

**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 MEETING HELD ON  
WEDNESDAY 27<sup>th</sup> SEPTEMBER 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	Cllr Caroline Harker

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

**Welcome by the Chairman.**

**11991 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.*

0 member of the public.

**11992 Reports**

**Report by County Councillor Richard Smith**

Richard Smith submitted his apologies for this meeting.

**Report by District Councillor Ewart**

Julia Ewart submitted her apologies but provided a written report.

**The Chair formally opened the meeting at 7.00pm.**

**11993 To receive apologies for absence** – County Councillor Richard Smith, District Councillor Julia Ewart, and Cllr Weaver.

**11994 To accept apologies for absence** – Accepted.

**11995 To record absence without apologies** – None

**11996 Declarations of Interest** – None

**11997 To consider any dispensations** – None

**11998 To consider the Approval of the draft minutes of the Parish Council meeting held on 30<sup>th</sup> August 2023.**

The draft minutes of the meeting 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 Ransome, with one abstention.

**11999 Parish Clerk's Report**

Car park – the completed and sealed lease has been received. Carlton Meres – Julia Ewart is compiling a file to give to the planning department. The recent correspondence states that a breach of planning has occurred and is being followed up. The Highways are holding a S278 which when approved will mean that the highways work can be completed. Policies – There are two policies, the Equality and Diversity Policy and the Health and Safety Policy, to be re-adopted. Trees – Cllr Holden and the Clerk met with the local tree surgeon, he has undertaken some urgent work on the recreation ground. There are two further trees that require work, but approval has been sought from East Suffolk Council. A resident contacted the Parish Council as they had thought a couple of trees on their

boundary may belong to the PC. Roads – Cllr Holden identified a fallen tree opposite side of the road to the recreation ground, this was reported to SCC and has now been removed. Remembrance Service – the invites have been sent out and some responses have now been received. District Councillor Julia Ewart – having met with Julia at a coffee morning, she hopes to attend a couple of PC meetings at the end of the year. Bonfire Event – the insurance cover has been approved, although it is more expensive this year. Footpaths – A concern about a footpath on North Green has been sent to SCC and they have responded stating that the footpath will be cleared, some by them and some by the landowner. D-Day celebration – the TENS licence has been approved for the event. No response has been received from the insurance company. Building development - a query has been received about a building development in Town Farm Lane, I have advised that the Planning Enforcement Team should be contacted.

#### **12000 Clerk's Report on urgent decisions**

None

#### **12001 Matters arising from the Clerk's report.**

Cllr Revell said that it is reassuring that ESC have admitted there is a planning breach at Carlton Meres, and this will be sorted. Formal signs will be erected in the entrance/exit of the site. The trees are being sorted. The Remembrance Service event is coming along. The Bonfire Event is progressing well. The start of the bonfire is to be on the 15<sup>th</sup> October. Some discussion was made about a card machine for the evening to allow people who do not have cash to donate. It was agreed that this was a good idea and will be considered for next years event.

Cllr Ransome said that he would speak with the Chair of the Village Hall as they have recently got a card machine and it appears to be easy to use, but it depends on a mobile phone signal.

Cllr Stewart said that there is an overgrown footpath at East Green, the details of this will be passed to the Clerk so that it may be reported.

Cllr Revell commented that the cost of the insurance cover for the bonfire event is much more than was paid last time, this has been agreed by the Bonfire Committee. The D-Day TENS licence has been agreed.

Cllr Stewart reported that he had been to see the resident who commented about the breach of planning in Town Farm Lane. There has been a second floor put in the development, but the advice to the resident was to contact planning enforcement.

#### **12002 Matters arising from the Parish Council meeting held on Wednesday 30 August 2023.**

**10.1 Power Projects** – Cllr Revell said that an email had been received from Cllr Weaver updating the PC on the power projects. A volunteer is needed to attend the Lion Link meeting on the 4<sup>th</sup> October. Cllr Galloway commented that there is an important meeting taking place at ESC this evening regarding the power projects.

**10.2 Carlton Meres** – Cllr Revell said that this was covered in 12002. The resident liaising with Juli has permission from the PC to discuss important issues.

**ACTION:** To continue to monitor.

**10.3 Car Park Lease** – The Clerk reported that the lease has been received and approved by ESC.

**10.4 Bins** – Cllr Ransome reported that the bin is ready for collection.

Cllr Harker commented that there is a lot of rubbish left on the recreation ground around the bin after a football match.

Cllr Holden suggested that the organisers should bring their own bin bags to collect the rubbish.

**ACTION:** Cllr Ransome to collect the bin liner. Cllr Revell to speak with the football organisers about the rubbish.

**10.5 Remembrance Sunday** – Cllr Revell said that this item has been covered in 12002. The main hall of the Village Hall has been booked for the afternoon for the refreshments.

**ACTION:** Place this item on the next agenda to discuss the finalise catering arrangements.

**10.6 Bonfire Night** – This has been discussed above.

**ACTION:** Place on the next agenda for an update.

**10.7 Verges** – Cllr Ransome reported that some of the verges have been cut but the cuttings have not been removed.

Cllr Revell said that the area of verges that are being affected by the gas pipe work may have some wildflowers grow on them. Some of the splays on the roads have not been cut back, maybe if a metre could be cut this would allow better visibility.

**ACTION:** Place on the next agenda

**10.8 D-Day Celebrations** – Cllr Galloway said that there is no update at present.

Cllr Revell commented that a new ‘tug of war’ rope has been purchased if they would like to use it for the event.

**ACTION:** Cllr Galloway to discuss the use of the ‘Tug of War’ rope with the other organisers and the Clerk regarding the health and safety implications.

**10.9 Playground Inspection Report** – Cllr Holden commented that there are a few small repairs that need do to the play equipment. Most of the items are considered to be low risk. The gates may cause a finger entrapment, the sculptures require bolting to the ground, the wet pour is shrinking and there is a small gap, etc. It was agreed to complete some of the tasks.

**ACTION:** Cllr Ransome to look at the gates. Cllr Revell and Cllr Holden to look at the other tasks to be completed.

### **12003 Parish Council Matters**

**11.1 Kelsale Village Hall:** Cllr Ransome reported that planning permission has been granted for the alterations to the village hall. Having spoken with the architect phase 2 is now underway. The summer show went well, although there were not many attendants. The water heater has broken. Cllr Revell and Cllr Ransome visited the Solicitors to gain further information regarding the forecourt. All the advice received was free of charge.

**11.2 To re-adopt the Equality & Diversity Policy and the Health and Safety Policy.** – Cllr Galloway proposed that the PC adopts the above policy, this was seconded by Cllr Ransome and agreed by all.

### **12004 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/23/3522/TPO** – Sycamore Lodge, 9 Church Close, Kelsale-cum-Carlton, IP17 2PA

1 No. Sycamore (\* on plan) – Fell. Replacement planting proposal – 1 No. Walnut.

It was agreed by all to support this application.

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

### **12005 Financial Matters**

**13.1 Financial Statement since the August meeting. See Updated Finance Report of 25<sup>th</sup> September 2023.**

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

**13.2 To approve and sign the bank statements:** The Bank Statement to 31<sup>st</sup> August 2023 plus financial reconciliations were agreed and signed by the Chairman.

### **12006 To Receive Reports from Portfolio Holders and Liaison Representative**

#### **D1: Community Newsletter**

Cllr Galloway reported that the Community News went to print yesterday and will be ready for delivery by the end of the week.

Cllr Revell reported that the hedge opposite the rec gate is in need of a cut. The local grounds man has agreed to incorporate this area with his regular grass cutting, and footpath clearing along the main road. It was agreed that this work should be undertaken. The Parish Council are not accepting liability but just tidying areas that require attention, that if left, may cause a safety issue to driver’s or pedestrians.

### **12007 Items for consideration for Inclusion on the next agenda**

As listed within the minutes,

### **12008 Correspondence**

**Resident – Accident Blackspot A12** – Cllr Revell reported that an email from a resident had been circulated to all. The Police also received a copy of the email and have done some speed reviews and found there were no concerns at the junction of Town Farm Lane, North Green out onto the A12.

The visibility coming out of the junction is quite far. If Sizewell C continues this area will change. It was agreed that Cllr Stewart would speak with the resident on behalf of the PC.

**12009 To consider excluding the public and press.**

No considerations were necessary.

**12010 Excluded items**

There were none.

**12011 Date of the next meeting**

The next Meeting is to be held on the 25<sup>th</sup> October 2023 at 7pm.

The Chair closed the meeting at 8.15pm.

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