

**Kelsale-cum-Carlton Parish Council**  
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**MINUTES OF THE PARISH COUNCIL MEETING HELD ON  
WEDNESDAY 30<sup>th</sup> JUNE 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 Caroline Harker	Cllr Simon Ransome
Cllr Claire Buttle	Cllr Rob Holden
Cllr Mark Stewart	

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

**Welcome by the Chairman.**

**11420 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.

**11421 Reports**

**Report by County Councillor Richard Smith**

Apologies received from Richard Smith.

**Report by District Councillor Burroughes**

Written report received from Stephen Burroughes, and apologies received.

Cllr Revell thanked the representatives of the BSR Energy for attending this evening. The representatives gave a brief introduction of their role in the development of the Solar Park at Town Farm Lane. The total area is to be approximately 70 acres, a EIA screening application has been submitted to ESC planning. There will be a community consultation when all the surveys have taken place. The energy will feed directly into the national grid. The land is currently used for arable farming. Construction access is directly off the A12. There will be some screening around the site to prevent the visual impact of the panels, although much of the area is covered by hedges/woodland. The government are encouraging these sites to reduce the carbon issues. It is anticipated there will be 6-8 vehicle movements per day during the construction period. Cllr Galloway commented that this lane is designated as a 'Quiet Lane', to encourage walkers, cyclists etc. How will the connection to the grid be implemented? The representative replied that this will be on site. The construction period will be 4-6 months. The key point is how would be best to have a public consultation. There is a community benefit for the village, if there should be any projects the village would like to complete this money should assist with it, this is regardless of whether the PC supports the proposal or not. There will be two buildings on site. Happy to email photos of completed sites. There will be a letter drop in the village to make the community aware of the proposal. If this proposal

gets the go-ahead construction will start spring next year. It is important to work with the PC during the consultation process.

ACTION: Representatives to send photos of completed sites to the Clerk for circulation.

Cllr Revell thanked the representatives for attending.

**The Chair formally opened the meeting at 7.45pm.**

**11422 To receive apologies for absence** – The Clerk, Cllr Ellis and Cllr Dickerson.

**11423 To accept apologies for absence** – Accepted.

**11424 To record absence without apologies** – None

**11425 Declarations of Interest** – None.

**11426 To consider any dispensations** – None.

**11427 To consider the Approval of the draft minutes of the Parish Council meeting held on 26<sup>th</sup> May 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 Buttle, Seconder Cllr Holden and agreed by all, with one abstention.

**11428 Parish Clerk's Report**

Badger Building – a useful meeting took place between the site manager, Cllr Harker and myself. This has given us a direct line of communication, which has worked successfully when a comment was received about parking, the site manager resolved this issue the same day. External Audit – this has been completed and all the necessary paperwork has been sent to PKF Littlejohn on the 2<sup>nd</sup> June. Abandoned car – The car which had been left in the car park has now been removed. Car Park – a quote has been received from Mr Ruth for repairing the car park the cost of which is £400 +VAT. Keep Britain Tidy – the Council agreed to sign a petition about the deposit return scheme. An acknowledgement email was received, and this petition will be presented to the Government. Road Diversion – Cllr Galloway asked if the Clerk could investigate the possibilities of the village roads/lanes being used as a diversion route should there be an issue with the A12, both the Highways and the Police would not schedule a diversion through the village, but should an emergency occur, they would make it known that this route is not advisable. ASB recreation ground – any reports of ASB on the recreation ground should be reported directly to the Police via 101. Policies to be re-adopted this evening do not have any changes. Rural Coffee Caravan – a phone call was had with the lady that runs the caravan, she is willing to attend the village and offers a cuppa and a piece of cake. This has been very useful for some villages to try and encourage people back into the community. Hybrid meetings – Stephen Burroughes has kindly offered some funding towards hybrid meetings should the Council wish to hold them. Annual Leave – please note that the Clerk is on Annual Leave on the 16<sup>th</sup> and the 19<sup>th</sup> July 2021.

**11429 Clerk's Report on urgent decisions**

None

**11430 Matters arising from the Clerk's report.**

Cllr Revell said that it is useful to have a form of communication with Badger Building.

The expenditure for the car park of £400 will need to be agreed, having spoken with Mr Ruth some time ago it was agreed that some form of maintenance would be needed on the car park surface.

Cllr Holden proposed that the quote of £400 + VAT to repair some areas of the car park was accepted, this was seconded by Cllr Ransome and agreed by all.

ACTION: Clerk to contact Mr Ruth to formally accept the quote for the car park repairs.

ASB Recreation Ground, if anyone should spot anything please phone 101 and report it, there are several incidents occurring at the moment, benches being broken, evidence of alcohol consumption etc.

Policies – Complaints Policy, Data Retention Policy, Data Breach Policy and the Donations Policy, Cllr Galloway proposed that all the policies are re-adopted, this was seconded by Cllr Ransome and agreed by all.

Rural Coffee Caravan – it was agreed by all that the Coffee Caravan should attend the village. ACTION: Clerk to contact the Rural Coffee Caravan and invite it to the village, preferably the car park site.

Hybrid meetings a good idea for the future, need to find out what funding is available and move forward with the technology needed.

ACTION: Clerk to contact Stephen Burroughes and comment that the PC would like to consider this, and what funding is available.

#### **11431 Matters arising from the Parish Council meeting held on Wednesday 26 May 2021.**

**10.1 Website** – Clerk to contact Melbeck regarding the level of support for the PC website.

**ACTION:** To carry over to the next PC meeting.

**10.2 Low Road Signage** – Cllr Revell reported that he has chased the delivery of the signs, as they have not arrived. Cllr Ransome offered to help put the signs on the posts, Cllr Holden offered to go to Leiston Press to collect the signs, also the Sandy Stiltball signs.

**ACTION:** Update to be provided at next meeting.

**10.3 Recreation Ground Fence** – Cllr Stewart commented that he has spoken with a legal adviser concerning the fence ownership, the land registry map shows a ‘t’ sign which usually indicates the ownership. If the Clerk writes to the legal adviser, they will investigate and give us a response to the ownership. This may cost £150.

**ACTION:** Cllr Stewart to email the Clerk with the details of the email to be sent to the legal adviser.

**Removal of safety matting** – Cllr Buttle commented that three quotes had been obtained for the removal of the rubber safety matting, Norse is the most reasonable quote. It was agreed by all the Councillors to accept the quote from Norse.

**ACTION:** Cllr Buttle to contact Norse and ask for the removal of the rubber safety matting as soon as possible. The inspection report has not been received, so the area is unable to be opened to the public. Cllr Holden offered to chase the company for the report.

**ACTION:** Cllr Holden to contact the inspection company for the report for the play area.

**10.4 Carlton Meres Signage** – Cllr Revell suggested that the Clerk contact a resident regarding the signage, ask if it has been replaced and if not what they recommend the PC should do.

**ACTION:** Clerk to contact the resident regarding the signage.

**10.5 Queens Green Canopy** – Cllr Revell reported that Cllr Dickerson would discuss ideas with the Biodiversity Group.

**ACTION:** Cllr Dickerson to discuss ideas with the Biodiversity Group and feedback to the PC.

**10.6 Footpath main road towards Curlew Green** – Cllr Revell commented that something needs to be done about this footpath as it has now become a Health and Safety issue with pedestrians walking in the road as there is no space on the footpath. Highways do not seem to have moved forward with this, we have asked County Councillor Richard Smith to chase this but the situation of people walking in the road as the footpath is not wide enough has become serious. Cllr Buttle reported that she had received a response from the Highways engineer today, stating that the enforcement team are working on the issue. Cllr Buttle has photographs showing the extent of the safety issues, which she has sent onto Highways.

Cllr Galloway suggested that the Clerk sends an urgent email to the Highways stating that this situation has got very dangerous for pedestrians and needs to be sorted now.

**ACTION:** Cllr Buttle to email the details to the Clerk so she may send a letter to Highways stating the safety issues around the footpath.

**10.7 Electricity and water to the recreation ground** – Cllr Stewart reported that the quote to place electricity on the recreation ground is around £10,000 and the water connection is £2-3,000. It was agreed that this is quite expensive to put an electricity connection on the recreation ground but the water connection could be considered for a drinking water fountain.

A factor to consider is that a water fountain may be vandalised, as many items have been on the recreation ground recently. A tap on the outside of the village hall is being considered, these may have a locked box around to tap to help prevent vandalism.

**ACTION:** Clerk to place this on the agenda for the next meeting.

**10.8 Fingerpost sign** – Cllr Holden reported that there was no update at this present time, he will take photographs to send with the request for the quotes.

**ACTION:** Cllr Holden to take photos of the fingerpost sign and obtain quotes.

### **11432 Parish Council Matters**

**11.1 Kelsale Village Hall:** Cllr Ransome reported that there was a couple of points, the village hall is now open for business there is a yoga class on a Wednesday morning; secondly there is a village show planned for the 18<sup>th</sup> September. The School is to be involved also, with a colouring competition. There is to be a flower festival in the Church at the same time.

**11.2 Quiet Lanes:** Cllr Galloway reported that she has received notification from SCC that every quiet lane that was recommended has approval.

The Councillors thanked Cllr Galloway for her work on this project.

**11.3 Power projects/Sizewell C:** Cllr Galloway reported that there are to be some large hearings to take place over the next couple of weeks. One item being considered is the bridge on Pretty Road. In the Community newsletter there is a short paragraph encouraging residents to air their views on Fordley Road. The potential Sizewell link road will cause issues on this road, this has provided some varying views from residents. Most of the residents in the Kelsale-cum-Carlton parish wish for the Fordley Road to be closed off, but this may cause problems for the farmers.

**11.4 Grass cutting and verges:** Cllr Galloway reported that an email had been circulated to all relating to the grass verges,

**ACTION:** To place on the agenda for the next meeting.

**11.5 Government deposit return scheme:** Cllr Galloway commented that this was voted on by email and the petition had been signed on behalf of the PC.

**11.6 Re-adoption of the Complaints Policy, Data Retention Policy, the Data Breach Policy and the Donations Policy:** Already agreed in 11430.

### **11433 Planning Matter**

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

**12.2 New planning applications since the last meeting:**

**DC/21/2529/FUL/FUL – Carlton Park Industrial Estate, Main Road, Saxmundham, IP17 2NL.**

Erection of 4 No. commercial units (B8).

This application had been circulated to all Councillors.

The PC had no objection to this development.

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

**DC/21/2803/FUL – The Barn, North Green Farm, North Green, Kelsale-cum-Carlton, IP17 2RL**

Conversion of agricultural barn to residential dwelling including the erection of a detached double garage and new vehicular access.

This application had been circulated to all Councillors.

Cllr Revell took a vote on this application, there was one objection, and one abstention and no objection from all the other Councillors.

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

**SCC/0052/21SC – Pitfield, Butchers Road, Kelsale-cum-Carlton, IP17 2PG**

Partial infilling of a disused sand pit with inert soils.

This application had been circulated to all Councillors.

Cllr Buttle commented that all the fridges should be removed before the pit is filled in, this will also mean a loss of habitat for some wildlife.

Cllr Revell suggested that there should be no objection as long as the biodiversity is checked and any fridges removed.

**ACTION:** Clerk to advise SCC accordingly of the decision of the Councillors.

**AP/20/0103/REFUSE – Carlton Meres Country Park, Kelsale-cum-Carlton, IP17 2QP**

Appeal hearing for the use of land for the stationing of 50 no. static holiday caravans, children's play area, recreation space and associated facilities.

This appeal had been circulated to all the Councillors.

It was agreed by all that the previous comments were still relevant, so nothing further to submit.

Cllr Revell produced a plan of the site of Carlton Meres, which was shown to people when the Carlton Meres development was started, this shows signage, direction of traffic etc....

**DC/21/2943/EIA – Town Farm, Town Farm Lane, Kelsale-cum-Carlton**

Screening opinion – the erection of a 21MWp solar PV development.

This application had been circulated to all Councillors.

It was agreed by all that the ecology should be explored carefully.

**11434 Financial Matters**

**13.1 Financial Statement since the May meeting. See Updated Finance Report of 29<sup>th</sup> June 2021.**

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

**13.2 To approve and sign the bank statements:** The Bank Statement to 31<sup>st</sup> June 2021 to be carried over to the next meeting.

**13.3 To note and approve the quarterly accounts.** To be carried over to the next meeting.

**11435 To Receive Reports from Portfolio Holders and Liaison Representative**

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

Cllr Ransome reported that there re several plans for the centre of the village, some of which requires a submission/application to ESC, if the PC submitted this there would be no cost.

Cllr Revell reported that the PC are the custodians of the Village Hall. If the Village Hall Management Cttee ceased to exist, the charity commission would take over the responsibility of finding someone to manage it. The Trustees own the village hall in Trust for the benefit of the entire community.

**A2 & A3 Community, Energy and Health**

Cllr Galloway reported she had received an email from the School requesting a donation from the PC for a defibrillator to be placed on the outside of the building for use by the whole community. The Clerk had forwarded a suggestion for an amount of money.

Cllr Holden said that there was some money already put aside for a second defibrillator.

Cllr Galloway said that the money was never put aside for another defib.

**ACTION:** More information required from the School, carry item over to the next meeting.

Cllr Galloway reported that emails had been circulated regarding the proposed boundary changes, could the Councillors email her with any suggestions.

**A11: Footpaths and Rights of Way**

Cllr Galloway reported that an email was circulated relating to the additional signs for the footpath signs, it was asking if anyone would be able to assist with the task of adding the signage. Cllr Ransome and Cllr Holden agreed to assist with this.

**B6: Emergency Planning**

Cllr Galloway reported that Chris Burslem had sent a report to say that the changes in the

village hall to turn the area into respite facility are ongoing.  
Cllr Ransome reported that they may now have found a builder who will do the changes to the village hall.

**B7: Trees and Green Spaces**

Cllr Buttle commented that a load of bark mulch had been delivered to the recreation ground, it is hoped to organize a working party with equipment to move this into the required sites.

**C1: Bonfire Party Team**

Cllr Buttle reported that she has started to book things for the bonfire night, now is the time to start to get things organised.

**11436 Items for consideration for inclusion on the next agenda**

As listed within the minutes.

**11437 Correspondence**

None

**11438 To consider excluding the public and press**

No considerations were necessary.

**11439 Excluded items**

There were none

**11440 Date of the next meeting**

The next Meeting is to be held on the 28<sup>th</sup> July 2021 at 7pm, this will be held in the Village Hall.

The Chair closed the meeting at 9.30pm.

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