

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

**MINUTES OF THE MEETING HELD ON
WEDNESDAY 30th AUGUST 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 Mark Stewart	Cllr Simon Ransome
Cllr Rob Holden	

In attendance: 1 member of the public.

Welcome by the Chairman.

11970 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.

1 member of the public. No comment to make.

11971 Reports

Report by County Councillor Richard Smith

Richard Smith reported that August is a quiet month. There are less meetings and many people take annual leave; this can be frustrating. First quarterly accounts are to be published in the next day or so, these show an overspend of around £20m+, this is money spent on social care. Some residents require 24 hour care. The additional spending has to be sought from somewhere, and may come from the reserves. SCC will try to curb the spending over the next 9 months. Highways department is being squeezed, but there are many issues being reported, and there isn't enough money to do all the repairs. The new budget for April 2024 is about to be started. The building of the Gull Wing bridge in Lowestoft is going well, and it is hoped that it will be open in Spring. It is hoped that this development will help to regenerate Lowestoft, it is a very impressive bridge. The end of September beginning of October will see the consultation regarding the County Deal. If the SCC accepts the government will pass some powers to the Council. This will also mean that the Council will receive £16m additional funding. Mayors work well in an urban area but not in a rural setting. A directly elected Leader will be voted for, and they in turn will appoint a cabinet. There will be more information in the public consultation leaflet, and it will be interesting to see what the public thinks. May 2025 would be when a Leader would be voted for.

Cllr Galloway asked if there is any funding for the D-Day event next year? The event will take a 1940's theme.

Richard Smith said that he may be able to contribute £500 for the marquee, this funding may not be used for food or the band, but he will confirm the use of the funding for the band.

Cllr Galloway said that the D-Day event is to be held on the 8th June 2024.

Richard Smith congratulated the village for organising this event.

Cllr Revell thanked Richard Smith for attending.

Report by District Councillor Ewart

Julia Ewart submitted her apologies.

The Chair formally opened the meeting at 7.09pm.

11972 To receive apologies for absence – District Councillor Julia Ewart, Cllr Weaver and Cllr Harker.

11973 To accept apologies for absence – Accepted.

11974 To record absence without apologies – None

11975 Declarations of Interest – Cllr Ransome – Village Hall committee member, planning item.

11976 To consider any dispensations – None

11977 To consider the Approval of the draft minutes of the Parish Council meeting held on 26th July 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 Galloway, Seconder Cllr Ransome, with one abstention.

11978 Parish Clerk's Report

Car park - the declaration has been signed in the presence of a solicitor and returned to ESC. Apparently, there is another page on the lease that requires a signature, once the Clerk has spoken with ESC thus will be organised and submitted. Carlton Meres – confirmation has been received that the planning approval has been breached. Further information will be received soon on the road markings and signage. Julia Ewart is aware of this. Policies - there is one policy to readopt this has no changes. Trees – it is hoped that the Clerk will meet with Paul Bush to discuss the way forward with the recreation ground trees. Falcon Saunders did comment that the recreation ground is in a conservation area. Roads – following on from the last meeting, Cllr Harker forwarded some information about West View which requires some work on the road due to the potholes. Fly-tipping – a couple of incidences of fly tipping have been reported. One was cleared quickly, and this was a fridge, the second was some building material in a ditch which requires removal by the landowner. External Audit – the report has been received; this appears as an item on the agenda. Remembrance Sunday – the Clerk contacted the caterer and confirmed that volunteers would be taking care of the refreshments. County Councillor Julia Ewart – there is to be a 'Hub' meeting held on the 16th September for the PC's within Julia's ward. Bonfire Event – confirmation of attendance has been received from St Johns Ambulance and the Fire Service. The TENS licence has been received, but we are still waiting for the information from the insurance company. Tiggins Meadow – a resident contacted the Clerk about the camping that is taking place most weekends on Tiggins Meadow, the last time they had a large campfire. The planning enforcement team has been contacted but no response has been received. Grass Verges – a response has been received stating that the verges are cut 7 times a year between March and October, this usually takes place every 5 weeks. Footpaths – there is a concern relating to a footpath in North Green, this is overgrown and has an electricity pole very close to the footpath. This has been reported to the rights of way team Microsoft licence - the annual licence has been paid and appears as an item on the payment sheet. Annual Leave – the Clerk will be on leave from the 14 – 18 September.

11979 Clerk's Report on urgent decisions

None

11980 Matters arising from the Clerk's report.

Cllr Revell said that the Carlton Meres appears on the agenda later. The Clerk is to meet with Paul Bush about the trees.

Cllr Holden asked if the trees on the recreation ground could be replaced, the Jubilee tree has died, this was an oak.

Cllr Revell has a couple of small oak trees that may be used as a replacement. The residential road photo's have been passed on. The fly-tipping has been reported.

Cllr Stewart commented that he has notified Clarke & Simpson of the building material sheet in the ditch. It is a surprise that ESC will not deal with it.

Cllr Galloway said that the concern is that the sheet may be asbestos.

Cllr Revell said that a common problem is that where there is rubbish left people will add to it.

It was agreed to ask Julia Ewart to look at the problem.

Cllr Revell said that there is to be a Bonfire meeting on the 12th September. Tiggins Meadow is used as a weekend retreat.

Richard Smith commented that the planning enforcement has not been great in the past.

Cllr Revell said that when the PC reports something, it is very tedious to get anything done, this is both Carlton Meres and Tiggins Meadow.

Cllr Ransome said that the ESC planning has admitted that rules have been broken. ESC need to

look back at the plans for Carlton Meres.

Richard Smith said that he would have an informal word with Highways, about the road layout near Carlton Meres.

Cllr Ransome suggested that the PC considers notifying the ombudsman due to being dissatisfied with the responses received.

Cllr Galloway asked if an email could be sent to ESC for clarification as to what the 'biodiversity zones' are. (ACTION: Clerk to send an email to ESC)

Cllr Revell thanked Cllr Ransome for the grass cutting and clearing of a verge near to the recreation ground.

Richard Smith left the meeting at 7.41pm.

11981 Matters arising from the Parish Council meeting held on Wednesday 26 July 2023.

10.1 Power Projects – Cllr Revell reported that Cllr Weaver had submitted a written report ahead of the meeting. Lion Link is receiving a lot of press attention at the moment. Cllr Weaver had passed the letter onto Richard Smith. The Clerk has sent an email to Middleton-cum-Fordley giving the decision of the PC.

10.2 Carlton Meres – Cllr Revell said the resident of Rendham Road has asked the ESC about the plans for the Meres. It was agreed to ask Julia Ewart for an update.

ACTION: Clerk to write to Julia Ewart.

10.3 Car Park Lease – Cllr Revell and the Clerk met with the Solicitor, the declaration has been signed. The Clerk has received notification that another part should have been signed and is waiting guidance from ESC.

10.4 Bins – Cllr Ransome has ordered a new lighter bin liner for the recreation ground bin and this should be ready for collection next week.

10.5 Remembrance Sunday – Cllr Revell is to put an article in the Community News inviting people to the service. The invites are to be sent at the end of September. Cllr Revell to organise the wreath for the PC.

ACTION: Place this item on future agenda's to discuss the catering arrangements.

10.6 Verges – This has been discussed under 11980.

11982 Parish Council Matters

11.1 Kelsale Village Hall: Cllr Ransome reported that the village show is to take place on the 9th September. A judge is needed to judge the exhibits. Cllr Revell agreed to do this.

11.2 To re-adopt the Data Protection Statement. – Cllr Galloway proposed that the PC adopts the above policy, this was seconded by Cllr Ransome and agreed by all.

11.3 Playground Inspection Report – It was agreed for Cllr Holden to go through the report and look at the equipment, then report back any issues.

11.4 D-Day Celebration – Cllr Galloway reported that a Fish & Chip Cart has been organised, as has an Ice Cream van. The Tug of War rope is to be collected from the School, then there will be various teams competing. There is to be a swing band. The Church is to hold a Flower Festival. This is taking place on the 8th June 2024. The Social Club and The Village Hall are assisting with the organising.

11983 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/23/2925/VOC – Maple Farm, East Green, Kelsale-cum-Carlton, Variation of Condition Nos. 2, 6, 7 & 8 of DC/22/1867/FUL – Refurbishment and conversion of curtilage listed and non-curtilage buildings and erection of new buildings for workshop uses, temporary workers accommodation and ancillary use to support and diversify existing farming activities.

It was agreed by all to support this application.

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

DC/23/2926/VOC – Maple Farm, East Green, Kelsale-cum-Carlton, Variation of Condition Nos. 2, 6, 7 and 8 of DC/22/1868/LBC – Listed Building Consent - Refurbishment and conversion of curtilage listed buildings to support diversification of existing

farming activities. – Alter design of kitchen J&K improve parking area, Move building E & F, Clear parking / cycles / bin conditions, Omit ref to PP12 rev A - replace with PP12 rev B - shows EV charge point / cycle store/ bin store / presentation , Omit ref to PP32 rev A - replace with PP32 rev B - shows altered unit ~J&K NOT curtilage listed, dd ref to PP16 rev B - details of cycle store, bins, EV charging.

It was agreed by all to support this application.

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

DC/23/3065/FUL & 3066/LBC – Kelsale Village Hall, Bridge Street, Kelsale-cum-Carlton, IP17 2PB
Construction of lift to provide disabled access to the existing first floor, plus internal alterations to improve toilets.

It was agreed by all to support this application.

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

DC/23/1960/FUL – Building at Whitehouse Farm, Lowes Hill, Kelsale-cum-Carlton, IP17 2PQ
Conversion of agricultural building to dwellinghouse (originally granted under ref: DC/20/0348/PN3).
Retention of works already undertaken, to include additional first-floor accommodation, altered door/window positions, and external finishes.

It was agreed by all the Councillors to object to this application as this was not permitted on the original application and therefore should not have been added.

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

11984 Financial Matters

13.1 Financial Statement since the July meeting. See Updated Finance Report of 23rd August 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 31st July 2023 plus financial reconciliations were agreed and signed by the Chairman.

13.3 To note the External Audit Report

The Clerk read out from the report that the external auditors had found no issues of concern with the paperwork submitted.

Cllr Revell thanked the Clerk for her work on the audits.

11985 To Receive Reports from Portfolio Holders and Liaison Representative

A14: Kelsale Village Hall & Centre

Cllr Ransome said that there has been no progress with obtaining the deeds to the village hall from the solicitors.

Cllr Revell asked how much money could be spent on obtaining these documents?

Cllr Galloway said that the solicitors should have some information in the files relating to when the land was registered.

ACTION: Cllr Revell to contact the solicitors regarding finding the documents and the cost.

B7: Trees and Green Spaces

Cllr Holden said that some of the dead saplings on the recreation ground need replacing.

D1: Community Newsletter

Cllr Galloway reported that it looks as if the next edition of the newsletter is going to be a large one.

C1: Bonfire Party Team

Cllr Revell commented that the planning for the next event is progressing well. Some talk has taken place about cleaning the covers of the gazebo's as they are very dirty and would not look presentable for a day event. Gala tents can provide new covers, but they are quite expensive. The size we require is not available but there are covers for the new size, but we would require the new roof bars and ends to fit these.

Cllr Galloway wondered if it may be possible to use the bonfire money for the D-Day celebration and kindly ask Richard Smith if he would contribute to the new gazebo covers for the event.

ACTION: Cllr Revell to obtain quotes for the new covers ahead of the next meeting.

Cllr Revell commented that the signs had not been replaced in Spinney Pocket.

ACTION: Clerk to chase the signs with ESC.

Cllr Revell said that there are a couple of places within the village where the hedges look very unkempt. The first one is on Bridge Street opposite the recreation ground. No one was sure who this belonged to. The second one was on Carlton Road past the School.

It was felt that this should not be the responsibility of the PC to clear.

11986 Items for consideration for Inclusion on the next agenda

As listed within the minutes,

11987 Correspondence

Kelsale Church – A letter was received asking if the PC would be contributing an annual donation to The Church this year.

Cllr Galloway proposed that the PC donates £300 (which has been placed in the budget as an agreed expenditure) to the Church, this was seconded by Cllr Holden and agreed by all.

11988 To consider excluding the public and press.

No considerations were necessary.

11989 Excluded items

There were none.

11990 Date of the next meeting

The next Meeting is to be held on the 27th September 2023 at 7pm.

The Chair closed the meeting at 8.41pm.

Signed: Chairman Dated: