

Kelsale-cum-Carlton Parish Council
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**MINUTES OF THE MEETING HELD ON
WEDNESDAY 26th APRIL 2023
AT 7:00PM IN THE COMMITTEE ROOM OF THE VILLAGE HALL**

Present at the meeting:

Cllr Alan Revell (Chair)	Cllr Simon Ransome
Cllr Rob Holden	Cllr Edwina Galloway (Vice-Chair)
Cllr Julia Ewart	Cllr Susan Major
Cllr Mark Stewart	

In attendance: 0 member of the public.

Welcome by the Chairman.

11884 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.

11885 Reports

Report by County Councillor Richard Smith

Richard Smith submitted his apologies.

Report by District Councillor Burroughes

Stephen Burroughes submitted his apologies.

11886 To receive apologies for absence – Richard Smith, Stephen Burroughes, Cllr Weaver and Cllr Harker

11887 To accept apologies for absence – Accepted.

11888 To record absence without apologies – None

11889 Declarations of Interest – Cllr Ewart – standing for the East Suffolk District Council.

11890 To consider any dispensations – None

11891 To consider the Approval of the draft minutes of the Parish Council meeting held on 29th March 2023 and the Annual Parish Minutes of the 5th April 2023.

The draft minutes of both meetings 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 Ewart, with no abstentions.

11892 Parish Clerk's Report

Carlton Meres – Stephen Burroughes has been trying to organise a meeting, this is ongoing. A response has been received from ESC and this states that the road work and signage will be completed ahead of the occupation of the static caravans. Car park – No lease has been received. Flagship Housing wish to close off the car park to undertake some tree work on their properties. What is the PC opinion? Highways – an online report tool has been submitted for a broken fence on the slip road to Kelsale from the A12. Elections – The Council has been informed that there is an uncontested election in Kelsale-cum-Carlton, we have 8 Cllrs and may wish to co-opt after the May meeting. Policies – There is one Policy to adopt, this is the Financial & Governance Risk Assessment. VAT refund – a return has been submitted for £193.41, this is from 1.1.23 to 31.3.23. Tree Surveys – three

tree surgeons have been contacted for the Tree Surveys, two were unable to assist, we now have three quotes in total including the two already received. The quotes range from £470 to £985 + VAT. End of year accounts – the AGAR and the End of Year accounts are on the agenda for approval. Advertising revenue – two invoices have been sent out for a total of £100, one has already been paid. Bank Holidays – there are three bank holiday, 1st, 8th and the 29th May.

11893 Clerk's Report on urgent decisions

None

11894 Matters arising from the Clerk's report.

Cllr Revell said that the response from ESC regarding Carlton Meres states that the road work will be completed when the static homes are occupied, this may never happen.

Cllr Galloway said that the ESC should provide the PC with copies of the documents that show the wording of the agreement, to show exactly what it states.

Cllr Revell said it will be interesting to receive the resident's response to the ESC email, this issue has been going on for many years and no assistance has been given to resolve it.

Cllr Ewart asked if it is the volume of traffic from people living on the Meres site, and would it be possible to talk with the owners.

Cllr Revell commented that for some time the PC has tried to have some rapport with the Meres. The exit should be configured with the hatchings, signings etc. A face-to-face meeting is required.

7.15pm Cllr Holden arrives

Cllr Revell asked if the Biodiversity group could be approached to see if they were successful with the application to ESC for some hedging. Cllr Revell stated that an area of the car park may be sectioned off by the contractors for Flagship Housing to undertake essential tree work.

Cllr Ewart reported that one of the rails on the car park fence was broken.

Cllr Ransome agreed to look at the fence to see if it can be repaired.

Cllr Revell asked if it may be worth considering reducing the number of Councillors required for Kelsale-cum-Carlton as we have 5 vacancies and have had a few vacancies for some time. It is difficult to remain quorate with only a few people. It was agreed to monitor this over the next few months.

ACTION: Clerk to continue to place the Carlton Meres on the agenda. Clerk to write an email asking the Biodiversity group if an application for some hedging was successful. Clerk to respond to the Flagship Group stating they may section off a part of the car park for essential tree work at one of their properties. It would be the contractor's responsibility to section off the car park and place suitable signage to warn of the future work.

11895 Matters arising from the Parish Council meeting held on Wednesday 29 March 2023.

10.1. Neighbourhood Plan – Cllr Ewart said that this item is ongoing.

ACTION: Cllr Ewart to bring this item back to the meeting in May.

10.2. Power Projects – Cllr Galloway reported that funding for the projects was proving to be a challenge.

10.3. Carlton Meres – This was covered under item 11894.

ACTION: To keep this on the agenda.

10.4 King's Coronation – Cllr Ewart reported that she has done some advertising for the 'litter pick' on the 8th May. Some additional equipment has been requested from Norse. There has already been offers of help with this.

Cllr Revell suggested that the B1121 and the Spinney Pocket Park should be the areas to concentrate on.

Cllr Galloway reported that the plans for the Celebration on Saturday were going well.

ACTION: Cllr Ransome to remove the rubbish collected and take to the dump.

10.5 Annual Parish Meeting – Cllr Revell said that the talk from the Suffolk Swifts was very interesting. Thanks to the team that provided the refreshments.

10.6 Trees – Cllr Revell reported that the Clerk had now obtained three quotes, it was agreed by all to ask Paul Bush to undertake the tree survey, and to ask him to provide this for the next four years, and accept an increase of the cost of inflation per year.

ACTION: Clerk to contact Paul Bush to ask him to undertake the work.

10.7 Car Park Lease – Cllr Revell reported that no lease has been received, place on the next agenda.

10.8 Basketball Hoop/Netball Hoop – It was agreed that this item is ongoing and to place on the next agenda. Cllr Harker to investigate the cost of a netball hoop.

11896 Parish Council Matters

11.1 Kelsale Village Hall: Cllr Ransome commented that there is little to report, the oven has been reconnected and the meeting with the architect went well.

11.2 To re-adopt the Financial and Governance Risk Assessment – Cllr Ewart proposed that the Financial and Governance Risk Assessment is re-adopted, this was seconded by Cllr Galloway and agreed by all.

11897 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/23/1319/FUL – Apple Tree Barn (proposed name), North Green, Kelsale-cum-Carlton IP17 2RL
Erection of 1no. single storey dwelling – Change of dwelling design for DC/20/1127/FUL and APP/X3540/W/21/3270972 – 1.5 storey design.

It was agreed by all the Council to object to this application due to the 1.5 storey.

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

DC/23/1320/FUL – Apple Tree Barn (proposed name), North Green, Kelsale-cum-Carlton IP17 2RL
Erection of 1no. single storey dwelling – Change of dwelling design for DC/20/1127/FUL and APP/X3540/W/21/3270972 – single storey design.

It was agreed by a majority of the Council to support this application as a single storey is favourable.

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

11898 Financial Matters

13.1 Financial Statement since the February meeting. See Updated Finance Report of 24th April 2023.

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

Cllr Revell commented that the payment to the Village Hall for 50% of the cost of the insurance was discussed at the Council meeting in November when the budget was considered. It was agreed that an increase in the precept could not provide the income for this, and that the profit from the Bonfire Event should be used.

Cllr Galloway proposed that the funding for 50% of the Village Hall insurance cost should be taken from the profit of the Bonfire event, this was seconded by Cllr Stewart and agreed by all.

13.2 To approve and sign the bank statements: The Bank Statement to 31st March 2023 plus financial reconciliations were agreed and signed by the Chairman.

13.3 To approve the AGAR Section 1 & 2 and the end of year accounts.

Cllr Revell asked if the Councillors had read the questions in Section 1 and were they in agreement with them, the figures in Section 2 are generated by the Scribe package. It was agreed by all the Councillor to approve the Section 1 & 2, also the end of year accounts.

11899 To Receive Reports from Portfolio Holders and Liaison Representative

A10: KcC School

Cllr Galloway reported that the School was looking for a donation of funding and plants as they are hoping to put in a garden entry to the Suffolk Show.

It was agreed by all that the PC should donate £25 to the School to assist with the garden.

ACTION: Cllr Galloway to obtain the School bank details for the Clerk to transfer the funds.

B7: Trees and green spaces

Cllr Ransome reported that the bins in the recreation ground were often overflowing with rubbish. Some of the rubbish was in white bin bags which looked like household waste. It was suggested

that the rubbish comes from the holiday lets along Bridge Street.

ACTION: Clerk & Cllr Ransome to draft a response to send to the holiday cottages in Bridge Street. Also look on Air BNB and Suffolk Secrets to list the holiday lets.

Cllr Revell commented that the football pitch needs to be increased due to the age of the children playing. A request has been made that some of the wild grass area be used to make the pitch larger. Also an area is required for the spectators to safely stand. This would be implemented for the start of the next season.

It was agreed by all the Councillors to allow the use of the wild grass area for the use of the football pitch.

ACTION: Clerk to inform the Biodiversity group of the change on the recreation ground.

Cllr Holden commented that the Telephone Box on Bridge Street needs repainting. The paint has arrived and it is hoped that this will be repainted before the Coronation Celebrations.

11900 Items for consideration for Inclusion on the next agenda

As listed within the minutes,

11901 Correspondence

None

11902 To consider excluding the public and press.

No considerations were necessary.

11903 Excluded items

There were none.

11904 Date of the next meeting

The Annual General Meeting is to be held on the 24th May 2023 at 7pm.

The Chair closed the meeting at 8.12pm.

Signed: Chairman Dated: