

**Kelsale-cum-Carlton Parish Council**  
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**DRAFT MINUTES OF THE ANNUAL GENERAL MEETING HELD ON  
WEDNESDAY 27<sup>th</sup> JULY 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 Julia Ewart

**In attendance:** 2 members of the public.

**Welcome by the Chairman.**

**11695 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.***

Mr Dickerson attended on behalf of the Biodiversity group. He thanked the PC for the card. The funeral of a previous PC Chair had taken place and was well attended.

The Biodiversity group has a few outstanding matters: the main road hedge: the Jubilee Oak needs to be watered on a regular basis to keep it alive: there is a record number of surveys to complete. Would it be possible for Mr Dickerson to keep the PC email address to use when corresponding with the Clerk?

It was agreed by everyone that he should keep the PC email address.

Mr Dickerson commented that a number of people had mentioned the wild spaces, an article by a resident mentioned the need to leave the cutting, but then cut and collect the grass cuttings, this prevents the wildflowers being swamped by grass. If wildflowers are needed, the best thing to do is scrap the soil and then the wildflowers will gain a foothold.

Cllr Revell mentioned that not all the areas belong to the SCC Highways, some are the responsibility of the PC.

Mr Dickerson commented that SCC do not collect the grass cuttings.

A member of the public stated that the grass should be cut to 6 inches more regular.

Cllr Ransome commented that he has a field which he has tried to encourage the growth of wildflowers on, and he has been trying for 6/7 years but has had no luck. He has used lots of different seeds.

Cllr Revell suggested that cutting the area more often may be the answer, to assist the wildflowers.

Stephen Burroughes said that the Biodiversity relies on the cutting regimes. The yellow rattle feeds on grass. ESC uses a cut and remove scheme in the grass verges. Adopt a verge is becoming popular, find out who owns what and look at the management programme for it.

The member of the public commented that half of the British butterflies are in danger. If you have a nettle patch this encourages butterflies. He asked what the benefit is of not cutting the grass.

Stephen Burroughes replied that the grass needs to be managed, the seeds are

dropped in the Autumn and this gives the continuity.

The member of the public commented that cutting after the seeds have dropped will not return the area to the wildflowers, there will be a need to plant some seeds.

The member of the public commented that the management plan should include shaving off the top layer of soil to then plant the seeds. Cutting too early will lose the seeds that create the areas.

Stephen Burroughes suggested that the scraping, then re-seeding with wildflower seed should be the best solution.

Cllr Revell commented that this approach will cost money.

Cllr Revell said that Mr Mann had spoken with Cllr Buttle about the length of the grass at the side of the football pitch on the recreation ground. A further band of 1 metre needs to be cut to allow supporters to stand on the side line in a secure spot.

Mr Dickerson said that the Biodiversity group does not think that this is a good idea, several will complain about cutting it back, but it needs to be completed.

## **11696 Reports**

### **Report by County Councillor Richard Smith**

Richard Smith sent his apologies.

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

Stephen Burroughes commented about the consultation that is on going at the moment regarding the 'housing clusters'. Does the PC have an opinion on this? Houses should be built to aid local people, would the PC want small scale development here or not.

Cllr Stewart commented that he would be responding to ESC on behalf of the PC. Cllr Galloway asked if a response could be circulated to all the Cllrs before being submitted.

Stephen Burroughes said that there needs to be a balance of housing. ESC is trying to expand the social housing stock. The festival in Lowestoft was a success. ESC are trying to place free wifi in some of the market towns. The Village Hall looks very smart.

There are mixed feelings about the outcome of the Sizewell C planning application. ACTION: Cllr Ransome to send pictures of the painting of the Village Hall to Stephen Burroughes.

## **The Chair formally opened the meeting at 7.35pm.**

**11697 To receive apologies for absence** – Cllr Weaver, Cllr Buttle and Richard Smith.

**11698 To accept apologies for absence** – Accepted.

**11699 To record absence without apologies** – None

**11700 Declarations of Interest** - None

**11701 To consider any dispensations** – None.

**11702 To consider the Approval of the draft minutes of the Parish Council meeting held on 29<sup>th</sup> June 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 Ransome, Seconder Cllr Stewart and agreed by all who attended.

**11703 Parish Clerk's Report**

Policies – there are three policies to adopt; and there are no changes to these. The

external audit – an acknowledgement of receipt of paperwork has been received from PKF Littlejohn. Footpaths – I have written to Peter Sparrow the Highways engineer who dealt with the overgrown hedge issue on the Main Road that belongs to Kelsale Manor. I have also contacted the Biodiversity Group to see if they are able to cut back the hedge area between the two white posts. The footpath in Spinney Close has been cleared, and an email of thanks has been received. UKPN – I have chased this, but no notification has been received of when the markers will be placed on the side of the ditch to mark the cable. Car Park – I have not received any information regarding the lease of the car park. Cllr Ransome and I have taken a look at the car park plan in relation to the number of trees at the back of the car park, it appears that all the trees are the responsibility of the PC. A report has been submitted for three abandoned vehicles that are on the car park. Card Machine – The bank sent through some information relating to a company that could offer us a card machine. Having spent some considerable time on the phone, I was unable to proceed as the company did not deal with PC's. They recommended a company called SumUp, the cost of this would be £19 to purchase and 1.69% commission on each transaction. Community News – The PC has received £575 in advertising revenue, so far the newsletter has cost £1067 for a couple of editions, we have budgeted for the cost to be £725 and with the additional income from advertising that gives £1,300. Waste Collection – I have chased Norse for the information relating to the waste collections on the recreation ground. Carlton Road Green – I have chased Paul Tynan for the details of the grass cutting on the play area in Carlton Road. Benches – I have received a phone call from a resident who states that a couple of the benches in the village are impossible to use as there is very tall grass in front of them; could this be cut back. VAT return – I noticed that no money had been received in the account from HMRC, having contacted them it appears that the return had not been received. Two returns have now been submitted and the PC is due a return of £1,147.70. BT information – An enquiry was received regarding the BT connection speed, having spoken with BT they have offered a quote that covers both broadband and phone line and it is digital. If this is suitable for the Post Office and the Social Club, this would save about £200 per year. West View – The resident of West View that reported the broken fence has contacted me and the work is scheduled to be completed in October. Annual Leave – please note that the Clerk has a day's Annual Leave booked for the 29<sup>th</sup> July.

**11704 Clerk's Report on urgent decisions**

None

**11705 Matters arising from the Clerk's report.**

Cllr Revell commented that the footpath near Spinney Close has been cleared by ESC. The ditch is very dry at the moment and the cable seems to be fine, the markers would be good to be in place, but would this draw attention to the cable? The trees on the car park will be an issue and there appears to be a lot of work to have these removed.

Cllr Galloway said that she will collect some quotes to have the trees removed and then have some Queens Platinum Jubilee hedging planted in its place. The card machine – SumUP – is used by a lot of people.

Cllr Holden suggested that we should contact the Unity Trust Bank and ask if there will be a charge to use the card machine to pay into the account.

Cllr Revell asked if the PC should purchase this card at the moment?

It was agreed by all not to purchase this card machine.

Cllr Galloway commented that the cost of the Community News has been more than budgeted for as there has been assistance from Leiston Press for the artwork.

It was agreed that the newsletter should continue as it is. The Clerk commented that the Editor has plans to gain more advertising revenue for the newsletter.

Cllr Ransome reported that he has been trying to keep the waste bin on the recreation ground clear, the bin liner is not adequate for the bin, and slips down inside the drum. It was agreed that Cllr Ransome would look into the cost of having a metal bin liner made. Cllr Ransome is to also write on the need for dog waste to be placed in

the bin by the recreation ground gates.

Cllr Revell commented that the grass cutting on Carlton Road Green remains an issue. It becomes too tall in between the cutting, so the area looks a mess.

The Clerk reported that she has tried to get a response from Norse but not been successful.

Cllr Revell said that he agreed the benches do have a lot of undergrowth around them, will try to get this cut back to allow a pathway to the bench.

Cllr Holden said that the broadband/phone line deal that has been offered by BT, appears to be a good deal and will save some money. The consideration needs to be the alarms if it uses a phone line and connects to an outside agent.

It was agreed by all to accept this quote if the phone line is not used by the Fire Alarm.

**ACTION:** Cllr Galloway to obtain quotes for the tree work on the car park.

Cllr Ransome to obtain a quote to make a metal liner for the rubbish bin on the recreation ground.

Clerk to forward all the emails that have been sent to Norse to Stephen Burroughes, so that he may chase a response.

Cllr Ransome to check the Fire Alarm connection on the Village Hall.

#### **11706 Matters arising from the Parish Council meeting held on Wednesday 25 May 2022.**

**10.1 Main Road Ditch** – Cllr Weaver to investigate funding for a dropped kerb.

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

**10.2 Trees on the Car Park** – As discussed above.

**ACTION:** Cllr Galloway to obtain quotes to remove the trees on the car park.

**10.3 Queens Green Canopy** – Mr Dickerson reported that there has been a request for 1km of hedging, and at least 10 trees. These will be arriving in September.

**10.4 Management of the Recreation Ground** – Mr Dickerson said that the sign board is still being worked on by The Biodiversity Group, this will be brought to the PC meeting when it is completed.

**10.5 Spinney Pocket Park** – Mr Dickerson commented that the School is not interested in using this area as part of the forest gardens.

Cllr Revell suggested that the PC continues with a management plan that has been used a few years ago. This will require a budget, so needs to be considered in the budget for next financial year.

Stephen Burroughes commented that this may be something that he and Richard Smith could use part of their budget for.

It was agreed to contact Mr Mann should the footpaths require clearing.

Member of the public left at 8.12pm.

**10.6 Neighbourhood Plan** – Cllr Ewart confirmed that she had been given the Neighbourhood Plan folder, a meeting is to be arranged with Saxmundham Town Council, this will take place when Cllr Weaver has some free time to attend also. A Neighbourhood Plan involves many years work, it may be more of an advantage to plan a project rather than a plan.

**ACTION:** Clerk to pass the Neighbourhood Plan file to Cllr Ewart.

#### **11707 Parish Council Matters**

**11.1 Kelsale Village Hall:** Cllr Ransome confirmed that the Village Hall had been able to gain, thanks to the hard work of Village Hall Chair, a refund from the insurance company of most of the money that was stolen by the previous Treasurer of the Village Hall. An application form has been completed for the Jubilee Village Hall fund to see if it is possible to have some funding towards the disabled access to the 1<sup>st</sup> floor. There is also an insulation fund, but this is not very useful. It is very difficult to obtain quotes

from builders at the moment, they are all very busy.  
The Village Show is to be held on the 10<sup>th</sup> September.

- 11.2 Power projects:** Cllr Galloway reported that the Secretary of State has confirmed that Sizewell C's planning application has been approved. East Suffolk Council has confirmed that the new proposed link road will be kept in place after the building has taken place, this will cause a higher amount of traffic to this area. There will be a judicial review of this approval.

Stephen Burroughes commented that the finances are proving to be an issue.  
Cllr Galloway reported that there is a company that is trying to raise the funds for this development.

Cllr Ewart said that she believes the members of the public have no idea what impact this development will have on the area, traffic is going to be a big issue.

Cllr Galloway said that the lights on the proposed site will be seen from the village.  
£20bn is required for the build, but everything has increased in price so a further 30% In the increase cost of materials will be required.

- 11.3 Re-adoption of the Subject Access Request Policy, Subject Access Request Procedure and the Subject Access Request Form** – Please see the updated list on the website. Cllr Galloway proposed that the PC adopts these policies, this was seconded by Cllr Ransome and agreed by all.

- 11.4 Grass Verges** – Cllr Revell reported that this point has been covered above under 11695.

Member of the public left at 8.26pm.

## **11708 Planning Matters**

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

Cllr Stewart reported that he would be submitting a response on behalf of the PC relating to the small clusters of houses to be developed in East Suffolk.

Cllr Galloway asked for the response to be sent in draft form to the Councillors first; there is a section in the Local Plan that reverts to the clusters of houses.

Stephen Burroughes commented that the planners have the ability to approve a planning application, this should be a Cttee decision.

ACTION: Cllr Stewart to forward a draft response to the other Councillors.

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

**DC/22/2492/FUL – Parcel of Land, Town Farm Lane, Kelsale-cum-Carlton, IP17 2RL**

Construction of 1no. single storey detached dwelling

It was agreed by a majority of the Councillors to object this application, on material grounds.

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

**DC/22/1867/FUL & 1868/LBC – Maple Farm, East Green, Kelsale-cum-Carlton, IP17 2PJ**

Refurbishment and conversion of curtilage listed and non-curtilage buildings which lie within the setting of Maple Farm yard, buildings to form ancillary use to support diversification of existing farm activities.

Cllr Stewart commented that this will tidy up the area, access is a concern, traffic could be taken off the Theberton road.

Cllr Galloway commented that this is a green lane area.

It was agreed by all the Councillors to be in favour of this application subject to a comment about the access and increase in traffic.

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

**DC/22/2493/VOC – Tiggins Meadow, Tiggins Lane, Kelsale-cum-Carlton, IP17 2QX.**

Variation of conditions No.2 of DC/19/2769/FUL – erection of agricultural store and shelter – Solar panels have been added to the roof, a window has been removed from the North elevation, and a window has been added to the East elevation. The shutters on the West and South elevation have been changed hinged to sliding. A crenulated timber ridge capping has been added to conceal the metal waterproofing and match the timber roof/cladding.

The conclusion was that the PC should object as this is an appropriate use of an agricultural building, what is this building being turned into?

ACTION: Clerk to advise ESC accordingly of the decision of the Councillors, also to inform the enforcement officer of the application.

**DC/22/2607/FUL – Teazle Cottage, Curlew Green, Kelsale-cum-Carlton, IP17 2RA**

Infill rear extension to current courtyard garden area and new open fronted double bay cart lodge off side of existing building and all associated works.

It was agreed by a majority of the Councillors to support this application.

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

**11709 Financial Matters**

**13.1 Financial Statement since the May meeting. See Updated Finance Report of 20<sup>th</sup> July 2022.**

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

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

**11710 To Receive Reports from Portfolio Holders and Liaison Representative**

Cllr Galloway reported that she had been given a large map of the village by a resident this needs to go somewhere for safe keeping. The map is 7-9ft wide. It was agreed by all the Councillors that the map should be in the Village Hall.

**A10: KcC Schools**

Cllr Harker commented that the School is now on holiday.

Cllr Ewart commented that she has undertaken more training courses, it has become apparent that it is important to encourage younger people into the Council. The Disability Forum has some information regarding Warm Homes and Healthy People. This may help to buffer the crisis that is going on and assist with heating. This is means tested and the property will need to be assessed. A representative from the group may visit a coffee morning in September, a mail drop could be sorted to invite people to attend and find out further information.

Cllr Ewart reported that there is a scheme to assist with car park chargers, called a plug-in program.

Cllr Galloway commented that the PC leases the car park from ESC.

Cllr Ewart said that she is just looking at different forms of funding that may assist the village and residents. The Warmer Homes may be useful, this closes in September. Stephen Burroughes commented that there is a Hardship Fund which may be useful to residents. A letter drop may not be a good idea in the village as this may offend some residents.

Cllr Galloway suggested an article in the Community Newsletter would be a good idea to advertise the Warmer Homes.

**A14: Kelsale Village Hall & Centre**

Cllr Ransome commented that he will repair the fence on the entrance to the car

park. The work is ongoing to improve the forecourt area out the front of the Village Hall.

**B7: Trees and Green Spaces**

Cllr Holden commented that the chainsaw carvings need to be oiled. The oil should be in the billy box on the recreation ground.

Cllr Revell asked if the items could be checked for the Bonfire Event in the billy box.

ACTION: Cllr Holden to check the equipment in the box on the recreation ground.

**C1: Bonfire Party Team**

Cllr Revell commented that the first Bonfire meeting is to be held on the 1<sup>st</sup> August.

**11711 Items for consideration for Inclusion on the next agenda**

As listed within the minutes, NALC Short Term Holiday Lets.

**11712 Correspondence**

Saxmundham Neighbourhood Plan – open for responses.

Draft East Suffolk Community Infrastructure Levy Charging Schedule - consultation

Thermal imaging camera – available to hire if anyone wants to use it.

NALC Short Term Holiday Lets Policy Consultation Briefing – Cllr Revell to look at the paperwork, place on the agenda for next meeting.

Cllr Galloway said that the PC should have an opinion on the holiday lets within the village.

**11713 To consider excluding the public and press**

No considerations were necessary.

**11714 Excluded items**

There were none

**11715 Date of the next meeting**

The next Parish Council Meeting is to be held on the 31<sup>st</sup> August 2022 at 7pm, this will be held in the Committee Room of the Village Hall.

The Chair closed the meeting at 9.16pm.

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