

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

**MINUTES OF THE PARISH COUNCIL MEETING HELD ON  
WEDNESDAY 30<sup>th</sup> MARCH 2022  
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 Keith Dickerson
Cllr Susan Major	Cllr Rob Holden
Cllr Claire Buttle	Cllr Traci Weaver
Cllr Julia Ewart	Cllr Mark Stewart

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

**Welcome by the Chairman.**

**11609 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.

**11610 Reports**

**Report by County Councillor Richard Smith**

Richard Smith commented that everyone is in support of the residents in Ukraine. The UK is helping, as it can. The contract that SCC had with a Russian company is ceasing, this will cost SCC another £1m. There is currently £4m of the SCC Pension fund invested in Russian companies, but the whole pension fund is worth £3billion, so the amount invested in Russia is very small. There was a motion passed at the whole SCC meeting, which was totally in favour of condemning the Russian attack on the Ukraine. If you wish to support the Ukraine families, then look at the SCC website. A good way of supporting them is by monetary donations. Automatic Number Plate Recognition (ANPR) now has 10 cameras, which may be loaned out to Councils, this will happen in July. The Police are recruiting further staff to assist with the data collected from these cameras. If the same name and address of a speeding vehicle appears more than once, then a visit may take place from the Police. If a Council is registered, then they may loan a camera for a week.

Cllr Ewart asked if some signs may be placed on the side of the road saying ‘thank you for holidaying here, we are speed aware’.

Richard Smith commented that there are mobile van units that measure the speed of vehicles. A sign cannot just be placed on the side of the road; this will be passed onto other members of the Highways team as a suggestion.

Cllr Revell thanked Richard Smith for attending this evening.

**Report by District Councillor Burroughes**

Stephen Burroughes had submitted a written report and wished to summarise it. ESC is in agreement with SCC in condemning the Russian attack on the Ukraine. Housing has been put aside for the refugees, but language is an issue, there is a small Ukrainian community in the area. Speeding – this is an issue, but people should abide to the limits.

There are some more Jubilee trees available should the PC wish to have another. This does assist with the Green Agenda that the ESC are following. If we wish to have more trees, let Stephen know. Queen's Platinum Jubilee – there is some funding available for the village celebrations.

Richard Smith commented that he is willing to fund £500 for a permanent memorial in the village.

Stephen Burroughes said that the idea of the celebrations is to involve the whole community and it should be a free event.

Cllr Dickerson asked if the Spinney Pocket Park could be a Jubilee Park.

Stephen Burroughes said that if we had any requests for the celebrations, let him know. The conclusion of the digital audit shows the request for the digital screen for the village hall, this is being considered. Carlton Park, there has been no decision made on this application, please keep in touch with him about this.

Cllr Major arrived at 7.18pm.

Cllr Dickerson said that the PC had requested that this be transferred to the planning committee.

Stephen Burroughes said that this has been requested but it will go to the referrals panel first, there are many queries and questions relating to the application.

Cllr Revell suggested that if needed the PC could arrange a Zoom meeting to meet regarding the Carlton Park application. If it goes ahead it has to be the right way, the fast-food outlet needs to be removed.

Cllr Weaver commented that the refugee situation from Ukraine, you mention the social housing availability.

Stephen Burroughes said that when SCDC merged with Waveney, there was an access to housing stock created.

Cllr Weaver said what support is available to the refugees.

Richard Smith advised the need to look at the SCC website, houses will need to be inspected ahead of the agreement for the refugees to be placed in a residence. There is a very small Ukrainian community in Suffolk, support will need to be in place, as well as interpreters.

Cllr Revell thanked Stephen Burroughes for attending the meeting.

Richard Smith and Stephen Burroughes left at 7.25pm.

### **The Chair formally opened the meeting at 7.25pm.**

**11611 To receive apologies for absence** – Cllr Harker.

**11612 To accept apologies for absence** – Accepted.

**11613 To record absence without apologies** – None

**11614 Declarations of Interest** - None

**11615 To consider any dispensations** – None.

Cllr Revell explained the 'Declaration of interest' to the new Cllr.

ACTION: Clerk to send the link to the New Councillors Guide handbook.

### **11616 To consider the Approval of the draft minutes of the Parish Council meeting held on 23<sup>rd</sup> February 2022.**

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 Ewart and agreed by all who attended, with 3 abstentions.

### **11617 Parish Clerk's Report**

Queen's Green Canopy – Cllr Revell collected the free oak tree and Cllr Dickerson has arranged the planting of this on the recreation ground. Norse – Cllr Buttle met with a representative of Norse to look at the areas for cutting on the recreation ground. The cost of the cutting has increased by £18.54. It is recommended to approve this quote. Clothing bank – this is proving to be popular and a request to empty it has already been placed. Recreation ground – the signs to remind people to pick up the waste after their dog have been placed around the area. Policies - the Internal Control Statement has no changes, please would Cllr Revell complete this on behalf of the Council. Road closure – the Clerk has received a phone call from Network Assurance concerning the requested road closure for the Queen's Platinum Jubilee celebrations. They will be in touch shortly with a response. Internal Audit – the paperwork has been received from SALC and PKF Littlejohn. KcCPC has been chosen for the 5% intermediate review. The Clerk has attended a Scribe presentation regarding the end of year accounts. It is hoped that the end of year paperwork will be at the next meeting for approval. Sizewell C – there is to be a presentation regarding the project 'Deed of Obligation'; having sent two emails previously a reminder was sent to the PC. They will be attending a meeting and giving a 30-minute presentation with a 15-minute question time. APM – invites have been sent out and two responses have been received so far. Insurance cover – CAS have confirmed that the Open Gardens will be covered by the insurance, an application regarding the Queen's Platinum Jubilee has also been submitted and awaiting a response. VAS – there is a payment for Colin Lodge on the payment sheet, this is for a replacement battery for the VAS. Broadband – all the connections have been completed for the residents of East Green. Gull Stream – the Environment Agency is monitoring the water quality. Coffee morning - a resident asked if there could be a dropped curb placed on the footpath of the main road as there is not one at the moment. An email has been sent to Richard Smith, this has to be funded by a third party, like the PC. Torch Relay – a request has been made for the KcC's representative to be in the rickshaw for the local relay. Pay award – NALC and SALC has sent out the agreed increase to the Clerk's wage of 1.75%. This is equal to an increase of £181.48 per year. Bank holidays – please note that the Clerk will not be working on the 15<sup>th</sup> & 18<sup>th</sup> April as these are bank holidays.

### **11618 Clerk's Report on urgent decisions**

None

### **11619 Matters arising from the Clerk's report.**

Cllr Revell said the dropped curb was considered in a previous meeting.

Cllr Weaver said that could the PC use match funding/CIL money.

Cllr Ewart commented that there is no CIL payment on Carlton Park

Cllr Galloway suggested a resident for the torch relay.

**ACTION:** Clerk to search the previous minutes for costs of a dropped curb and place this on the agenda for the next meeting.

Cllr Galloway to ask the resident if he wishes to do the torch relay for the KcC section.

### **11620 Matters arising from the Parish Council meeting held on Wednesday 23 February 2022.**

**10.1 Main Road Ditch** – Cllr Buttle said that this work is ongoing, we are waiting a start date; but an alternative company has forwarded some information about ditch clearing etc.

**ACTION:** Cllr Buttle to contact the alternative company about the ditch clearing, and Cllr Revell to talk to NJB about the work start date.

**10.2 Fingerpost sign** – Cllr Ransome said that the fingerpost is all fixed. It is suggested that a post with a reflector on should be placed near the fingerpost sign to make drivers aware of the position of the sign,

It was agreed that this item was completed.

**10.3 Trees on the Car Park** – Cllr Buttle is awaiting another quote to sort the trees.

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

**10.4 Layby** – Cllr Ransome said that he has been monitoring the area for rubbish and the past couple of weeks it has been clear.

Cllr Revell said that this area seems much tidier.

It was agreed to remove this item from the next agenda.

**10.5 Queens Green Canopy** – Cllr Dickerson commented that the tree had been planted on the recreation ground, also hedges have been planted in the village.

Cllr Buttle asked if we could plant another tree to replace the one that died. Two more may be useful.

Cllr Dickerson said that the Woodland Trust has free trees if needed.

Cllr Revell said he could collect the free trees if needed.

**ACTION:** Place on the agenda for the next meeting.

**10.6 Queens Platinum Jubilee** – Cllr Buttle commented that the paperwork had been sent to the ESC about the road closure. There is to be live music, fancy dress etc. People are being asked to bring a picnic. There is funding promised of £260. Approach Stephen Burroughes for a donation. This is to take place on the 2<sup>nd</sup> June between 2-5pm.

Cllr Revell said that the road closure management is going to cost £50.

Cllr Galloway said that many residents have offered to help with funding, jobs etc.

Cllr Buttle said that a letter will be sent to the residents regarding the road closures.

**ACTION:** To continue to place on the agenda for future meetings.

**10.7 Management of the Recreation Ground** – Cllr Dickerson said that the proposed sign will have information regarding the wildlife areas on the recreation ground. This has been discussed at the Bio-Diversity group meeting. A metal sign would work. The design will be brought to a future meeting.

Cllr Revell asked if the District Councillor could be approached for possible funding.

**ACTION:** Cllr Dickerson to design the sign board and bring to a future meeting.

**10.8 Spinney Pocket Park** – Cllr Dickerson said that there is to be a walk in the area on the 25<sup>th</sup> April and proposals for the area may be suggested.

**ACTION:** Place this item on the agenda for the next meeting

**10.9 Sizewell C Night Trains** – Cllr Galloway reported that a representation had been sent.

**10.10 Recreation ground/dog waste** – Cllr Buttle said that the signs had been placed on the recreation ground, less waste has been found on the football pitch.

Cllr Revell commented that he had placed the issue of dog waste in his article in the Community Newsletter. There is a brown bin on the car park, that someone has placed there, this has some garden waste in and the rest is bags of dog waste.

Cllr Ransome reported that the dog waste bin by the recreation ground is very full. There was also a selection of cardboard left behind the clothing bin on the car park. One of the pieces of card had a name and address on.

**ACTION:** Clerk to research the cost of a larger dog waste bin for the recreation ground. Clerk to write a letter to the people who owned the card left behind the clothing bank at the car park.

## **11621 Parish Council Matters**

**11.1 Kelsale Village Hall:** Cllr Ransome reported that the planning applications had been sent through to ESC and are now awaiting a response.

**11.2 Power projects/Sizewell C:** Cllr Galloway reported that the deadline from the Secretary of State has been extended from the 1<sup>st</sup> April to the 8<sup>th</sup> April. There are questions relating to the proposed desalination plant.

**11.3 Funding for the recovery of a footpath** – Cllr Buttle commented that she is concerned about clearing this footpath as some areas are being left for wildlife, but at the moment people are walking on the grassed area.

Cllr Ransome said that only a small width needs to be cut and cleared. Could a working party be established to clear the footpaths etc.

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

**11.4 Re-adoption of the Internal Control Statement** – Cllr Revell agreed to complete the form on behalf of the PC and return to the Clerk.

**11.5 Boundary Commission for England** - Cllr Ewart said that she had spoken on behalf of herself regarding the proposed boundary change for KcC. As KcC sits around Saxmundham and Benhall they should be twinned with those. The talk was well received. It is important that

we, as individuals, respond to this. The school is very useful as pupils attend from Saxmundham and Benhall.

Cllr Galloway suggested that the PC writes a response.

**ACTION:** Cllr Ewart to draft a response from the PC. Clerk to send response to Community Governance Review from KcCPC.

- 11.6 Bell House/Recreation Ground Fence** – Cllr Ewart commented that the new fence is now in place. Would it be possible to consider planting a hedge alongside the fence on the recreation ground side?

Cllr Dickerson commented that there are free hedge plants available. It could be a Jubilee hedge on the recreation ground.

Cllr Ewart said that that she would be willing to assist with the maintenance of this hedge. There is also a consultation taking place re-bonfires in public places.

Cllr Revell commented that this consultation concerned land owned by SCC and major events.

- 11.7 Neighbourhood Plan** – Cllr Dickerson commented that a Neighbourhood Plan could assist the PC when a major planning document comes in. Thurston managed to quash a large development of 210 houses due to the Neighbourhood Plan being in place.

Cllr Galloway reported that the Neighbourhood Plan for KcC has been paused. Sizewell C came along, and much work was needed relating to that proposal. It does not always mean that planning applications will be quashed.

Cllr Weaver said that she would be willing to assist with the Neighbourhood Plan.

Cllr Revell said that a group of about 12 people would be needed.

Cllr Ransome said that he would be willing to assist with the Plan.

Cllr Revell suggested that a group of volunteers be gathered outside of the Councillors.

**ACTION:** Cllr Dickerson to ask for volunteers from the parish to assist with the Neighbourhood Plan at the APM.

- 11.8 APM** – Cllr Revell asked if Cllr Ransome would organise some refreshments for the APM, tea, coffee and biscuits. It is estimated to have 80 people attend.

Cllr Dickerson reported that the Bio-diversity group will run through their presentation on Monday evening.

**ACTION:** All Councillors to attend if possible. Meet at 6.15 to put out chairs etc in the Main Hall.

## **11622 Planning Matters**

**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/22/0703/FUL – North Green Cottage, North Green, Kelsale-cum-Carlton, IP17 2RL**

Construction of one and a half storey detached dwelling.

After some discussion, the decision was not to object to this application but with comments.

**ACTION:** Cllr Ransome to send comments through to the Clerk. Clerk to advise ESC accordingly of the decision of the Councillors.

#### **DC/22/0943/TCA – Cordwood, Church Lane, Kelsale-cum-Carlton, IP17 2NZ**

Eucalyptus to rear of neighbour's garden with overhang over applicant's garden – to reduce back to boundary the 5 longest overhanging limbs to reduce shading and risk of branch fall. It was agreed by all to support this application.

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

#### **DC/22/1029/LBC – Kelsale Village Hall, Bridge Street, Kelsale-cum-Carlton, IP17 2PB**

Listed Building Consent – Provision of new exterior door in North elevation. Provision of ventilation grille in West elevation gable. Lowering of exterior paved/gravel area in front of West elevation by approx. 180mm and providing new surface of resin bonded pebble/stone and tar bonded pebble/stone. Provide access ramp and handrail. Refurbishment of rainwater goods. Installation of lighting protection system. Refurbishment of windows W7, W8, W9. Painting of exterior render, windows, and doors.

It was agreed by all the Councillors to support this application.

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

**DC/22/0493/VOC – Plot 2, Carlton Road, Kelsale, IP17 2NP**

Variation of Condition No.2 of DC/21/0565/FUL – Construction of a single dwelling – alterations to approved drawings.

It was agreed for the planning group to circulate a response for this application to all the Councillors.

**DC/21/4962/VOC – Land Off, Main Road, Kelsale-cum-Carlton**

Variation of Condition Nos. 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.

It was agreed by all the Councillors to support this application.

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

**Carlton Park** – Cllr Revell commented that he had spoken with Stephen Burroughes regarding the concerns of the PC, and the nearby residents. These comments have been taken on board. Stephen is aware that the PC wishes this application to go to the Planning Committee. There are lots of reports on the planning portal. Traffic is a big issue, as is the fast food outlet. The Carlton Road development looks to have the footings in place, these look larger than the agreed plan. ESC is to be notified of this.

**11623 Financial Matters**

**13.1 Financial Statement since the December meeting. See Updated Finance Report of 21<sup>st</sup> February 2022.**

**Cllr Galloway proposed the payments, this was seconded by Cllr Holden and agreed by all, with 2 abstentions.**

**13.2 To approve and sign the bank statements:** The Bank Statement to 28<sup>th</sup> February 2022 plus financial reconciliations were agreed and signed by the Chairman.

**13.3 Asset Register:** This was agreed by all the Councillors.

**ACTION:** Clerk to obtain information relating to the depreciation of items on the asset register.

**11624 To Receive Reports from Portfolio Holders and Liaison Representative**

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

Cllr Dickerson reported that he had circulated a report to all the Councillors. There is to be 2 additional Doctors at the surgery. Over 75's is to be offered their fourth Covid injection. There is to be a new phone system. The 'one stop shop' has now reached stage 2.

Cllr Galloway commented that the surgery article for the Newsletter was received too late, but it is very important information for the residents regarding the surgery. Leiston Press can print a copy of the article to place in the Community News for an additional £57.

Cllr Galloway proposed that the PC spends £57 on the leaflets for the surgery information to be delivered to all households, this was seconded by Cllr Buttle and agreed by all the Council.

**A16: Grant donors and facilitators**

Cllr Weaver commented that a grant for £3,000 had been agreed towards the cost of the Zip Wire. Applications are still being submitted to obtain the rest of the money. A meeting has

been held for the Community Partnership. They are encouraging people to look at the assets in the community such as Church Hall, Village Hall etc. They are also encouraging the sharing of information relating to village events.

**D1: Parish Newsletter**

Cllr Galloway proposed that the PC writes, and thanks Leiston Press for all their assistance with the latest edition of the Community Newsletter. This was agreed by all. Thanks also to the editor for all the hard work that goes into every edition.

**ACTION:** Clerk to thank Leiston Press for their assistance.

**11625 Items for consideration for inclusion on the next agenda**

As listed within the minutes.

**11626 Correspondence**

Thanks – Cllr Revell reported that thanks had been received from the Church for their annual donation.

CATS – Cllr Revell said that a letter had been received from CATS stating that they had put some advertising on the lamp posts and hoped that the PC would support this.

All the Councillors had no objection to the lamp post advertising.

**11627 To consider excluding the public and press**

No considerations were necessary.

**11628 Excluded items**

There were none

**11629 Date of the next meeting**

The next Meeting is to be held on the 27<sup>th</sup> April 2022 at 7pm, this will be held in the Committee Room of the Village Hall.

The Annual Parish Meeting is to be held on the 6<sup>th</sup> April 2022 at 7pm in the Main Hall of the Village Hall.

The Chair closed the meeting at 9.10pm.

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