

**Kelsale-cum-Carlton Parish Council**  
21 Ferry Road, Orford, Woodbridge, Suffolk, IP12 2NR,  
Tel:07595757380 E-mail: [clerkkelsalepc@gmail.com](mailto:clerkkelsalepc@gmail.com)

**DRAFT MINUTES OF THE PARISH COUNCIL MEETING HELD ON  
WEDNESDAY 8<sup>th</sup> DECEMBER 2021  
AT 7:00PM IN THE MAIN HALL OF THE VILLAGE HALL**

**Present at the meeting:**

Cllr Alan Revell (Chair)	Cllr Simon Ransome
Cllr Edwina Galloway (Vice-Chair)	Cllr Mark Stewart
Cllr Traci Weaver	Cllr Caroline Harker

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

**Welcome by the Chairman.**

**11546 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 present.

**11547 Reports**

**Report by County Councillor Richard Smith**

Apologies received.

**Report by District Councillor Burroughes**

Written report received from Stephen Burroughes, and he was able to join the meeting via Zoom.

Stephen Burroughes summarised his written report. Following on from the Prime Ministers report this evening, that stated people are encouraged to work from home, if possible, connectivity for PC's is becoming more important. Councillors at the moment, if they join via Zoom are unable to vote on a decision, but hopefully the Government will investigate this. Funding for Bio-diversity in the community is available, the link is in the report circulated. Treebilee is proving very popular with many PC's already signed up for an oak tree. The funding for the Village Hall exterior decorating will be with the PC soon. There is a digital audit being undertaken with the assistance of SALC, to check what connectivity the village halls and community buildings that the PC's use have, there may be assistance with items such as fibre connection and screens. The Environmental Strategy is designed to assist with energy saving, insulation and energy bulbs.

Cllr Weaver commented that funding is being sought from the Community Partnership group for a zip wire for the recreation ground. It is also important for the community to consider the electric charging points.

Stephen Burroughes reported that suitable sites are being sought for the electric charging points. It is possible that in the future electric charging points will be added to building regulations for new properties.

Cllr Weaver said London Councils (Kensington, Westminster, etc) are using the electricity from streetlights to charge vehicles and pointed out that there is a streetlight on the car park.

Stephen Burroughes asked who owns the parking area in front of the Village Hall. Cllr Ransome reported that the Village Hall owns part of it, but the Guildhall has access over the area to the property. The Village Hall Trustees may decide to clarify this in time. There is a plan to do some changes to this area, as currently it is too high, and the drainage is back to the building which is making the committee room damp. It would also be an idea to incorporate a disabled parking space on what is currently the road, this would make a sharper turning into Low Road and would slow traffic down. Also allow a space for one of the oak trees.

Stephen Burroughes commented that this plan may be something that he could assist with giving some funding. County Councillor Richard Smith may also be able to assist with funding, it could be a joint fund from ESC and SCC.

In July 2023 ESC will cease the current contract with Norse and will be starting their own company.

Cllr Revell thanked Stephen for attending our meeting. The PC would be interested in a screen to enable attendees to a meeting to join remotely. The village has a very helpful Bio-Diversity Group who are wishing to undertake some work in an area of Woodland are looking for some funding up to £2,000. The budget for the PC is very tight, so any additional funding would be great.

Stephen Burroughes suggested the group applies for funding and uses the link on the ESC report.

Cllr Weaver volunteered to be the representative for the PC at the Community Partnership meetings.

**The Chair formally opened the meeting at 7.28pm.**

**11548 To receive apologies for absence** – Cllr Holden, Cllr Buttle, Cllr Dickerson and County Councillor Richard Smith.

**11549 To accept apologies for absence** – Accepted.

**11550 To record absence without apologies** – Cllr Ellis and Cllr Major

**11551 Declarations of Interest** – None.

**11552 To consider any dispensations** – None.

**11553 To consider the Approval of the draft minutes of the Parish Council meeting held on 24<sup>th</sup> November 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 Ransome, Seconder Cllr Stewart and agreed by all who attended.

**11554 Parish Clerk's Report**

Queens Green Canopy – the Treebilee project allows the PC to apply for a free oak tree with plaque. The trees are of a good size and will be delivered in February. Coffee mornings – a resident approached me to thank me for sorting the gully outside their house, but would it be possible to report the muddy gutter for clearing. This has been done. Streetlight – a resident informed me that the streetlight on the corner of the Guildhall was flickering. Having contacted SCC and ESC it appears the light belongs to the residents of the Guildhall. Draft budget – the insurance provider assured me that the PC insurance should not be increase by much next year; I have contacted a broadband provider who informed me that cheaper broadband is available (£29.95 per month); and Melbek has been contacted regarding the cost next year and they have confirmed that the increase will be covered by the amount placed in the budget. Car Park – a phone call has been received from Mr Ruth to say the maintenance work is complete. Cllr Revell will check the car park ahead of paying the invoice next month. Advertising revenue – one of the advertisers of both the website and newsletter has an outstanding invoice; three more website advertisers have agreed to continue advertising on the website. Norse – a phone call was made to the accounts department but they had not been given any information to raise an invoice, he would attempt to have an invoice ready for

the PC to authorise at this meeting but nothing has arrived. Letters – two letters have been written, one for Cllr Dickerson regarding the Dark Sky Site; the other was signed by Cllr Revell and sent to a Councillor regarding the attendance at meetings. Annual Leave – the Clerk will be on annual leave from 22<sup>nd</sup> December to the 5<sup>th</sup> January.

**11555 Clerk's Report on urgent decisions**

None

**11556 Matters arising from the Clerk's report.**

Cllr Revell said that he will contact Mr Ruth to discuss the completed work on the car park. No response has been received from the Councillor regarding the attendance.

**ACTION:** Clerk to contact SALC about the next step regarding the Councillors attendance.

**11557 Matters arising from the Parish Council meeting held on Wednesday 24 November 2021.**

**10.1 Main Road Ditch** – Cllr Revell commented that he had spoken with NJB, and an email had been sent from the Highways department regarding a starting date for the work on Main Road. The Highways department agreed that a completion date would be held off for a while.

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

**10.2 Spinney Pocket** – No update

**ACTION:** To carry over to the next month.

**10.3 Carlton Meres Signage** – Cllr Revell suggested that this should be removed from the agenda for now.

**10.4 Fingerpost sign** – Cllr Ransome said that there was no update.

**ACTION:** Carry over to next month

**10.5 Kelsale Village Hall** – Cllr Harker reported that she had mentioned the benches and some has been placed outside the hall.

**10.6 Trees on the Car Park** – No update

**ACTION:** Carry over to next month.

**10.7 Layby** – Cllr Revell reported that an email had been received from a resident with information regarding the owner of the layby.

Cllr Stewart commented that the Highways department should litter pick that area.

Stephen Burroughes commented that the SCC has a separate contract with Norse to complete the litter picking.

Cllr Revell suggested that the area is given a complete clear and then monitored.

**ACTION:** A group to litter pick the layby and monitor.

**10.8 Proposed Plans** – The Clerk reported that no plans had been received.

**ACTION:** Clerk to chase Jonathan Clogg for the proposed plans for Carlton Industrial Site.

**10.9 Car Park** – Cllr Revell to check the completed work.

**ACTION:** Carry over to next month.

**10.10 Queens Green Canopy** – No update

**ACTION:** Carry over to next month.

Stephen Burroughes left at 7.45pm.

**11558 Parish Council Matters**

**11.1 Kelsale Village Hall:** Cllr Ransome confirmed that the Christmas Fayre had been cancelled.

Cllr Revell, Cllr Holden and Cllr Ransome met to discuss the positioning of the proposed lift.

The revised plans have been sent to the architect.

Cllr Weaver asked if funding had been obtained for the lift.

Cllr Ransome said that the cost for the lift is around £40,000.

Cllr Galloway commented that it has been agreed that a large percentage of the CIL money is Used for the accessibility work on the village hall. Hopefully with the money you can claim match funding.

**11.2 Power projects/Sizewell C:** Cllr Galloway reported that a response is due from the Planning Inspectorate by the 14<sup>th</sup> January 2022. Cllr Galloway has been invited to a meeting

with Middleton-cum-Fordley but is unable to attend. The comments from KcCPC regarding Fordley Road have been passed on.

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

**11.4 Spinney Pocket Park** – Cllr Revell commented that an email had been sent by Cllr Dickerson concerning the need for funding for maintenance work on Spinney Pocket. A broad amount from £500 - £2,000 has been suggested. An amount has been asked for to be placed in the budget.

#### **11559 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:**

**None**

Cllr Revell commented that the Carlton Park Industrial site application is going to be big. There will be more to be built on the site.

Cllr Stewart said that there is more zones agreed in the Local Plan.

Cllr Revell said that the distance between the proposed buildings and Carlton Church/Hall was only 58m. All the resident's comments need to be considered. A long email was received from a resident regarding the fast-food outlet. The fast-food outlet could be in the wrong place, it may be appropriate to move to the other side where the car park is. The outlet will be busy all weekend.

Cllr Galloway said it is important to consider what this may be long term, Greggs, Costa etc.

Cllr Ransome said that the idea of moving it was dismissed at this is currently a car park.

#### **11560 Financial Matters**

**13.1 Financial Statement since the September meeting. See Updated Finance Report of 6<sup>th</sup> December 2021.**

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

**13.2 To approve and sign the bank statements:** The Bank Statement to 31<sup>st</sup> November 2021 plus financial reconciliations were agreed and signed by the Chairman.

**13.3 Draft budget 2022/23.**

Cllr Revell said that the invoices continue to rise, and parts of the Council Tax have already risen for the Police etc. There are grants around to raise funding for set projects. Using the reserves year on year is not a good idea. Cllrs give a plan of a project such as Spinney Pocket Park.

Cllr Weaver suggested a working party to assist with the maintenance of Spinney Pocket.

Cllr Revell commented that the history of the clearing of Spinney Pocket started in 2017 when it was agreed to have the area sorted; this worked for a couple of years and then people gave up. To build a maintenance programme in the budget is difficult, it is a large area, and this funding should be found elsewhere. ESC may be able to give funding in the new financial year for this project. The clearing work in this area must be completed correctly.

Cllr Weaver suggested a money box for donations in the village hall.

Cllr Revell commented that in the past people were very generous, organisations could ask for a donation from the Bonfire Event. The Village Hall has a donation box in the Social Club.

Cllr Revell commented that the PC contributes to the Village Hall insurance, in the past this was because the Village Hall was not so wealthy, at some point will they be able to pay the insurance in full?

Cllr Ransome said that he was sure the Village Hall committee could consider paying the full insurance at some point in the future.

**ACTION:** The Clerk to respond to Cllr Dickerson and report the funding as mentioned by Stephen Burroughes.

Cllr Harker reported that she is sure the School has raised the full amount for the defibrillator. This will be checked.

The proposed budget was agreed by all.

**13.4 Precept request for 2022/23**

Cllr Galloway proposed that the PC ask for a precept of £22,324, this was seconded by Cllr Weaver and agreed by all.

**11561 To Receive Reports from Portfolio Holders and Liaison Representative**

Cllr Weaver volunteered to take as the PC representative at the Community Partnership meetings for the area and assist in finding funding for PC projects; also, she would be willing to work alongside Cllr Galloway with the Consultations.

**11562 Items for consideration for Inclusion on the next agenda**

As listed within the minutes

**11563 Correspondence**

**11564 To consider excluding the public and press**

No considerations were necessary.

**11565 Excluded items**

There were none

**11566 Date of the next meeting**

The next Meeting is to be held on the 26<sup>th</sup> January 2022 at 7pm, this will be held in the Committee Room of the Village Hall.

The Chair closed the meeting at 8:30pm.

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