

**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 ANNUAL GENERAL MEETING HELD ON  
WEDNESDAY 25<sup>th</sup> MAY 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 Mark Stewart
Cllr Susan Major	Cllr Rob Holden
Cllr Caroline Harker	Cllr Traci Weaver

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

**Welcome by the Chairman.**

**11651 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.

**11652 Reports**

**Report by County Councillor Richard Smith**

Richard Smith commented that Cllr Ewart had said that she would forward the response from Kelsale-cum-Carlton Parish Council to Richard, regarding the proposal for the constituency boundaries. Richard has spoken with the Members of Parliament, and this appears to be a levelling of numbers within the groups. Kelsale-cum-Carlton or Yoxford may have to move to another area, but no decisions have been formalised at the moment. There has been up to 500 households offering accommodation for Ukrainian refugees, this equals about 1,000 spaces. The budget gave £20m to assist highways, £10m for highways and £10m for drainage. There is a back log of cases, and these are being triaged in order of importance. There is some pavement work being undertaken in Saxmundham now. If there are any pavements in the village that need some work doing, please let Richard know. The Sizewell C decision has now been delayed until July.

Cllr Galloway asked if the Highways budget would pay for a dropped kerb.

Richard Smith commented that the kerb is something that a third party or the PC would have to fund.

Cllr Galloway said that the PC had paid quite a lot of money to have the ditch cleared on the recreation ground due to an enforcement from the Highways department. This work uncovered an electric cable, and a broken culvert. The culvert was reported to Highways who said that there was nothing that needed urgent attention. A letter has also been sent to Kelsale Court as their section of ditch needs clearing.

Cllr Revell asked if Richard Smith's budgets covered the dropped kerb for disabled access.

Richard Smith replied that the dropped kerb falls between the two budgets and would need funding from elsewhere.

Cllr Revell said that there may be funding in a disability pot somewhere.

Cllr Weaver agreed to investigate some funding for the dropped kerb.

ACTION: Clerk to forward response from Highways regarding the broken culvert.

Cllr Weaver to investigate funding for the dropped kerb.

Cllr Revell thanked Richard Smith for attending this evening.

### **Report by District Councillor Burroughes**

Stephen Burroughes sent his apologies but submitted a written report.

**The Chair formally opened the meeting at 7.13pm.**

#### **11653 Election of Chair for 2022/23 and signing of Declaration of Acceptance of Office Form**

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

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

#### **11654 Election of Vice-Chair for 2022/23 and signing of Declaration of Acceptance of Office Form**

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

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

**11655 To receive apologies for absence** – Cllr Ewart, Cllr Buttle and Stephen Burroughes.

**11656 To accept apologies for absence** – Accepted.

**11657 To record absence without apologies** – None

**11658 Declarations of Interest** - None

**11659 To consider any dispensations** – None.

#### **11660 To consider the Approval of the draft minutes of the Parish Council meeting held on 27<sup>th</sup> April 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 Holden, Seconder Cllr Weaver and agreed by all who attended, with 1 abstention.

#### **11661 Parish Clerk's Report**

Queen's Platinum Jubilee – East Suffolk Council has donated £250 towards the street party to be held in the village. Dog waste bin – The dog waste bin has been delivered and will be placed on the area near to the recreation ground gate. The payment is on the authorisation list for agreement. Policies – there is one policy to adopt this is the LGA Code of Conduct. Road closure – confirmation has been received from Network Assurance. The internal audit – all the paperwork has been submitted to SALC. Fly-tipping – there has been another report of tyres being left in the village, off Tiggins Lane, this has been reported to ESC. A resident also contacted the Clerk to state that their blue bin had not been collected, having reported this it was collected later that day. Road sweeping – a request was submitted to ESC for the road sweeping schedule for the village, having then being told it was SCC, it was requested to SCC who then informed me it was the responsibility of ESC. A response has not yet been received. Broken culvert – having reported this issue to the Highways team, a response stating that no work was to be carried out to repair the culvert, a following email was sent, and this is ongoing. Ditch Clearing – a letter has been sent to Kelsale Court recommending that they clear the section of ditch that is on their property. UKPN –

whilst the ditch clearing was taking place an electric cable was uncovered, having contacted UKPN they undertook an onsite visit. One suggestion was to fill in the ditch and place a pipe for the water, but an alternative to place a couple of markers near the cable seemed a better solution. Dropped kerb – an estimate has been received to place a dropped kerb in the Main Road area, this would be £2,000 - £3,000, which does not include Traffic Management, Ground Condition or any other consideration. Recreation Ground – the Clerk was notified of some Giant Hogweed growing on the recreation ground, Nobby was contacted, and he has removed the plant, and will keep an eye to see if any more grows. Car Park – An email was sent to ESC requesting a copy of the lease, a plan of the car park has been sent through, and a copy of the lease should follow at the end of the month. Rural Services Network – a request for the subscription cost to the RSN has been submitted. Bank holiday – there is a bank holiday on 3<sup>rd</sup> and 4<sup>th</sup> June, please note that the Clerk will not be working that day. Annual Leave – please note that the Clerk has a weeks Annual Leave booked for the 13<sup>th</sup> June.

**11662 Clerk's Report on urgent decisions**

None

**11663 Matters arising from the Clerk's report.**

Cllr Revell said that the giant hogweed was swiftly removed by Nobby. The cable in the ditch on the recreation ground should have been known about by the contractors, as they should have completed a survey of the area before work was started. The broken culvert will be taken forward with the assistance of Richard Smith.

Cllr Ransome said that the ditch is blocked on the property of Kelsale Court.

Cllr Revell said that the dog waste bin would be in place before the 'dog show' next week.

**11664 Matters arising from the Parish Council meeting held on Wednesday 27 April 2022.**

**12.1 Main Road Ditch** – The Clerk has written to Kelsale Court requesting that they clear the section of ditch on their property. UKPN will inform the Clerk of when they have the markers to put in place beside the cable.

**12.2 Trees on the Car Park** – Cllr Galloway said that it is fine to remove the Conifer trees. Nick Newton said that the timing would need to be considered, and it would be good to replace them with an alternative. The lease will be checked to confirm that all the conifer trees are the property of the PC before we organise removal. More quotes will need to be obtained to undertake the removal of the conifer trees.

**ACTION:** Clerk to look at the budget to see if it is possible to fund the removal of the Conifers.

**12.3 Queens Green Canopy** – Cllr Dickerson requested that this be carried over to the next meeting. No update at the moment.

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

**12.4 Queens Platinum Jubilee** – Cllr Galloway reported that if it should rain the marquee's would need to be erected. ESC has donated £250 towards the event. There has also been separate donations for the dog show; there will be a free BBQ and juice. A banner has been organised for the fence and flyers for the households. The bunting will be placed around the village on Wednesday. Cllr Ransome is to circulate some road closure posters.

Cllr Revell thanked people for organising the event.

Richard Smith left the meeting at 7.37pm.

**12.5 Management of the Recreation Ground** – Cllr Galloway reported that the Biodiversity Group are continuing to work on the design board.

**ACTION:** The Biodiversity Group to design the sign board and bring to a future

meeting.

**12.6 Spinney Pocket Park** – The Biodiversity Group are moving the meeting with the School forward.

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

**12.7 Recreation ground/dog waste** – Cllr Revell commented that the dog waste bin will be in place before the events on Thursday 2<sup>nd</sup> June.

**ACTION:** Cllr Revell and Cllr Holden to put the dog waste bin in place.

**12.8 Internal control statement** – The Clerk reported that the Internal Control Statement was in place on the website.

**12.9 Neighbourhood Plan** – Mr Dickerson agreed to write an article for the community news to publish the need for volunteers regarding the Neighbourhood Plan.

**ACTION:** Mr Dickerson to write an article for the Newsletter.

**12.10 Councillor Training** – The Clerk reported that planning training had been booked for Cllr Weaver and Cllr Harker.

### **11665 Parish Council Matters**

**13.1 Kelsale Village Hall:** Cllr Ransome commented that it is hoped that planning permission will be approved by the ESC soon.

**13.2 Power projects/Sizewell C:** Cllr Galloway reported that a letter had been submitted to the Secretary of State.

Cllr Weaver said that since the start of the Sizewell C consultation this has attracted other power projects. The windfarms have been agreed. It is proposed to have a National Grid hub at Friston. There is talk of bringing cables onshore through the cliffs at Thorpeness. Nautilus wish to place a substation near Snape church. The application for this has not been submitted yet. The area of land between Southwold and Aldeburgh is going to be affected the most by all these power projects. Sealink is to take energy to Suffolk. Suffolk does not have the capacity to deal with all this energy. Cllr Galloway stated that the Planning Inspectorate has submitted paperwork to the Secretary of State, who may then decide to ask specific questions relating to the various effect on all the parishes.

Cllr Weaver commented that there are several comments on the Sizewell C website.

Cllr Revell said that we have the support of the East Anglian Members of Parliament in this area, but not necessarily our Member of Parliament.

Cllr Weaver said that there is a lot of information, and there is a chart showing the land mass that will be lost. Letters to the MP's is a good idea.

Cllr Galloway stated that Therese Coffey has been copied in to all the documents sent by the PC.

Cllr Revell thanked Cllr Galloway and Cllr Weaver for their work on this project.

**12.3 Portfolio Holders** – Please see the updated list on the website.

**12.4 Adoption of the Code of Conduct** – Cllr Weaver proposed that this policy is adopted, this was seconded by Cllr Ransome and agreed by all.

### **11666 Planning Matters**

**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/22/0946/TCA – The Old School House, Denny's Lane, Kelsale-cum-Carlton, IP17 2PD**

1 No. Ash (T1 on plan) Lateral crown reduction on south side by up to 3 metres.

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

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

**DC/22/1723/FUL – 3 Beaumont Cottages, Kelsale-cum-Carlton, IP17 2NW**

Rear extension and removal of chimney.

It was agreed by all the Councillors to support this application

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

**DC/21/5515/FUL – Town Farm, Town Farm Lane, Kelsale-cum-Carlton, IP17 2RJ**  
Erection of 21 MW Solar PV Development with associated equipment and ecological improvement works on Land at Town Farm, Town Hall Lane, Kelsale-cum-Carlton, IP17 2RJ

After some discussion about the loss of agricultural land, the Biodiversity report, the Suffolk Wildlife report, the need for some form of energy and the PC is against the Sizewell C and other associated power projects. A vote was taken.

Support – 5 Councillors, Object – 2 Councillors.

The conclusion was that the PC should support this application.

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

**DC/22/1952/FUL – Carlton Park Industrial Estate, Unit 32, Kelsale-cum-Carlton, IP17 2NL**

Erection of a canopy over the existing yard.

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

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

#### **11667 Financial Matters**

**15.1 Financial Statement since the April meeting. See Updated Finance Report of 25<sup>th</sup> May 2022.**

**Cllr Holden proposed the payments, this was seconded by Cllr Stewart and agreed by all, with no abstentions.**

Cllr Revell informed the PC that at a recent meeting of the Social Club, it was agreed that they would pay a third of the cost of the broadband and phone line. It was agreed that the Village Hall would pay a third of the cost also.

ACTION: Clerk to submit an invoice to the Social Club and the Village Hall on a quarterly basis for a third of the cost of the broadband and phone line.

**15.2 To approve and sign the bank statements:** The Bank Statement to 30<sup>th</sup> April 2022 plus financial reconciliations were agreed and signed by the Chairman.

**15.3 Insurance Renewal –** The Clerk reported that the insurance renewal had been received and this was an increase of £1.52 on last year. It was agreed by all to accept this renewal.

#### **11668 To Receive Reports from Portfolio Holders and Liaison Representative**

Cllr Major commented that the Gull needed clearing.

Cllr Revell said that the water is still flowing.

It was agreed that Cllr Ransome would monitor the water flow, and report if there was an issue to the Environment Agency.

#### **11669 Items for consideration for Inclusion on the next agenda**

As listed within the minutes.

#### **11670 Correspondence**

Resignation – Cllr Revell reported that an email of resignation had been from Cllr Dickerson. Thanks to him for all his support over the past many years.

#### **11671 To consider excluding the public and press**

No considerations were necessary.

#### **11672 Excluded items**

There were none

**11673 Date of the next meeting**

The next Parish Council Meeting is to be held on the 29<sup>th</sup> June 2022 at 7pm, this will be held in the Committee Room of the Village Hall.

The Chair closed the meeting at 9.00pm.

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