

Kelsale-cum-Carlton Parish Council
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**MINUTES OF THE MEETING HELD ON
WEDNESDAY 31st JANUARY 2024
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 Laura Gwynne
Cllr Simon Ransome	Cllr Helen Reynolds

In attendance: 0 members of the public.

Welcome by the Chairman.

12075 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 members of the public.

12076 Reports

Report by County Councillor Richard Smith

Richard Smith reported that there was not much to say on Sizewell C, apart from the DCO had been triggered on the 14th January. He urged the PC to apply for some of the funding available from Suffolk Community Foundation. The Northern Transport Forum is on the 6th February, and he will be attending this. It is not sure that these meetings being held on a quarterly basis will be sufficient. It is budget time at SCC, it is expected that the Council Tax will increase by 4.99%. £752m will be spent next year, and the Council must set a balanced budget. There is a high inflation in social care. 77% of the budget is spent on Social Care, this leaves 23% for everything else. There will be an overspend this year of around £14m which will be taken from reserves. The first offered government settlement was thought to be £2.4 which was less than before, but the settlement was now to be £7.2m. There will be some cutbacks and staff reductions. Any cuts to the CATS transport will not be happening. Some money has been found for the Arts. The final decision will be held on the 15th February.

Cllr Gwynne asked if the comment made meant that the arts, theatres, and museums would receive the same funding.

Richard Smith said that they would all receive the same grant next year as they had done this year.

Cllr Galloway commented that the village is about to lose the outreach Post Office.

Richard Smith advised the PC and residents to write to Therese Coffey, he would be writing a letter of support for the outreach Post Office.

Cllr Ransome said that there is a template on Facebook, that residents may use to write a letter to Therese Coffey. This has been written by the Village Hall Chair.

Cllr Galloway said that this facility played a big part of the community hub in the village hall during the Coffee Morning.

ACTION: Clerk to write to Therese Coffey about the closure of the Outreach Post Office.

Report by District Councillor Ewart

Julia Ewart submitted her apologies for the meeting.

Richard Smith left the meeting at 7.15pm.

The Chair formally opened the meeting at 7.15pm.

12077 Co-option of a Councillor

Cllr Revell commented that there are a couple of new Councillors to be co-opted. The first is Helen Reynolds. After some introductions, the Council welcomed Cllr Reynolds, who duly signed the Declaration of Acceptance of Office form. The second was Claire Buttle, who was unable to attend the meeting, Claire has been with the Council before. Cllr Buttle would be signing the Declaration of Acceptance of Office form at the next meeting.

12078 To receive apologies for absence – Cllr Holden, Cllr Weaver, Cllr Harker Cllr Buttle and Julia Ewart

12079 To accept apologies for absence – Accepted.

12080 To record absence without apologies – None

12081 Declarations of Interest – None

12082 To consider any dispensations – None

12083 To consider the Approval of the draft minutes of the Parish Council meeting held on 13th December 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 Galloway, Seconder Cllr Gwynne, with one abstention.

12084 Parish Clerk's Report

Advertising revenue – There are still two outstanding invoices, I have informed the Editor of this. The Editor is to create an excel sheet for her and I to share. There are no new advertisers as yet. VAT refund - £617.24 has been received, this is up to the end of Dec 23. Councillor Training – Cllr Gwynne is to attend two Councillor training sessions. Coffee morning – a resident reported a pothole near the junction of Low Road and Bridge Street, this was reported to SCC but it does not meet the criteria to be repaired but would be monitored. The footpath along the main road was also reported to SCC as it is covered with mud and leaves, the response received stated that with a limited budget, jobs would need to be prioritised. Bridge Street – following on from the flooding, it was reported that there was a tree caught under the bridge. This was reported to the Environment Agency who appear to have cleared it away. Flooding – a resident has contacted the PC about flooding in Sandy Lane. A resident who lives in the Carlton Road area has a problem with oil in her pond. This has been reported to the Environment Agency as it has killed some of the fish in the pond. Pear Tree Close – a phone call has been received from a new resident who was concerned about the possible development on the field behind the houses, I advised that they spoke with the ESC planning officer. Grit Bins – the bin in Church Close and near the Church have not yet been filled, there has been evidence of a licence from SCC stating they would fill the grit bins passed on. Julia Ewart – a meeting took place at a coffee morning, many items were discussed, the outreach post office, the parking in Rosemary Lane, a course to enable volunteers to clear the rivers, the importance of the Community Partnership groups to work together to keep waterways clear, a pot of money to assist with repairing road signs, and concerns from residents regarding a planning application in Curlew Green. Highways – the fence panels on the edge of the A12 have not been replaced, a chasing email has been sent. D-Day Commemoration – the insurance form is in the process of being completed. Charging points – the form has been completed to seek funding for a charging point on the car park. This is to be sent to an alternative area of ESC as it requires a standalone unit. East Suffolk Services – a quote has been received for next year's grass cutting, this has increased from 2022/23 - £318.27, 2023/24 - £811.54 and next year £1399.44.

12085 Clerk's Report on urgent decisions

None

12086 Matters arising from the Clerk's report.

Cllr Revell reported that the resident with the oil in the fishpond contacted many people including the Environment Agency who are assisting with investigating the source of the oil leak. A letter has been circulated to the Council, which is to be shared with the residents so that people look at their oil tanks.

The remaining fish have been removed from the pond to a safe environment. Only a few households in the area will be responsible for this leak. Parking in Rosemary Lane near to the Poachers pocket is a concern, alternative parking for the public house needs to be considered. For some reason the Ambulances are sent down Rosemary Lane on route to other areas of the village. Funding for charging points will be considered on the car park shortly. The cost of the grass cutting by East Suffolk Services has increased considerably, raising from £311 in 2022/23 to £1399 in 2024/25. It was agreed by all to try and source a local person to undertake the grass cutting.

12087 Matters arising from the Parish Council meeting held on Wednesday 13 December 2023.

10.1 Power Projects – Cllr Revell reported that Cllr Weaver had submitted a written report for all the Council. There are a couple of questions that she wishes to have agreed at the meeting, so these may be submitted by the Clerk to the Northern Transport Forum. This meeting is to take place on the 6th Feb at Darsham. It was agreed by all that the two questions should be submitted to the Forum for a response.

Cllr Galloway said that the final link road design should be available by July. Some letters have been sent to residents regarding the secondary double glazing that may be available to reduce the sound. ACTION: Clerk to submit the two questions on behalf of the PC to Northern Transport Forum.

10.2 Carlton Meres – Cllr Revell commented that there appears to be some progress in the Carlton Meres issue, the entrance may be having some work completed. It also appears that the initial policy may have been breached.

The Clerk reported that Julia Ewart had informed her that Joe Blackmore is to be moving areas, but he will continue to support the PC with the Carlton Meres developments.

ACTION: Ongoing, place on the next agenda.

10.3 Verges – Cllr Revell commented that an email had been received regarding the flowers in the verges.

Cllr Galloway said that she has spoken with a resident who may be willing to assist with adding some flowers to the verges to make the village more attractive.

Cllr Ransome said that he would be willing to cut and remove the grass from the area near to the recreation ground to see if it can encourage the growth of some wildflowers. It may be that some wildflower seed should be sprinkled in this area.

Cllr Revell reported that the resident may be willing to advise the PC of what could be done with the verges to encourage the growth of flowers.

ACTION: Place on the next agenda.

10.4 D-Day Commemoration – Cllr Galloway commented that funding is needed for the event.

Cllr Revell reported that the Kelsale Social Club may be able to assist with some funding.

Cllr Galloway said there is a meeting next week so further information will be available after that.

ACTION: Place on the next agenda.

10.5 Highway Signage – Cllr Revell said that if funding can be found for the unsuitable for HGV signs, then these may be placed on the entrance to Tiggins Lane.

Cllr Stewart said that all the Quiet Lanes signs are being damaged, they are being hit by trailers on the back of tractors and bent, and this is what will happen to the HGV signage should it be purchased.

Cllr Revell suggested that if the PC can obtain funding from the Sizewell C funding via the Suffolk Community Foundation, then this should be completed.

It was agreed by all that should funding be available, then the Unsuitable for HGV's signage could be purchased.

ACTION: To continue to investigate the funding via Suffolk Community Foundation.

10.6 Speeding on Main Road – Cllr Ransome said that the form of traffic calming needed for the main road would be a chicane.

Cllr Galloway said that the cost would be an awful lot to change the Main Road.

Cllr Revell said that if the funding could be sourced from the Sizewell C funds, this may be possible.

ACTION: To continue to place on the agenda.

10.7 Recreation Ground – Cllr Ransome said that he had not spoken with Cllr Holden, but he had looked at the gate and could not see a problem.

ACTION: Cllr Ransome to speak with Cllr Holden.

12088 Parish Council Matters

11.1 Kelsale Village Hall: Cllr Ransome reported that there is a concern that the available CIL money will not be sufficient to purchase the disabled lift. Therefore, could the available funding be used for

various other items such as the kitchen refurbishment, the floor upstairs, the forecourt out the front, the front drain, the flat roof, redecoration of the committee room, etc. If the Post Office is finally lost, this enclosure becomes free and can be used as an area for the lift. This would save money, but it depends on the future of the Post Office. The lighting in the passageway is to be fixed. If the lift is too expensive, could these other items be considered.

It was agreed by all to move the other items forward.

Cllr Revell said that if the CIL funding is used for a lift, what about the other items, where would the funding come from for those jobs.

Cllr Galloway asked if legally, does the village hall require a lift. There is a stair lift that can be used.

ACTION: To place as an agenda item in March.

11.2 To re-adopt the Privacy Notice, the Social Media Protocol, the Discipline & Grievance Policy, and the Pre-planning Consultation Protocol.

Cllr Ransome proposed that the PC adopts the above policies, this was seconded by Cllr Galloway and agreed by all.

11.3 Speaker for the APM.

Cllr Galloway said that the PC usually invites a local person of interest to come and give a presentation at the APM. If anyone has any ideas please bring them to the next PC meeting. The date of the meeting is the 3rd April.

ACTION: To place on the next agenda.

11.4 Advertising Revenue

Cllr Galloway said that she had spoken with the Editor, who is keen to gain more advertising interest in the newsletter as the costs to publish the newsletter are increasing.

ACTION: Cllr Stewart and Cllr Reynolds to speak with some prospective advertisers.

11.5 Community Self Help/Emergency Group

Cllr Ransome reported that the gullies have been cleared, but it would be a good idea to have a working group to clear them on a regular basis. The ditches also need clearing. It would be a good idea to speak with some of the landowners.

ACTION: Cllr Revell and Cllr Stewart to speak with some of the landowners regarding the ditch clearing. Cllr Ransome to organise a working group of volunteers.

12089 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/23/4803/FUL - The Garden Barn, Carlton Road, Kelsale-cum-Carlton, IP17 2QE

Extension to the front of cartlodge and alteration to roof to create garage.

It was agreed by all to send a support response to this application.

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

DC/23/4675/FUL - Os 0048, Dorleys Corner, Kelsale-cum-Carlton,

Change of use agricultural land to domestic land, with pond and landscaping.

Two councillors agreed to send a no comment response, two objected, one abstention, the Chair had the casting vote, therefore a response of comment is to be submitted.

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

DC/23/4871/FUL - Land adjacent to Farm View, Curlew Green, Kelsale-cum-Carlton, IP17 2RA

Construction of 2no. detached dwellings.

Following on from letters received regarding this application, and some discussion by the Councillors, it was agreed by all to object to this planning application because of the road access, the traffic implications and road width.

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

Notifications:

12090 Financial Matters

13.1 Financial Statement since the November meeting. See Updated Finance Report of 24th January 2024.

Cllr Ransome 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 31st December 2023 plus

financial reconciliations were agreed and signed by the Chairman.

13.3 To approve the internal auditor for 2023/24: It was agreed by all to use SALC as the internal auditor.

13.4 To note the Quarterly Accounts to the end Dec 23: The Council noted the quarterly accounts.

13.5 Quote from East Suffolk Services: It was agreed by all to seek further quotes for the cutting of the recreation ground and the green area in Carlton Road.

12091 To Receive Reports from Portfolio Holders and Liaison Representative

A4 & A5 Biodiversity Group

Cllr Gwynne commented that she had proposed Nonsuch Farm for an award. There was also some Groundwork Climate Training that was attended, and this was useful. There was the ability to hire a thermal imaging camera, this would show the residents how much heat loss is taking place. The fundraising information has been passed to the Biodiversity Group.

B7: Trees and Green Spaces

Cllr Galloway commented that a resident had contacted her regarding the cultivation of a field on the other side of the Main Road. The resident was advised to contact East Suffolk Council who would be able to comment about the removal of trees etc.

Cllr Revell commented that Cllr Reynolds would be given a portfolio in time. The Clerk stated that the Patient Participation Group did not have a representative at the moment. Cllr Reynolds said that she would be happy to attend this. The Clerk will find some information for Cllr Reynolds.

12092 Items for consideration for inclusion on the next agenda

As listed within the minutes, Co-option of a Councillor

12093 Correspondence

Resident – flower borders, this item was discussed under item 10.3.

Resident – Grit Bin

Cllr Revell reported that a resident had contacted the PC regarding the positioning of a grit bin on the junction of the Carlton Road and the Rosemary Lane.

It was agreed that the Clerk should investigate the cost of a grit bin and report back at the next meeting.

East Suffolk Council – Plug-in Suffolk

This was discussed under item 12084.

Saxmundham Postmaster – closure of the outreach Post Office

This was discussed under item 12076.

Cllr Revell commented that a quote for a new marquee has been received. The funding for this was to be from a grant from Richard Smith. The cost is £706.99. The PC will pay the VAT and reclaim this back. It was agreed by all to purchase the marquee.

12094 To consider excluding the public and press.

No considerations were necessary.

12095 Excluded items

There were none.

12096 Date of the next meeting

The next Meeting is to be held on the 28th February 2024 at 7pm.

The Chair closed the meeting at 9.33pm.

Signed: Chairman Dated: