible for cyclists and pedestrians and some not as the needed access to farm equipment. The Chair felt we should be as supportive to the residents of Fordley Road as we could bearing in mind it adjoins our parish. Cllr Galloway said that currently there are no formal plans/proposals received for the Fordley Road, although we have been told there are plans in existence for Pretty Road details of which have not been shared with the PC at present.

Richard Smith suggested that the PC needs to support the views of the resident in KcC.. It was agreed by all, with one abstention, to have a neutral stance regarding Fordley Road until specific proposals have been received.

The Sizewell banners have been erected.

- 13.4 Queens Green Canopy:** Cllr Galloway reported that an email had been circulated regarding this event next year. It is suggested that some trees may be planted. Cllr Revell suggested that the Biodiversity Group should be involved.
ACTION: Cllr Dickerson to discuss ideas with the Biodiversity Group and feedback to the PC. Cllr Dickerson asked to confirm that the PC had agreed for Charles Cuthbert to be the tree warden for the village. Cllr Galloway confirmed that this had been agreed some time ago.
- 13.5 Footpath main road towards Curlew Green:** Cllr Revell commented that this had been covered in a previous item 11398. The footpath the other side of the road remains very narrow. Cllr Buttle commented that as it is bird nesting season now, not much will be happening in the way of clearing. Cllr Revell suggested that the footpath on the Curlew Green side of the road was placed there when the road was the A12, therefore it is the responsibility of the Highways department.
ACTION: Cllr Buttle to talk with the residents nearby to see what they recall about the footpath.
- 13.6 Electricity and water to the recreation ground:** Cllr Stewart commented that an up-to-date quote had been requested from UK Power Networks, and there is no quote from the water company yet. Has the PC ever considered placing a pavilion on the site? Cllr Revell commented that this had been considered in the past. Cllr Stewart said that a water fountain or a post with a tap would be useful. Cllr Revell asked if the PC dug the hole for the pipe works would this be cheaper? Cllr Stewart said that the power connection may have to be rethought if it is too expensive.
ACTION: Cllr Stewart to circulate quotes ahead of the next meeting.

11412 Planning Matter

14.1 Planning Report - The Planning Report had been circulated in advance and there was no change since the circulation.

14.2 New planning applications since the last meeting:

DC/21/2064/FUL – Town Farm, Town Farm Lane, Kelsale-cum-Carlton, IP17 2RJ

Change of use of existing farm buildings to a combination of E(g) uses which can be carried out in a residential area without detriment to its amenity (iii) Industrial Processes, B8 Storage and retention of use of a vehicle repair workshop.

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

Cllr Ransome reported that the Planning Group had tried to look at the application, this would

be a splitting of the existing buildings.

Cllr Galloway asked if the biodiversity had been considered.

Cllr Stewart said that this would improve the look of the site.

Cllr Revell suggested that the PC votes on recording no objection to this proposal. 3 Councillors were in favour of the 'no objection', 2 abstained and there was 1 against.

ACTION: Clerk to advise ESC accordingly of the decision of the Councillors.

DC/21/2205/FUL – Waveney Cottage, Low Road, Kelsale-cum-Carlton, IP17 2NU

Single storey side extension.

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

Cllr Dickerson commented that this is the second extension to the cottage, and they are using the same kind of materials as before, so it is in keeping with the existing building.

All in favour of no objection.

ACTION: Clerk to advise ESC accordingly of the decision of the Councillors.

DC/21/2448/FUL - Holly House, Carlton Road, IP17 2QE

Demolition of garden room and porch. Structural alterations. Erection of a single storey extension and replacement porch and new detached ancillary building.

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

Cllr Ransome said that he had not been able to look at this application.

Cllr Revell suggested that the Clerk emails out the details of the planning application for people to consider and then reply via email to the Clerk.

ACTION: Clerk to email reference number to the Councillors and await response to send to ESC.

11413 Financial Matters

15.1 Financial Statement since the April meeting. See Updated Finance Report of 26th May 2021.

Cllr Dickerson proposed the payments, this was seconded by Cllr Buttle and agreed by all.

15.2 To approve and sign the bank statements: The Bank Statement to 30th April 2021 and a financial reconciliation were brought to the meeting and were signed by the Chairman. All Councillors agreed the reconciliation.

15.3 Review of AGAR figures: The Clerk reported that following on from the Internal report received from SALC, the AGAR figures for the staff costs needed to be amended and the training, working from home and car allowances be removed from the final figure. This was agreed by all and signed by the Chair.

15.4 Insurance renewal: The Clerk reported that the renewal had been received for this year and the cost was £406.65.

It was agreed by all to accept the cost of the insurance renewal.

Cllr Revell asked if Cllr Ransome was aware of the cost of the village hall insurance.

Cllr Ransome said he was aware that the insurance premium had increased due to the value of the village hall increasing.

Cllr Revell said that having spoken with the Clerk, there was some concern that £600 was placed in the budget and a possible total of £700 would be requested.

Cllr Galloway proposed that the PC pays the extra £100, this was seconded by Cllr Holden and agreed by all.

11414 To Receive Reports from Portfolio Holders and Liaison Representative

A14 – Kelsale Village Hall & Centre

Cllr Ransome reported that he would be sorting the planters outside the village hall shortly.

E1 – Biodiversity Group

Cllr Dickerson commented that he would pass on thanks to the other members regarding the presentation at the APM. Tiggins Meadow is to be open to the public on the 13th June 2021.

A2 & A3 Community, Energy and Health

Cllr Dickerson reported that he had attended a meeting of the PPG on the 19th May. The surgery has delivered over 12,000 doses of the Covid vaccine. Currently the average waiting time to speak to someone at the surgery is 35 minutes.

Cllr Galloway commented that the surgery is full, and the school has a waiting list.

Cllr Dickerson said that this will improve as there is a new Doctor starting shortly.

B7 – Trees and Green Spaces

Cllr Buttle reported that the rubber matting was still on the recreation ground as they are awaiting further information from Norse.

Fingerpost – Cllr Holden reported that the fingerpost is still awaiting to be re-attached. The previous quote for this was about £600, a second quote should be obtained.

Cllr Buttle suggested that when the signpost is replaced, it should be moved back slightly from the edge of the road, to prevent it becoming knocked off again.

ACTION: Cllr Holden to obtain another quote for repairing the fingerpost sign.

Cllr Revell said that in an email from a previous Councillor, the car park maintenance programme had been mentioned. The Clerk has contacted Mr Ruth and awaiting a response.

It was agreed to wait for the maintenance work on the car park until after the summer.

11415 Items for consideration for Inclusion on the next agenda

Sizewell, Quiet Lanes, Recreation Ground Fence,

11416 Correspondence

The Clerk reported that an email had been received from St Elizabeth Hospice requesting a donation. It was agreed that no donation could be offered at the moment, but a mention of the request could be placed in the next Newsletter.

11417 To consider excluding the public and press

No considerations were necessary.

11418 Excluded items

There were none

11419 Date of the next meeting

The next Meeting is to be held on the 30th June 2021 at 7pm, this will be held in the Village Hall.

The Chair closed the meeting at 9.10pm.

Signed: Chairman Dated: