

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

**Present at the meeting:**

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

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

**Welcome by the Chairman.**

**11949 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.***

2 members of the public.

The first member of the public was attending to listen to the comments from the Council regarding the roadside verges.

**11950 Reports**

**Report by County Councillor Richard Smith**

Richard Smith reported that he has processed the application for the Biodiversity Group. There is nothing to say about Sizewell C, other than it is in the public domain now that work will commence in December 2023. The government may invest more money into this project. EDF have stated that they would require over a year to raise the required money. There is a consultation which appears later, and the PC will need to agree their response. Another consultation for something else that Richard Smith is involved in will wait until September, August is not a good time to start a consultation as many people are away.

Cllr Weaver asked if there has been any communication between the developers and the Latitude festival organisers. There will be a great deal of traffic around, could they hold the work will the event takes place?

Richard Smith replied that he would hope this event has been taken into consideration.

Weeds is another item that needs to be mentioned. The weather has been ideal for the growth of weeds, the SCC are about to start the second treatment for weeds. This time they are to use an alternative weed killer. This will not kill the roots. ESC will then come along and tidy up the site. Highways are to repair 300 miles of pavements, if there are any issues with the pavements in the village, please let Richard know. SCC has borrowed £10m, and repaying the money over 15 years, to allow the resurfacing of some residential roads to take place. If there are any in the village, please let Richard know. The final point is the signage besides the roads that has fallen over. SCC are to do a few complete routes, the first being the A1120. It has been suggested that the A12 is done as well. The County Councillors have been given £3,000 to remove or replace signs in their constituency. This is about 6 small signs and 2 larger ones. If there is a sign that needs attention in the village, please let Richard know.

Cllr Galloway commented that communication had been received from Middleton-cum-Fordley. They wish to place some signage stating 'Unsuitable for HGV's' on Fordley Road. Many farm vehicles use these roads, as do lorries collecting corn etc. Is this purely advisory?

Richard Smith said this may be paid for by the Highways budget, if the PC supports this just say yes. It should be a sign not just words. Hopefully this will be done. Tiggins lane may have a lot of

HGV's but there is no evidence to support this, but there is evidence that Fordley Road is used. Cllr Weaver commented that there is a joint 8 parish letter relating to Sizewell C. Richard Smith said he was not aware of this, some speed limits will be considered and EDF will pay as part of the mitigation.  
ACTION: Cllr Weaver to pass on the joint parishes letter to Richard Smith.

The first member of the public asked why spray the weeds, then ESC has to clear it up. Why not just cut the verges?

Cllr Revell clarified that the areas to be sprayed would be pavements and verges, not roadsides. The member of the public commented that it is difficult to know who is responsible for which area. Richard Smith commented that the grass is cut 2 times a year, it comes down to the cost. SCC tells ESC when the spraying has taken place.

Cllr Revell thanked Richard Smith for attending.

### **Report by District Councillor Ewart**

Julia Ewart submitted her apologies and a written report.

County Councillor Richard Smith left at 7.26pm.

### **The Chair formally opened the meeting at 7.27pm.**

**11951 To receive apologies for absence** – District Councillor Julia Ewart & Cllr Stewart.

**11952 To accept apologies for absence** – Accepted.

**11953 To record absence without apologies** – None

**11954 Declarations of Interest** – None

**11955 To consider any dispensations** – None

### **11956 To consider the Approval of the draft minutes of the Parish Council meeting held on 28<sup>th</sup> June 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 Weaver, Seconder Cllr Galloway, with two abstentions.

### **11957 Parish Clerk's Report**

Car park - the lease has now been sorted and will be discussed later in the agenda. A caravan was parked on the car park for over a week. The clothing bank has been reported as it was overflowing. BSR Energy – having signed the lease and submitted it, it was returned as both the signatures needed to have witnesses. The Clerk met with the Chair at a coffee morning and signed the lease with a couple of the attendees being the witnesses. This has been submitted again. Layby – a resident of the area has been able to confirm verbally that the landowners give permission for the PC to place the metal fencing pins and the rope in the layby. Policies - there are three to be re-adopted, there are no changes. Trees – a concerned resident contacted the Clerk to report a tree on the recreation ground that backs onto their property. The tree creaks and sways in the wind. Paul Bush is to take a look at the tree and quote for the urgent tree work on the recreation ground. Roads – a report has been submitted about a pot hole on Lowes Hill. External Audit – some further information has been requested relating to the 2021/22 and 2022/23 income. The queries have been adequately answered and the External Audit report should be received shortly. Remembrance Sunday – Saxmundham Town Council have passed on a list of people that they invite to the service. The Royal British Legion has been in contact and they estimate that 50-80 people may stop for refreshments after the service. The caterer has commented that the cost for cake, tea and coffee would be £5 per head. County Councillor Julia Ewart – there is to be a meeting with Julia and the Clerk, not sure of the date for this at this present time. Bonfire Event – contact has been made with St John's Ambulance and the insurance company. East Suffolk Council – an invoice has been received for the election contribution. Coffee Morning – a resident contacted the Clerk relating to the roadside verges, this item appears on the agenda.

### **11958 Clerk's Report on urgent decisions**

None

#### **11959 Matters arising from the Clerk's report.**

Cllr Revell said that the Car Park lease requires a solicitor to look at it, a resident of the village will do this for the PC. The metal fence pins and the rope is here to place around the layby and this will be completed shortly. It was agreed that the cost of the refreshments for the Remembrance Service was too much for the PC to cover. Cllr Weaver and Cllr Harker agreed to bake some cakes for this. Bonfire event, the first meeting is to take place on the 7<sup>th</sup> August.

ACTION: Place Remembrance Service on the next agenda.

Correspondence – Roadside Verges

Cllr Revell suggested that the item of correspondence be brought forward, this was agreed by all.

Meeting closed 7.40pm.

The member of the public commented that about this time last year this subject was raised because of the high fire risks. This year this does not pose such a problem because of the rain. Wildflowers would look nice in the verges instead of the long straggly grasses. Stephen Burroughes commented that to make the wildflowers grow the top layer of the soil would need to be scraped away. Is there a policy for dealing with the verges? Cutting it back would assist. There are a lot of road kills on the A12 where the animals appear out of the long grass. ESC has the money but are not spending it on this item. The PC should push to have something done about it.

Cllr Revell said that he does not disagree with everything that the resident has stated. Wildflowers would be much better. Does the PC need to approach a specialist to see how these areas could be managed?

Cllr Ransome commented that the grass cuttings need to be removed and not left to enrich the soil.

The member of the public said that there are very few flowers in the verge for the bees.

Cllr Weaver asked if the Biodiversity Group could be asked for advice. The management needs to start in April.

Cllr Revell suggested that an email should be sent to ESC stating that it would be nice to see more wildflowers. Is there a policy to enhance the roadside verges, and are they able to remove the cuttings?

Cllr Ransome said that the PC could manage a small area, to demonstrate that could be done.

It was agreed to send an email to ESC and to use the corner near the recreation ground to demonstrate what may be done.

ACTION: Clerk to contact ESC to see if there is a policy on the management of roadside verges, copy Julia Ewart into the email. Place on the next agenda.

Meeting opened at 7.56pm, member of the public left the meeting.

#### **11960 Matters arising from the Parish Council meeting held on Wednesday 28 June 2023.**

**10.1. Neighbourhood Plan** – The Clerk confirmed that an email had been sent to ESC stating that the PC would not be continuing with the Neighbourhood Plan.

**10.2. Power Projects** – Cllr Weaver submitted a written report to all the Councillors. There are a number of items going on at the moment. The Emergency Plan - there will be lots of construction traffic, what happens when things go wrong, this has not been addressed. The consideration of how communication is to be made with the emergency services as well as the residents is important. Where will the workmen go if there is an issue? Kelsale-cum-Carlton is just outside the emergency plan area, this was one of the objection points.

Cllr Revell commented that it is unlikely to get an incident whilst under construction.

Cllr Galloway said that the residents need to be aware of any complications.

Cllr Weaver added that the blue light vehicles need to be able to get to the site.

All the Council are happy with the responses written by Cllr Weaver.

Cllr Weaver commented that the joint eight parish letter has been submitted to EDF, the request by the PC to add all the quiet lanes has been completed. It was agreed not to comment on the North Falls windfarm as Kelsale-cum-Carlton are too far out, but to concentrate on issues nearer to the village.

Cllr Galloway reported that the PC had received an email requesting that the PC consider a sign 'Unsuitable for HGV's'. A sign is to be placed at the end of Fordley Road, this is to prevent the lorries from entering that road. Could one be placed on Tiggin's Lane or Bridge Street to prevent lorries heading towards Fordley Road.

Cllr Revell said that the Town Farm Lane really needs a sign. What do vehicles do when they come across a sign, they do not want to be in a position where they would need to reverse out of a road. Cllr Galloway commented that some of the smaller roads may be used by the HGV's looking for an alternative route.

Cllr Revell proposed that the PC supports Middleton-cum-Fordley with the request for a sign on Fordley Road, and a sign be placed on the Town Farm Lane in Kelsale-cum-Carlton.

A vote was taken, and 5 Councillors agreed with the proposal.

ACTION: Clerk to respond to Middleton-cum-Fordley.

**10.3. Carlton Meres** – Cllr Revell said that an email had been sent to Julia Ewart, but no response had been received. Carlton Meres takes up so much of the PC's time. This has been discussed for several years at different times. The site is now very big. The PC has received no support from ESC.

ACTION: Clerk to write to Julia Ewart.

**10.4 Car Park Lease** – This was covered under the Clerk's report, item 11959.

**10.5 Bins** – Cllr Ransome will obtain a quote for a bin liner for the waste bin on the recreation ground, although the amount of waste being placed in the bin has decreased.

ACTION: Cllr Ransome to obtain a quote for the bin liner.

**10.6 Biodiversity Group** – The Clerk confirmed that the bank details had been sent to Richard Smith.

**10.7 Kelsale Village Hall** – Cllr Weaver confirmed that she had been supporting the Village Hall with paperwork.

Cllr Ransome confirmed that he and Cllr Revell had visited the Solicitors office, the Solicitor is to search for further documentation.

Cllr Revell commented that a letter to the company not an individual solicitor may be more advantageous.

Cllr Weaver said that a draft letter may have been sent several years ago granting permission for the vehicle to be parked on the forecourt. There is no evidence of the letter being sent.

Cllr Ransom said it is imperative to obtain the papers from the solicitor.

**10.8 Remembrance Sunday** – Covered under item 11959.

ACTION: Place this item on future agenda's

## **11961 Parish Council Matters**

**11.1 Kelsale Village Hall:** Cllr Ransome reported that this item was covered under 10.7.

**11.2 To re-adopt the Subject Access Request Form, Subject Access Policy, Subject Access Procedure.** – Cllr Galloway proposed that the PC adopts the above policies, this was seconded by Cllr Ransome and agreed by all.

## **11962 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/23/2595/FUL – Kelsale Lodge, Main Road, Kelsale-cum-Carlton, IP17 2RQ**

Retrospective application – Retention of garden wall, greenhouse, and log store, erection of metal railings, change of use of agricultural land to garden/semi meadow and construction of a field shelter.

It was agreed by all to support this application.

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

**DC/23/2596/LBC – Kelsale Lodge, Main Road, Kelsale-cum-Carlton, IP17 2RQ**

Listed building consent – retention of the garden wall.

It was agreed by all to support this application.

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

## **11963 Financial Matters**

**13.1 Financial Statement since the June meeting. See Updated Finance Report of 26<sup>th</sup> July 2023.**

**Cllr Galloway proposed the payments, this was seconded by Cllr Ransome 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 2023 plus financial reconciliations were agreed and signed by the Chairman.

**13.3 To note the quarterly accounts to the end June 2023.**

The Councillors noted the quarterly accounts.

**11964 To Receive Reports from Portfolio Holders and Liaison Representative**

**D1: Community Newsletter**

Cllr Galloway reported that the latest edition was very good, there were more pages as the editor received some very good articles.

Cllr Revell suggested that we allow the editor to have an agreed limit for the size of the newsletter, should she wish to increase the pages.

It was agreed to ask the editor, for a suggestion on the size and for the PC to permit this change in size should it be required.

**11965 Items for consideration for Inclusion on the next agenda**

As listed within the minutes,

**11966 Correspondence**

Hedgehogs R Us – It was agreed by all that this was not for Kelsale-cum-Carlton PC to be partaking in.

Rosemary Lane – Cllr Revell said that a resident of Rosemary Lane had contacted him regarding the parking of the customers cars who visit the Poachers Pocket. The problem is that some of the parked vehicles make it difficult for residents to enter their driveways. The cars are also parked on the grass verges. The pub is doing really well. What should the PC do to assist the residents?

Cllr Weaver commented that the car park is too small. There is a sign telling people to park on the area near the green on Carlton Road to place the cars, but this area is often filled with resident's cars. It was agreed by all to suggest to the residents that they should place a sign on their boundary stating 'do not park here'.

Cllr Harker commented that she will take some photographs of West View to be passed onto Richard Smith as there are several potholes in that area. Maybe some of these can be fixed.

**11967 To consider excluding the public and press.**

No considerations were necessary.

**11968 Excluded items**

There were none.

**11969 Date of the next meeting**

The next Meeting is to be held on the 30<sup>th</sup> August 2023 at 7pm.

The Chair closed the meeting at 9.10pm.

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