

Kelsale-cum-Carlton Parish Council
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**MINUTES OF THE PARISH COUNCIL MEETING HELD ON
WEDNESDAY 24th NOVEMBER 2021
AT 7:00PM IN THE MAIN HALL OF THE VILLAGE HALL**

Present at the meeting:

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

In attendance: 7 members of the public.

Welcome by the Chairman.

11525 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.

All the members of the public present were there to listen to the presentation by Development Manager Jonathan Clogg on behalf of Roger Skinner, Carlton Industrial Site, and ask questions following on from it.

11526 Reports

Report by County Councillor Richard Smith

Absent

Report by District Councillor Burroughes

Written report received from Stephen Burroughes, and apologies received.

Cllr Revell invited Jonathan Clogg to introduce himself and proceed with the presentation.

Jonathan Clogg explained that he was representing Roger Skinner and was the development Manager for the Carlton Park Industrial Site.

The site is currently 160,000 square feet of industrial unit to be built which will employ 180-200 people. The Local Plan identifies the Carlton Site as an important employment hub. In the past the site was owned by the MOD as a store's depot in the Second World War. The site has grown over the years, with B1a offices, B1b, B2 general industrial, and B8 warehousing. The Local Plan identifies the need for further development in this area. The proposal is for an additional 96,000 square feet. It was agreed, following in from a Zoom meeting earlier in the year, that a follow up meeting would be arranged to inform the PC of the updates. The application has many disciplines to go through, including drainage, traffic implications etc. It is hoped that the application will be ready to go to the Planning Department in early December. The application is all self-contained, with the parking for HGV's etc on site. There are no external yards for builders' yards. There will be no streetlights, the roads will be private and managed well. If the development is approved, it will start next Spring, there will be street lighting but it will be low level on 1m high pillars rather than conventional street lights on 4m poles. The close by Carlton

Church is Grade 2 listed, and this has been considered carefully in the plans. The Pillbox will remain. Enhanced planting will take place along the Western boundary to create a wildlife corridor. There is to be a wildlife zone, which will include a pond, natural flowers, a badger location. Taking care of the ecology is very important. Any common Newts, Slow worms will be catered for.

Cllr Revell asked what the distance was between the west of the site and Carlton Hall.

Jonathan replied that is about 58 metres. The heights of the buildings proposed are between 7.5 and 10 metres. The single storey café will be 4.5 metres, from ground level.

Cllr Dickerson asked what was happening with the soil.

Jonathan replied that some of the soil will be used on site the rest will be taken away.

A member of the public (MOP) enquired how far the proposed café is from the road and their property?

Jonathan replied that the distance is about 54m.

MOP asked if the additional neighbours have been spoken to, those living the opposite side of the road.

Jonathan replied that the other neighbours have not been spoken to as there is a hedge between them, and the impact is less.

MOP asked if the café could be moved to the other side of the site, where the current car park is sited.

Jonathan said that those comments have been looked at and the change of sites between the car park and the café is not viable.

MOP asked if the traffic has been considered, will this be 24/7 usage from HGV's.

Cllr Revell responded that Carlton Road has a weight limit on it, so the old A12 will be the main road access for the site.

Jonathan said that Monday-Friday the site will be busy, with the weekends being lighter usage.

MOP asked about the water drainage for the site.

Jonathan said that the site will have surface water drainage, which will be reabsorbed into the ground, the sewage will go into the drains on site where it will be treated by a sewage treatment plan, where clear water will then be produced and then reabsorbed into the ground or sent out into the local river.

6 members of the public left at 7.53pm.

Cllr Dickerson asked if an Ecological Assessment had been undertaken.

Jonathan replied that 4 assessments have been undertaken and sent through to the ESC. These are not available to share due to the inclusion of the location of badger setts, but a summary could be sourced after the planning application has been submitted.

Cllr Dickerson said that the Biodiversity Group would like to complete a survey on the site which Jonathan agreed but only after the planning application has been submitted.

Cllr Buttle asked if any more consideration had been taken to providing School car parking.

Jonathan said that this is not possible as the School is too far away and they do not own the land closer.

Cllr Ransome asked if the proposed site was visible from Carlton Park.

Jonathan said that the site is surrounded by a mound and trees.

Cllr Revell said there will be a light pollution impact from the proposed site.

Jonathan replied that there will be task lighting, not 24/7, there will also be a 3m high acoustic screen.

ACTION: Jonathan to forward draft proposed plans to the Clerk for circulation to the Cllrs.

Jonathan Clogg left the meeting at 8.05pm.

MOP stated that the café is going to be an issue.

Cllr Revell said could the buildings nearer to Carlton Park have restricted use, to help remove some of the impact.

1 member of the public left at 8.10pm.

The Chair formally opened the meeting at 8.10pm.

11527 To receive apologies for absence – Cllr Harker, Cllr Weaver, District Councillor Stephen Burroughes and County Councillor Richard Smith.

11528 To accept apologies for absence – Accepted.

11529 To record absence without apologies – Cllr Ellis.

11530 Declarations of Interest – None.

11531 To consider any dispensations – None.

11532 To consider the Approval of the draft minutes of the Parish Council meeting held on 27th October 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 Ransome and agreed by all.

11533 Parish Clerk's Report

Queens Green Canopy – packs of trees are still available, and there are approved plaques that may be purchased at a cost of £85 +VAT. Nativity on the recreation ground is to have a donkey and sheep. Remembrance Sunday service was well attended. VAT refund of £1051.73 has been received. At the coffee morning a couple of residents has asked about a gully clearing and a footpath clearing. These has been forwarded to SCC and ESC and the residents informed. Scribe – I attended a webinar about budgeting and forecasting. Draft budget is included on the agenda for discussion. Car Park - this was closed earlier in the month for some maintenance; do the Councillors this has been adequately completed. Advertising revenue – there has been a couple of outstanding invoices which I have chased, and Liz is working to encourage more businesses to advertise in the newsletter. Norse – two emails have been sent to Norse requesting the grass cutting invoice, the emails have not been acknowledged.

11534 Clerk's Report on urgent decisions

None

11535 Matters arising from the Clerk's report.

Cllr Revell said that he will contact Mr Ruth to see if the car park work has been completed.

11536 Matters arising from the Parish Council meeting held on Wednesday 27 October 2021.

10.1 Main Road Ditch – Cllr Buttle said that NJB Contractors are aware of the need to start as soon as possible but as yet no start date has been confirmed.

ACTION: Cllr Buttle to update the Council with a start date for the work when given.

10.2 Spinney Pocket – Cllr Buttle said there was no update.

ACTION: To carry over to the next month.

10.3 Carlton Meres Signage – Cllr Revell suggested that this should be postponed until the planning appeal has been confirmed, where one of the conditions was further signage.

ACTION: Carry over to the next month.

10.4 Fingerpost sign – Cllr Holden said there was no update.

ACTION: Carry over to next month

10.5 Kelsale Village Hall – Cllr Revell said he was unsure if Cllr Harker had mentioned the benches at the latest VH meeting.

ACTION – Carry over to the next month.

10.6 Trees on the Car Park – Cllr Buttle met with Nick Newton, ESC Tree Officer, who suggested that the conifer trees be removed, and the maples remain. A tree surgeon has quoted £2,480. There are 2 more quotes to follow. The bank on the edge of West View opposite the entrance to the recreation ground needs to have the conifers reduced to the

height of the fence, this would cost an additional £350.

ACTION: Cllr Buttle to collect further quotes for the removal of the trees.

10.7 Layby – Cllr Stewart reported that to find the ownership of the layby would mean a land registry search which would cost money and maybe not give any specific result.

Cllr Holden asked if blocks could be placed on the layby to prevent people from stopping there. Cllr Stewart said that the blocks would not be a suitable answer, the owner uses the area to access the fields.

Cllr Revell said the resident that litter picks the area, does not find pleasant things.

It was agreed to wait and ask residents if they know who the owner of the area is.

11537 Parish Council Matters

11.1 Kelsale Village Hall: Cllr Ransome read out a verbal report from the Village Hall Committee. Plans have been circulated to the Social Club showing the proposed changes to the Village Hall. A meeting with Robert Srimgeour was very useful. A new quote for the front of the village hall has been received, and it is £6,000 which is much less than the first quote. Two contractors have quoted to complete the exterior painting.

The Councillors looked at the two quotes and Cllr Ransome proposed the quote from Martin Ling, this was seconded by Cllr Stewart and agreed by all.

11.2 Power projects/Sizewell C: Cllr Galloway reported that she will attend a meeting which is to be held at Snape on Monday, any important points will be circulated to the Councillors. A meeting has taken place with the Chairman of Middleton-cum-Fordley Parish council and the Highways Team. Notes from the meeting have been circulated to all. What kinds of traffic calming measures would be suitable for Fordley Road?

Cllr Dickerson suggested that the road is closed apart from access for pedestrians and cyclists.

Cllr Galloway said that she would feedback our comments. There should be an update from the Planning Inspectorate by the 14th January 2022.

11.3 BSR Energy Proposed Solar Park – Cllr Galloway commented that there had been no update on this.

Cllr Dickerson said that the sale of BSR energy may have an impact on the go ahead.

Cllr Ransome said that a new company would need to keep the promises already negotiated.

Cllr Revell said that County Councillor Richard Smith will help support the parish with the solar park.

Cllr Galloway commented that when the formal planning application is submitted, then our comments can be reported.

11.4 Funding for the recovery of the footpath: Carry over to the next meeting.

11.5 Bonfire event: Cllr Buttle commented that the event went very well, thanks to those that helped with this. A profit of £936.20 was left after all expenses have been paid. If anyone would like to take over the Bonfire Event next year, then Cllr Buttle would be happy to pass it on.

Cllr Revell suggested that the Bonfire event tasks should be delegated to others to share the job.

Cllr Galloway proposed a vote of thanks to Cllr Buttle, this was agreed by all

11.6 Christmas Tree: Cllr Buttle said the tree is to arrive on the 6th December, Cllr Holden, Cllr Ransome and Cllr Weaver to assist with the erection of the tree.

11.7 Queens Green Canopy – Cllr Dickerson said that this has been discussed at the recent Biodiversity Group meeting. They have located a possible site for a copse with new trees planted on the Pitfield Site, which could be dedicated to the Queens Green Canopy. There are also many sites for new hedges including Rosemary Lane.

ACTION: Cllr Dickerson to report to the January meeting.

11.8 Spinney Pocket Park – Cllr Dickerson said that the Biodiversity Group had submitted a management plan in Spring 2020 but there had been no budget at that time to fund it. This included the thinning out of some of the trees to allow more light to reach the ground. The Biodiversity Group would mark the trees intended to be removed. We could then plant sn

understory of Hazel, Holly and Spindle and seed more wildflowers. £2,000 is required for a project to get the wood into a suitable state where it could be managed more cheaply on an annual basis. Could this amount be included in the PC budget?

11538 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/21/4962/VOC – Land Off Main Road, Kelsale-cum-Carlton.

Variation of Condition No's 2, 5 and 13 of DC/18/2621/FUL – Erection of 44no. new dwellings with associated new access road – revised drawings, no additional electricity or gas metre boxes, rainwater pipes, external flues, ductwork, soil stacks, soil vent pipes, or any other pipework shall be fixed to the exterior of the buildings, other than those shown on the drawings hereby approved, or approved via condition 4 unless otherwise agreed by the local planning authority and no external lighting (including street lighting and domestic scale motion controlled security lights) shall be installed without the prior submission and approval of an external lighting scheme (including position and height of mounting features, height and angle of lights including aiming points, light fixing type, size and appearance, and the luminance levels). There after only the approved lighting scheme shall be installed and maintained in that form.

This application had been circulated to all Councillors.

The Councillors had no objection to this application.

ACTION: Clerk to notify ESC of the PC's decision.

DC/21/4802/FUL – Land at Cherry Tree Cottage, Curlew Green, Kelsale-cum-Carlton

Erection of annex.

This application had been circulated to all the Councillors.

The Councillors voted on this application, 0 in favour, 4 not in favour and 3 abstentions.

ACTION: Clerk to notify ESC of the PC's decision.

DC/21/4817/P3Q – The Old Cattle Barn, Green Farm, Rendham Road, IP17 2QN

An application for prior approval to convert an existing agricultural building to a single residential dwelling under class Q of the Town and Country Planning (General Permitted Development) (England) Order 2015.

This application had been circulated to all the Councillors.

The Councillors are not in favour of this application.

ACTION: Clerk to notify ESC of the PC's decision.

DC/21/5074/VOC – Carlton Park Industrial Estate, Ronald Lane, Kelsale-cum-Carlton

Variation of Condition No.8 of DC/21/2529/FUL (Erection of 4 no. commercial units (B8))

This application had been circulated to all the Councillors.

The Councillors had no objections to this application.

ACTION: Clerk to notify ESC of the PC's decision.

11539 Financial Matters

13.1 Financial Statement since the September meeting. See Updated Finance Report of 22nd November 2021.

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

13.2 To approve and sign the bank statements: The Bank Statement to 30th September 2021 and the 31st October 2021 plus financial reconciliations were agreed and signed by the Chairman.

13.3 To approve the Quarterly Accounts

Circulated to all the Councillors. No comments received.

13.4 Draft budget 2022/23.

Cllr Revell said that some time had been spent on the draft budget. It was agreed that a cheaper broadband and phone line should be investigated.

Cllr Galloway commented that she had found a copy of the minutes sent from the Village Hall Cttee which stated that they would contribute £180 per year towards the broadband. Cllr Revell agreed that the cost of the broadband should be shared between three, the PC, the Sports and Social Club and the Village Hall.

It was agreed to remove the Councillors mileage expenses of £450.

Cllr Revell said that £2000 is needed for the Spinney Pocket, and this is not able to be taken from the CIL money.

Cllr Galloway commented that a lot of work has taken place on the Spinney Pocket in the past, then it has been left and not maintained.

Cllr Buttler asked if there could be a working party to undertake the work in the Spinney Pocket.

Cllr Dickerson said that it would not be possible for a working party to carry out all the work needed as some of the trees would have to be removed by a licensed chainsaw operator.

ACTION: Present the amended draft budget at the next meeting.

11540 To Receive Reports from Portfolio Holders and Liaison Representative

A2 & A3: Community, Energy & Health

Cllr Dickerson commented that he and Cllr Major had attended a PPG meeting on the 17th November. The surgery is to have a new Doctor join the group on the 1st Feb. Within the next 5 years there will be a new One Stop Shop surgery, next to the Main Road, where the site has been cleared. The Care Navigation system will stay but the phone system is changing to a call back system. A new electric vehicle has been purchased to use for deliveries and to pick up people who were not mobile enough to get to the surgery. There will also be a new website to provide useful information to the community.

11541 Items for consideration for Inclusion on the next agenda

As listed within the minutes, draft budget, precept request

11542 Correspondence

11543 To consider excluding the public and press

No considerations were necessary.

11544 Excluded items

There were none

11545 Date of the next meeting

The next Meeting is to be held on the 8th December 2021 at 7pm, this will be held in the Committee Room of the Village Hall.

The Chair closed the meeting at 9:31pm.

Signed: Chairman Dated: