

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 25th JANUARY 2023
AT 7:00PM IN THE COMMITTEE ROOM OF THE VILLAGE HALL**

Present at the meeting:

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

In attendance: 0 members of the public.

Welcome by the Chairman.

11821 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.

11822 Reports

Report by County Councillor Richard Smith

Richard Smith reported that the budget for the SCC was nearly complete. It has been proposed that there is to be a 4% increase, 2% of this will go to social care. The cabinet met yesterday and agreed to propose this budget at the full Council meeting on the 9th February. The government has given more money than was expected to the Council, which has assisted with the budget. Cllr Weavers report regarding Sizewell C was well written. The street closures for the Coronation celebrations will probably be offered free of charge, but this will be finalised shortly. Stephen Burroughes is sad that he is unable to attend the meeting this evening, and he will not be standing for the Council in May.

Cllr Galloway said that she had read on one of the documents regarding Suffolk mention the plans for the future and they include a Mayor.

Richard Smith reported that the County Deal which has been proposed, it has been agreed to not follow the Mayoral procedure, which would add another layer to the system. The details for this are still to be worked out, but it will involve a public consultation which may last 8 – 10 weeks. This will take place after the elections.

Cllr Ewart commented that she will be having a meeting with Cllr Smith from Saxmundham Town Council regarding a Neighbourhood Plan.

Richard Smith said that a Neighbourhood Plan could give the PC a greater stand but it takes years to complete, and there is a lot of work involved.

Cllr Ewart said that the Saxmundham Neighbourhood Plan may be overturned by the ESC regulations.

Richard Smith stated that the proposed development of the Garden site, includes an area the other side of the A12.

Cllr Revell said that a caveat of that development should be the completion of the 'one stop shop' before the houses are completed.

Richard Smith said that he has been supporting Dr Havard with the 'one stop shop' but the authorities recognise the need for this improvement, but it may just be a new health centre.

Cllr Revell said there is one other issue that the PC has at the moment, and that is Carlton Meres. The residents in that area have not been treated very well, with none of the conditions relating to their developments being completed. The entrance is still the same which allows vehicles to turn along the Rendham Road, this road has become a mess, with the banks being run over where vehicles try to pass one another.

Richard Smith said that this really is the responsibility of ESC to enforce the conditions. It may be a useful solution to meet face-to-face with someone from the planning department and other relevant parties.

ACTION: Clerk to email Stephen Burroughes and copy in Richard Smith regarding a meeting with the relevant parties.

Richard Smith left at 7.19pm

Report by District Councillor Burroughes

Stephen Burroughes sent his apologies and submitted a written report.

Cllr Revell opened the meeting at 7.20pm.

11823 To receive apologies for absence – Cllr Harker, Cllr Stewart, Cllr Weaver, and Stephen Burroughes.

11824 To accept apologies for absence – Accepted.

11825 To record absence without apologies – None

11826 Declarations of Interest - None

11827 To consider any dispensations – None.

11828 To consider the Approval of the draft minutes of the Parish Council meeting held on 14th December 2022.

The draft minutes 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 three abstentions.

11829 Parish Clerk's Report

External Audit – the external audit has been completed, only one comment regarding the figures, the figure placed on the AGAR from last year was not the same as the approved figure. No other issues have been raised. Carlton Meres – a chasing email was sent to ESC regarding the site conditions of planning approval. An email was received to say that a response would be with me by the New Year. No response has been received. Rendham PC has also sent an email regarding the situation. Advertising revenue – there are a couple of invoices still outstanding. Car park – a chasing email has been sent regarding the car park lease. Grass cutting - a quote has been received for the Carlton Road area, £175 for 14 cuts. Does the PC agree this?

Coffee morning – two residents have spoken to me regarding the Kelsale Court ditch and the planning application on Butchers Road. Phone calls – I have received enquiries from people wishing to hire the village hall. Grit bins – I have reported the request for the grit bins to be filled. Tiggins Lane – a resident reported the flooding issue in Tiggins Lane, this has been reported to the ESC, SCC and the Environment Agency. Carlton Road – notification has been received from a resident regarding the overgrown hedge near to the bus stop. This has been reported to SCC who will monitor the situation. Elections – SALC held a briefing session regarding the Elections. Nomination papers will be delivered to the Clerk on the 17th March, once completed they will need to be hand delivered to ESC by 4pm on the 4th April. Policies – the

Safeguarding Policy has been sent to Cllr Harker to see if it requires updating. The Pre-planning consultation has been sent to the Planning Group to see if it requires updating. The other three policies are The Privacy Notice, The Social Media Protocol and the Discipline and Grievance Policy, there are no changes to these.

11830 Clerk's Report on urgent decisions

None

11831 Matters arising from the Clerk's report.

Cllr Galloway proposed that the PC accept the quote to cut the grass on the Carlton Road site, this was seconded by Cllr Ransome and agreed by all. Kelsale Court – if required, follow up with an additional letter if no response is received. Tiggins Lane – this has been a problem with the road flooding for some time, the water runs from the fields and the ditch is not able to cope with the volume of water. Carlton Road Hedge – this is to be monitored and the owners asked to cut it back if required.

Cllr Ewart asked if the PC would be circulating a leaflet to the residents in the village regarding the forthcoming elections.

Cllr Galloway said that there will be some information placed in the next Community News.

Cllr Ewart said she would be willing to write a report if required.

ACTION: Clerk to contact Norse re accepting the quote for the grass cutting.

11832 Matters arising from the Parish Council meeting held on Wednesday 14 December 2022.

10.1. Neighbourhood Plan – Cllr Ewart has a meeting with a Councillor from Saxmundham Town Council, a report will be presented to the PC after this.

Cllr Revell commented that it seems pointless to spend hours on the Neighbourhood Plan when ESC has a Local Plan in place. This may be lots of work and then it could be challenged and fail.

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

10.2. Power Projects – Cllr Weaver has circulated a report to all the Councillors.

10.3. Layby – Cllr Revell commented that there had been no more rubbish on the site. If the PC was to place posts and a chain, could this cause an issue, if someone was to drive into them.

Cllr Ewart suggested a sign could be placed at the site.

Cllr Revell said that there are many signs around, some of them are not being read.

Cllr Ransome said that he would continue to clear the site of rubbish if required.

It was agreed by all the Councillors to monitor the site and leave it as it is at the moment.

11833 Parish Council Matters

11.1 Kelsale Village Hall: Cllr Ransome commented that there was not much to report, the Architects drawings for the proposed work on the village hall are progressing well. There is a new warming cupboard and hob in the upstairs kitchen. This means that there is no longer the need for gas.

11.2 Power projects: As mentioned under item 10.2.

11.3 To re-adopt the Privacy Notice, the Social Media Protocol, the Discipline & Grievance Policy, and the Pre-planning consultation protocol.

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

11.4 Kelsale-cum-Carlton Community News

Cllr Galloway reported that the Editor for the Community News no longer had the software to put together the newsletter. Leiston Press have been doing this at a cost of £100 per edition. The cost would be more to have the needed software and the regular updates.

Cllr Revell reported that it is of great importance to continue providing the newsletter,

There is an increase in the amount of advertising revenue which will assist with the costs.

ACTION: Cllr Galloway to contact Leiston Press to ask if they would be willing to assist with the newsletter.

11.5 Kings Coronation

Cllr Galloway said that as the elections are at the same time as the Coronation, it is difficult to plan. Are the Social Club doing anything?

Cllr Revell asked how big does the event need to be? Could there be a picnic on the recreation ground on the Sunday afternoon. The Social Club could be open.

Cllr Galloway said that if the free road closures are offered, it would be great to close the road so that people may walk between the recreation ground and the Social Club with ease.

ACTION: To place on the next agenda.

11.6 Annual Parish Meeting

Cllr Revell asked for suggestions for a speaker at the APM. Maybe the RSPB Minsmere could provide a speaker, they did do a presentation a few years ago and it was very interesting.

ACTION: Cllrs to consider a speaker for the APM and report back at the next meeting.

11834 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/22/4745/FUL – Corner Bungalow, North Green, Kelsale-cum-Carlton, IP17 2RN
Replacement dwelling plus outbuilding.

It was agreed by all the Council to object to this proposal because whilst it is appreciated that it is low energy efficient, the look does not fit in with the area, it could be more visually pleasing.

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

DC/22/4821/AGO2 – Corner Bungalow, North Green, Kelsale-cum-Carlton, IP17 2RN

Prior Notification - General purpose agricultural building. BS 5502-Class 2. Steel framed portal building being, 10m wide (outside of steelwork) x24m long on centres, in 4 no. 6.m bay increments, and 5.5m to eaves. 15% roof pitch giving 6.840m to ridge. Includes recycled aggregate hardstanding to facilitate access to building, constructed of recycled concrete sub-base and recycled asphalt top. Concrete apron to unclassified road to be included with access works. 4 no, roller shutter doors to be fitted to the southern aspect with 1 no pedestrian door to the SE corner. Southern portion of roof to be suitable to take solar panel array, for supply of building for agricultural purposes and export to Corner Bungalow house.

It was agreed by all the Council to object to this application, it is not the design of the buildings, just the positioning, they are too close to the road.

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

DC/22/4822/AGO2 – Land adjacent to the Railway Line, Butchers Road, Kelsale-cum-Carlton.

Prior Notification - Livestock winter quarters, rainwater harvesting equipment pad and small plant building to support water and electrical infrastructure. Livestock building: Agricultural building. BS 5502-Class 2. 30x12m proposed mono-pitch with a total height of 7.8m and eaves height of 5.2m. Pre-cast concrete panels at base of building to 1.8m high, with open Yorkshire boarding to eaves. Southern aspect of building open for 4/5 6m bays with eastern most bay enclosed with cladding as above. Building will be constructed to standards able to accept solar panel array on roof. Hardstanding: Included proposal for recycled aggregate hardstanding between unclassified road Butchers Lane and building to facilitate access in winter months,

shown on plans alongside building, constructed of recycled concrete sub-base and recycled asphalt top, concrete apron to unclassified road to be included in access works. Rainwater harvesting equipment pad: Additional small concrete pad to west of building will house rainwater harvesting tanks, of black plastic construction 3.5mx3.5m cylinders shown on detail plan. Utility building: 4x5m grey blockwork construction mono-pitched building, 2.4m to low eaves and 15% roof pitch, insulated for condensation control with single pedestrian access to east, to north of livestock building suitable to house water distribution infrastructure to support livestock operation as well as electricity infrastructure to support solar panel deployment to roof of livestock building.

It was agreed by all the Council to object to this application, it is not the design of the buildings, just the positioning, they are too close to the road.

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

DC/23/0034/FUL – Cherry Tree Cottage, Curlew Green, Kelsale-cum-Carlton, IP17 2RA

Replacement of caravan with demountable cabin.

It was agreed by all the Council to object to this application as it could become a holiday let and a permanent structure, which could set a precedence.

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

11835 Financial Matters

13.1 Financial Statement since the August meeting. See Updated Finance Report of 20th January 2023.

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

13.2 To approve and sign the bank statements: The Bank Statement to 31st December 2022 plus financial reconciliations were agreed and signed by the nominated Chairman.

13.3 External Audit Report – As mentioned in item 7.

13.4 To approve the internal auditor – It was agreed by all the Council to continue to use SALC as the internal auditor.

13.5 Quarterly Accounts – The quarterly accounts were noted and agreed by all the Council.

11836 To Receive Reports from Portfolio Holders and Liaison Representative

Trees

Cllr Galloway asked if it would be possible to arrange for a tree specialist to look at the trees on the car park and advise how this may be taken care of.

Cllr Holden asked if a survey could be completed on the recreation ground trees also.

Cllr Revell said that an annual survey of the trees always took place. The recreation ground, car park and the Spinney Pocket were all looked at, and a report submitted.

ACTION: Clerk to contact some tree specialists and ask for a quote to survey the trees.

11837 Items for consideration for Inclusion on the next agenda

As listed within the minutes,

11838 Correspondence

Night Trains – Cllr Galloway commented that there has been a report submitted to the Planning Inspectorate regarding the train movements. There is a limited number of train movements during the day.

Cllr Revell said that Network Rail are not willing to pay for an additional train line

Cllr Ransome said that the 3 villages bypass and the railway improvements should be completed first.

Cllr Galloway said that there is no guarantee on the way that the work is completed.

11839 To consider excluding the public and press

No considerations were necessary.

11840 Excluded items

There were none

11841 Date of the next meeting

The next Parish Council Meeting is to be held on the 22nd February 2023 at 7pm, this will be held in the Committee Room of the Village Hall.

The Chair closed the meeting at 8.39pm.

Signed: Chairman Dated:

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 22nd FEBRUARY 2023
AT 7:00PM IN THE COMMITTEE ROOM OF THE VILLAGE HALL**

Present at the meeting:

Cllr Alan Revell (Chair)	Cllr Caroline Harker
Cllr Traci Weaver	Cllr Edwina Galloway (Vice-Chair)
Cllr Julia Ewart	Cllr Susan Major
Cllr Mark Stewart	

In attendance: 0 members of the public.

Welcome by the Chairman.

11842 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.

11843 Reports

Report by County Councillor Richard Smith

Richard Smith reported that the SCC met last Thursday and agreed the 4% increase in their share of the Council Tax. This is 2% for social care and 2% for everything else. The SCC has a net expenditure of £680m. Social care is 75% of the overall costs for SCC. The outcome of the third quarter of the year was an over expenditure of £20m. SCC always tries to set a balanced budget, the overspend this year will be taken from the reserves. The SCC has managed to save some money through energy efficiency. Sizewell C – the judicial review is ongoing. It is

anticipated that funding will be an issue with the cost being estimated at £20bn, but realistically this is more likely to be £40bn. Local traffic may be an issue, but we should get through this summer and possibly next without it having an impact on the local roads. Tree felling has started. If this development gets the go ahead Richard will make his objective to gain money from the project to support the local area.

Cllr Weaver asked what SCC's position was on the offshore grid proposal.

Richard Smith said that the government should be asked if the offshore grid would be feasible. The on-land proposals for the village of Friston will have a huge impact. The offshore grid could be channelled along the coast into the river Thames. London needs the additional electric.

Cllr Galloway asked if there would be any funding for the Coronation celebrations. Richard Smith replied that there may be some funds but not before the Coronation, due to the purdah period between the 23rd March to the 9th May. It is best to email and ask, food and drink may not be covered.

Richard Smith left at 7.15pm

Report by District Councillor Burroughes

Stephen Burroughes sent his apologies.

Cllr Revell opened the meeting at 7.20pm.

11844 To receive apologies for absence – Cllr Holden, Cllr Ransome, and Stephen Burroughes.

11845 To accept apologies for absence – Accepted.

11846 To record absence without apologies – None

11847 Declarations of Interest – Cllr Ewart – standing for the East Suffolk District Council.

11848 To consider any dispensations – None.

11849 To consider the Approval of the draft minutes of the Parish Council meeting held on 25th January 2023.

The draft minutes 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 Major, with three abstentions.

11850 Parish Clerk's Report

Carlton Meres – An email has been received from Stephen Burroughes and an online meeting has been proposed with some of the relevant parties. Advertising Revenue – There is only one outstanding invoice, which I will continue to chase. There is still an interest from other companies to advertise in the newsletter. Car Park – A lease has been received and circulated to all. A resident visited me at the Coffee Morning and he informed me that a resident from West View had commented that the area at the back of the car park belonged to a group of residents. There was also no permission given for a couple of trees that had been cut down. I have received no formal communication from the residents of West View, and looking at the plan of the car park from ESC, it clearly states the boundary of the area right up to the property fences. Grit bins – these are to be refilled shortly. Tiggins Lane – no update from any agency contacted has been received. Carlton Road – the resident thanked the PC for arranging the cutting back of the overgrown footpath. Elections – the nomination papers have arrived, these once completed will require being hand delivered to ESC by 4pm on the 4th April. Policies – there are three to be re-adopted, there has been no changes to these. APM – a resident has given the PC a leaflet regarding Suffolk Swifts, and he knows someone who would be willing to give a talk at the APM. Social Housing – the Clerk attended an

interesting meeting with a representative of Newtide Housing to discuss the sale of social housing and why properties are sold off. Tree Survey – I have chased the three companies to try and gain a quote but no response has been received. VAT refund - £984.54 has been received this is up to the end of December 2022. Broadband – the cost of the broadband is covered by the Social Club and the Village Hall. Coffee Morning – some residents have shown an interest in assisting with the Coronation Celebration.

11851 Clerk's Report on urgent decisions

None

11852 Matters arising from the Clerk's report.

Cllr Revell reported that the income from the advertising revenue was appreciated. The Car park lease has finally arrived, this asset for the village is needed.

Cllr Galloway commented that the lease does include a contribution of legal fees, and the second longer break clause would be appreciated.

Cllr Ewart suggested that the PC considers adding electric charging point to the contract for the car park.

Cllr Galloway said that this may be something the PC could consider when the funding became available.

Cllr Revell agreed that the electric charging points should be considered but maybe the village enhancement group could consider the improvement. Funding is difficult.

It was agreed by all to accept the new car park lease.

Cllr Weaver said that a speaker for the APM would be good, what about someone from housing, healthcare or social care.

Cllr Revell said that it is good to have a speaker who talks about the village.

Cllr Weaver suggested that the school give a verbal report.

Cllr Galloway said that the school submits a written report.

Cllr Revell commented that the tree people should continue to be chased for a response regarding the tree survey in the village. If there has been no response by the next meeting, maybe alternative tree survey companies could be contacted.

ACTION: Clerk to contact ESC re acceptance of the car park lease. Contact the resident re the Suffolk Swifts speaker. Continue to chase the tree survey companies for a quote.

11853 Matters arising from the Parish Council meeting held on Wednesday 25 January 2023.

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

Cllr Galloway commented that the PC needs to make a decision on whether this is towards.

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

10.2. Power Projects – Cllr Weaver is to write another article for the Newsletter about the proposal of an offshore grid. Notes about the power projects have been circulated to all. There is a lot in the social media about the proposals, and people are starting to work together. The government seems to want Sizewell C to go ahead. Money would be saved if it were to be offshore. On the 9th March there is an East Anglia Renewables meeting to take place. The petition is going well. There are some items on the Kelsale-cum-Carlton Facebook page which are of interest.

Cllr Galloway commented that some of the residents in Leiston are now beginning to realise the impact of Sizewell C.

Cllr Revell commented that he feels, although he does not wish to have Sizewell C, it will be a hub for employment, as is A & B. There are some well paid jobs.

10.3. Layby – Cllr Revell said that a meeting has been suggested with Stephen Burroughes and some other interested parties of Carlton Meres. It has been suggested that some of the Planning Group should attend the meeting, Cllr Ransome, Cllr Stewart and Cllr Holden.

ACTION: Clerk to contact Stephen Burroughes and ask for some possible dates and

times, these should then be circulated for information.

10.4 Community News – Cllr Galloway has spoken to Leiston Press and they are happy to continue with the current arrangements where the Editor forwards the information to them and they produce the newsletter. If the layout remains standard 16 page size, this will be £100, if there are additional pages the cost will increase to £125. There is more advertising revenue and there is more funds in the next years budget.

10.5 King's Coronation – Cllr Galloway reported that a small group of volunteers have started to work on plans for the event. Funding is being sort for the event, and it is to be held in the Village Hall. It is to be on Saturday 6th May,

Cllr Ewart suggested that she has some information we will pass on regarding the Eden Project and the Big Lunch. The Big Helping Out could be held on Monday and this may include a group of volunteers to tidy Spinney Pocket Park, maybe then it could be used for residents to plant memorial trees.

Cllr Galloway suggested that the Bio-Diversity group are contacted for advice regarding the Spinney.

Cllr Revell commented that the clearing of the Spinney would take a lot to organise, maybe a village litter pick would be an alternative. Families could be involved.

ACTION: Place the litter pick on the agenda for the next meeting.

10.6 Annual Parish Meeting – Please see item 11852.

10.7 Trees – Please see item 11852.

11854 Parish Council Matters

11.1 Kelsale Village Hall: Cllr Harker commented that there is to be a Suffolk Open Studio held in the village hall on the 10/11 June. There is to be a fundraising meeting held on Monday.

11.2 Power projects: As mentioned under item 10.2.

11.3 To re-adopt the Standing Orders, the Financial Regulations, and the Electronic Communications & Social Media Policy.

Cllr Weaver proposed that all the policies above are adopted, this was seconded by Cllr Stewart and agreed by all.

11855 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/23/0488/TPO – 8 Church Close, Kelsale-cum-Carlton, IP17 2PA

A1 of TPO no.44/1962. Undertake tree works listed in appendix 1 & Appendix 2.

It was agreed by all the Council not to object to this proposal but to recommend that more trees be planted in the place.

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

DC/23/0510/FUL – Land at North Green, Kelsale-cum-Carlton,

Construction of 1No. single storey detached dwelling.

It was agreed by a majority of the Council to object to this application, it has been proposed and withdrawn once before.

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

11856 Financial Matters

13.1 Financial Statement since the August meeting. See Updated Finance Report of 20th February 2023.

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

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

11857 To Receive Reports from Portfolio Holders and Liaison Representative

A8: SALC

Cllr Ewart commented that she had attended a SALC meeting. There is to be training for new and existing Councillors in June & July. Cllr Ewart would like to remain as the representative for SALC and also liaise with the Rural Services Network.

A10: KcC School

Cllr Harker reported that the damage to the trees on the school field is being monitored to see whether they are dying. The school is also seeking a Governor to join the team.

B1: Energy Development Projects

Cllr Weaver is continuing to reach out to other communities to see what they are doing and what the local opinion is.

11858 Items for consideration for Inclusion on the next agenda

As listed within the minutes,

11859 Correspondence

East Suffolk Council – Initial Consultation on the Rural Development Supplementary Planning Document – As Cllr Ransome was absent from the meeting, carry this item over to the next meeting.

Leiston Library – Request for a donation, it was agreed that the PC were unable to offer support at this time.

11860 To consider excluding the public and press

No considerations were necessary.

11861 Excluded items

There were none

11862 Date of the next meeting

The next Parish Council Meeting is to be held on the 29th March 2023 at 7pm, this will be held in the Committee Room of the Village Hall.

The Chair closed the meeting at 8.55pm.

Signed: Chairman Dated:

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 29th MARCH 2023
AT 7:00PM IN THE COMMITTEE ROOM OF THE VILLAGE HALL**

Present at the meeting:

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

In attendance: 1 member of the public.

Welcome by the Chairman.

11863 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.

The member of the public wished to talk about Spinney pocket Park and the plans to clear and tidy that area. The residents in the Close, of which there are 15, have been spoken to and they do not want the area cleared, they would prefer it is tidied and not reduced, with the pathways kept clear.

Cllr Revell said that the area of Spinney Pocket has been a concern for the PC for some time, this is a recreational area for the community to enjoy. Spinney Pocket was cleared some time ago, with the trees being pollard. This requires thinning out fairly to encourage the other plants to shoot. There has been a delay in this work due to covid and other restrictions. Financing this project is a concern.

11864 Reports

Report by County Councillor Richard Smith

Richard Smith submitted his apologies.

Report by District Councillor Burroughes

Stephen Burroughes reported that the Councillors are in the purdah period and therefore the report will be brief. A written report has been circulated. The ESC has set aside an extra £30m to support vulnerable children and families. There is more social housing being built, and privately owned properties that are not being maintained correctly result in the landlords being chased to sort. There is free Wi-Fi in 12 local towns. Norse contracts finish soon, with everything going over to East Suffolk Services. The vehicles owned by ESC will run in HVO not diesel. HVO is more expensive but better for the environment. The PC will have a new District Councillor from May, but Stephen wishes the PC luck in the future, and if needed ESC may be able to assist with Spinney Pocket Park. On the 21st April Chris Bally from ESC will be receiving a guided tour from Stephen, who will point out some of the issues within the village. The planning department will continue to be chased about the meeting regarding Carlton Meres.

Cllr Revell thanked Stephen for his support over the years and agreed that the Carlton Meres issue needed to be resolved for the residents who live nearby.

Cllr Revell opened the meeting at 7.17pm.

11865 To receive apologies for absence – Richard Smith & Cllr Harker

11866 To accept apologies for absence – Accepted.

11867 To record absence without apologies – None

11868 Declarations of Interest – Cllr Ewart – standing for the East Suffolk District Council.
Cllr Ransome – tree application, his property.

11869 To consider any dispensations – Cllr Ransome – all agreed.

11870 To consider the Approval of the draft minutes of the Parish Council meeting held on 22nd February 2023.

The draft minutes 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.

11871 Parish Clerk's Report

Carlton Meres – The meeting with the representatives from the planning department, Stephen Burroughes and members of the Council has not taken place. Chasing emails have been sent and the residents are aware of the proposed meeting. Advertising Revenue – There is only one outstanding invoice, which I will continue to chase. There are two new advertisers, and invoices will be sent out soon. Newsletter – information regarding the forthcoming elections has been placed in the newsletter, it I hoped it may encourage some new candidates. Car Park – A Heads of Terms document has been received and signed by the Clerk, this is now going to be sent to the ESC legal team for a lease to be written up. The lease will require signing by the Clerk and the Chair. Tiggins Lane – An email from the resident who reported the issues in Tiggins Lane, has been received thanking the PC for the work completed in the Lane. An email has also been received from the Bio-Diversity Group who will be discussing the area at their next meeting. Highways – a report was submitted about some broken signs and bollards on Bramble Corner, the reply commented that the situation would be monitored. Elections – notice of the forthcoming elections was placed in the noticeboard on the 16th March. Nomination forms need to be hand delivered to ESC by 4pm on the 4th April. Policies – there is one policy to be re-adopted, Cllr Revell is completing this, it is the Internal Control Statement. APM – confirmation of the talk by the Suffolk Swifts, invites have been sent out for the APM. Tree Survey – Paul Bush has sent a quote to complete a tree survey £470, and Elite has quote £985 +VAT. The Tree Climber is unable to provide a survey but would charge £500 to remove the dead Sycamores and submit the TPO. Coffee Morning – a resident wondered if the PC may consider a couple of disabled parking spaces in the car park. End of year accounts – The Clerk will be working on these to present at the next PC meeting. CIL briefing – The Clerk attended a briefing on CIL expenditure, this was very informative. Annual Leave – The Clerk is on Annual Leave from the 31st March to the 4th April, there are also bank holidays on the 7th and 10th April.

11872 Clerk's Report on urgent decisions

None

11873 Matters arising from the Clerk's report.

Cllr Ransome reported that in Tiggins Lane there did not seem to be too much silt from the clearing of the ditch, plants will grow through. Cllr Galloway said that a badgers set may have been disturbed. Cllr Revell said that the Biodiversity comments will be taken on board.

Cllr Revell said that the APM will have the Suffolk Swifts presentation. Refreshments will be available.

Cllr Revell commented that the Tree survey is still proving to be a problem, the Clerk has suggested that one of the other PC's she looks after are also looking for a tree surveyor, maybe this could be an advantage and ask for one to cover all areas.

Cllr Ransome said that disabled parking is part of the plan for the front of the village hall. No response has been received from the nearby resident re the ownership of the land. A solicitor will need to send a letter. Cllr Revell commented that this land is own by the village hall and the resident has walking access across to his property. Stephen Burroughes commented that each of the communications sent to the neighbour resets the clock. ESC may be able to assist with legal fees. SALC may also be able to assist.

11874 Matters arising from the Parish Council meeting held on Wednesday 22 February

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 Weaver reported that she has written two articles for the newsletter. There is a review from the National Grid, looking at the possibility of offshore grids, this would involve undersea cables to London. There is a review of Nautilus, Sea Link and Euro Link, it is looking for the PC support with this. A draft response from the PC will be written and circulated including Richard Smith and Stephen Burroughes. The Five Estuaries Wind Farm consultation is underway. The PC will respond.

Cllr Revell said that the PC is in favour of a response being written and submitted to the reviews and consultations.

10.3. Carlton Meres – Stephen Burroughes commented that a virtual meeting will be scheduled to look at the concerns of the PC and the residents, it is proving difficult to arrange this, but it will be chased up. All options for this meeting will be looked at, so it may be virtual or on site.

Cllr Ransome asked if signs could be placed around the entrance of the Carlton Meres.

Cllr Revell said that it needs to be a physical change, people just drive past signs.

ACTION: To keep this on the agenda.

10.4 King's Coronation – Cllr Ewart reported that there are three days of celebration. One is the Big Help Out. The area of Spinney Pocket Park has been suggested. The Biodiversity group have been asked about recommendations for the area. A company has quoted £2,800 to clear the area. Some of the residents have been approached and they commented that the area has been neglected. There are no signs and the dog bins need replacing, as well as the railings. The PC and the residents need to work together to see what needs doing. Funding is an issue.

Cllr Revell commented that the maintenance is an issue, the PC does liaise with the residents, Covid has not helped with this issue. The concept could be agreed with but there are two issues, the maintenance now and ongoing. The Big Help Out is not far away, are you able to get a team and the funding? It was agreed that money for projects cannot come from the precept, money would need to be found from other sources. Something easier like a village litter pick may be simpler to organise for the Big Help Out.

Cllr Ransome said that if funding could be found for a long-term project that the idea for the Spinney Pocket is good, it must be organised and more liaising needs to take place with the residents.

ACTION: Cllr Ewart to organise the litter pick 10 – 3 on the 8th May and encourage residents to participate. Clerk to contact highways about the Spinney Close signs.

Cllr Burroughes and the Member of the Public left at 8.19pm.

10.5 Annual Parish Meeting – Cllr Revell said that this is on the 5th April at 7pm

Cllr Harker arrived at 8.27pm.

10.6 Trees – Cllr Revell commented that this will need to be arranged by the next meeting.

ACTION: Clerk to contact some tree specialists for a quote.

10.7 Car Park Lease – Cllr Revell reported that ESC will forward the new lease to be signed by the Clerk and the Chair shortly.

11875 Parish Council Matters

11.1 Kelsale Village Hall: Cllr Ransome commented that the forecourt is ongoing, there is some progress on the disabled lift and the painting should be finished any day now.

11.2 To re-adopt the Internal Control Statement – Cllr Revell has completed the policy, it asks about the record keeping and financial procedures. There are no concerns.

- 11.3 The Basketball hoop:** Cllr Harker wondered if it would be possible to place the hoop on the recreation ground. Cllr Holden said that it would require some hard standing. Cllr Galloway suggested a netball hoop.
ACTION: Cllr Harker to investigate the cost of a netball hoop.

11876 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/23/0551/LBC – Kelsale Lodge, Main Road, Kelsale-cum-Carlton, IP17 2RQ
Listed building consent – Alterations to fenestration (see fig.26 in HIA). Works undertaken between 2013 and 2016, and proposed remediation details.

It was agreed by all the Council to support this proposal.

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

DC/23/0803/TCA – The Cottages, Bridge Street, Kelsale-cum-Carlton, IP17 2PB
3no. Sycamore (marked red on plans and photographs) – Fell.

It was agreed by a majority of the Council to support this application.

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

DC/23/0866/TCA – Church View, Bridge Street, Kelsale-cum-Carlton, IP17 2PB
3 no. Sycamore (circled red on the plan) – fell.

It was agreed by a majority of the Council to support this application.

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

DC/23/1201/FUL – 7 Denny's Lane, Kelsale-cum-Carlton, IP17 2PD
Rear first floor extension.

It was agreed by all of the Council to support this application.

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

11877 Financial Matters

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

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

13.2 To approve and sign the bank statements: The Bank Statement to 28th February 2023 plus financial reconciliations were agreed and signed by the Chairman.

13.3 To approve funding of £250 for the Coronation celebrations.

It was agreed by all to support this expenditure to be spent in May.

13.4 Asset Register

The register was noted and agreed by all.

11878 To Receive Reports from Portfolio Holders and Liaison Representative

A10: KcC School

Cllr Ewart reported that the school needs more space and is trying to access the funding generated from the Badger Home development. Cllr Ewart to pass on the details of this to Cllr Harker.

A15: Parochial Church Council

Cllr Harker reported that the cross on the Church needs repairing but there is a safety concern regarding the internal ladder. The School is holding an Easter Service in the Church.

D1: Quarterly Newsletter

Cllr Galloway congratulated the editor of the Community News for another great

edition. There is an article in the newsletter regarding the Coronation Celebration on the 6th May.

11879 Items for consideration for Inclusion on the next agenda

As listed within the minutes,

11880 Correspondence

SARS – Letter requesting a donation, it was agreed that the PC could not contribute at the moment.

11881 To consider excluding the public and press

No considerations were necessary.

11882 Excluded items

There were none

11883 Date of the next meeting

The next Parish Council Meeting is to be held on the 26th April 2023 at 7pm, this will be held in the Committee Room of the Village Hall, also the APM on the 5th April at 7pm in the Main Hall.

The Chair closed the meeting at 8.52pm.

Signed: Chairman Dated:

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 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 – tow 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 will 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:

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

**MINUTES OF THE ANNUAL GENERAL MEETING HELD ON
WEDNESDAY 24th MAY 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 Rob Holden	

In attendance: 0 member of the public.

Welcome by the Chairman.

11905 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.

11906 Reports

Report by County Councillor Richard Smith

Richard Smith submitted his apologies.

Report by District Councillor Ewart

Julia Ewart submitted her apologies.

The Chair formally opened the meeting at 7.05pm.

11907 Election of Chair for 2023/24 and signing of Declaration of Acceptance of Office Form

The Clerk asked for nominations for Chair. Cllr Galloway proposed that Cllr Revell remained as Chair, this was seconded by Cllr Holden and agreed by all.

Cllr Revell was duly elected as Chair. The Declaration of Acceptance of Office Form was duly signed.

11908 Election of Vice-Chair for 2023/24 and signing of Declaration of Acceptance of Office Form

Cllr Revell asked for nominations for Vice-Chair. Cllr Revell proposed that Cllr Galloway remained as Vice-Chair, this was seconded by Cllr Holden and agreed by all.

Cllr Galloway was duly elected as Vice-Chair. The Declaration of Acceptance of Office Form was duly signed.

11909 To receive apologies for absence – Richard Smith, District Cllr and Cllr Julia Ewart, Cllr Weaver, Cllr

Stewart, Cllr Ransome and Cllr Harker.

11910 To accept apologies for absence – Accepted.

11911 To record absence without apologies – None

11912 Declarations of Interest – None

11913 To consider any dispensations – None

11914 To consider the Approval of the draft minutes of the Parish Council meeting held on 26th 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 Galloway, Seconder Cllr Holden, with no abstentions.

11915 Parish Clerk's Report

Carlton Meres – Correspondence has been received from a resident of Rendham Road, this appears under correspondence on the agenda. Car park – A draft lease has been circulated for comments, it was suggested that a clause to add electric charging points and disabled parking spaces be added. I am waiting for the final copy to arrive. Flagship Housing was contacted stating that part of the car park area could be used for the tree work, no response has been received, but I understand this work has now been completed. BSR Energy – a copy of the 'Community Benefit Agreement' has

been circulated, now notification of the Chair can be submitted a copy will be sent to the PC for signing. Fly-tipping – There has been three reports of fly-tipping of tyres, this has been reported and has now been cleared. Policies – There is one policy the Code of Conduct. VAT refund – a sum of £193.41 has been received. Tree Surveys – contact has been made with Paul Bush he requested a copy of the last tree survey, no copy of the report is available, it is hoped the survey will be completed shortly. Internal Audit – paperwork has been submitted to SALC and a report has been received, this will be placed on the next agenda for discussion. Spinney Pocket – an email was received from a resident stating that the footpath was overgrown, Nobby has been asked to cut this back. Bank Holidays – there is a bank holiday on the 29th May.

11916 Clerk's Report on urgent decisions

None

11917 Matters arising from the Clerk's report.

Cllr Revell said that it is very difficult to find out who is dumping the tyres. We just need to keep reporting the issue so that it is cleared quickly. The car park lease will be signed when it arrives. The Community Benefit Agreement was circulated, and no one had any additional comments. The footpaths will be cleared in Spinney Pocket by Nobby.

11918 Matters arising from the Parish Council meeting held on Wednesday 29 March 2023.

12.1. Neighbourhood Plan – Carry over to next month as Cllr Ewart is absent.

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

12.2. Power Projects – Cllr Galloway reported that Cllr Weaver had circulated some reports to all. There are surveys taking place for the various projects if a landowner refuses this may incur a fine.

Cllr Revell said that this is green energy, but a vast amount of infrastructure is required. Cllr Galloway said that the new style of pylons is not very popular due to the vibrations they give out. The CPRE are holding a petition to have solar panels on roofs. Would it be possible for the PC to sign this.

It was agreed by all for the PC to sign the petition.

Cllr Revell commented that it would be good if all new residential and commercial properties could automatically have the solar panels placed on the roofs.

Cllr Galloway said it would be difficult to store the electric generated.

ACTION: Clerk to sign CPRE petition on behalf of the PC.

12.3. Carlton Meres – Cllr Revell said that the concerns the PC and residents have over the signage, and highways issues as a result of the Meres are not being considered.

Cllr Galloway said that the static caravans are clearly occupied, the Planning Department has got that point incorrect. The roadworks should be considered and undertaken first.

ACTION: To write a response to the resident and copy in Philip Ridley, Richard Smith and Julia Ewart.

12.4 King's Coronation – Cllr Revell wished to thank Cllr Ewart and her team for the litter pick of the village as part of the Big Help Out. The day was successful with lots of litter picked.

Cllr Galloway commented that the Coronation cream teas was a success.

Cllr Revell said that using the areas of the village hall worked well. Thank you to all the team that sorted the Coronation Day Cream Teas. Thank you to Cllr Holden and team for painting the Telephone Box, thanks to Prime Finish for supplying the paint and Peter Ewart for cleaning the inside.

12.5 Trees – Covered in 11915

12.6 Car Park Lease – Covered in 11915

12.7 Basketball Hoop/Netball Hoop – Carry over to the next meeting.

ACTION: Place on the next agenda.

11919 Parish Council Matters

13.1 Kelsale Village Hall: No report.

Cllr Galloway commented that the Village Hall and the Social Club need to update their section on the website.

13.2 To re-adopt the General Power of Competence – Cllr Revell said that due to the lack of elected number of Councillors, this is not able to be adopted. The PC required 9 elected Councillors out of the 13 required. If the PC has not co-opted more Cllrs by September, ESC may need to be notified of a request to reduce the number of required Cllrs.

13.3 To adopt the Code of Conduct – Cllr Holden proposed that the PC adopts the Code of Conduct, this was seconded by Cllr Galloway and agreed by all.

13.4 Portfolio Holders – It was agreed that the portfolio holders list should be reviewed in September.

11920 Planning Matters

14.1 Planning Report - The Planning Report had been circulated in advance and there was no change since the circulation.

14.2 New planning applications since the last meeting:

DC/23/1848/FUL – The Red House Farmhouse, Main Road, Kelsale-cum-Carlton IP17 2RG

Side extension and garage.

It was agreed by all to support this application.

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

DC/23/1944/TCA – Sycamore Lodge, 9 Church Close, Kelsale-cum-Carlton IP17 2PA

1 no. Sycamore - Fell

It was agreed by all to support this application.

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

11921 Financial Matters

15.1 Financial Statement since the February meeting. See Updated Finance Report of 17th May 2023.

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

15.2 To approve and sign the bank statements: The Bank Statement to 30th April 2023 plus financial reconciliations were agreed and signed by the Chairman.

15.3 To approve the Insurance Premium.

The Clerk commented that the insurance renewal had been received and the cost this year was £434.00 which is an increase of £25.83.

It was agreed by all to accept the insurance renewal.

11922 To Receive Reports from Portfolio Holders and Liaison Representative

B7: Trees and green spaces

Cllr Holden reported that the metal liner of the waste bin had been removed, it is thought that Norse may have collected it by accident when emptying the bin. Check with Cllr Ransome as to whether this has been returned.

Cllr Revell wondered if there is a way to stop the waste bins on the recreation ground being filled with household waste.

Cllr Galloway said that maybe a note to the homeowners from the Clerk may help to stop the rubbish in the waste bins.

ACTION: Clerk to speak to the Village Hall Chair about a draft response to send to the holiday cottages in Bridge Street. Email Cllr Ransome about the removal of the metal liner of the bin.

A10: KcC Schools

Cllr Galloway said that an email had been received from the school regarding their small garden entry to the Suffolk Show. An article will be placed in the next Community News.

11923 Items for consideration for inclusion on the next agenda

As listed within the minutes, internal audit,

11924 Correspondence

Resident - Carlton Meres concern. This was covered in 11918/12.3

11925 To consider excluding the public and press.

No considerations were necessary.

11926 Excluded items

There were none.

11927 Date of the next meeting

The next Meeting is to be held on the 28th June 2023 at 7pm.
The Chair closed the meeting at 7.55pm.

Signed: Chairman Dated:

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 28th JUNE 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

In attendance: 3 members of the public.

Welcome by the Chairman.

11928 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.

3 members of the public.

11929 Reports

Report by County Councillor Richard Smith

Richard Smith wished to thank all the Councillors for standing again for election. There was a good report written by Cllr Weaver for the Sizewell C response. The judicial review for Sizewell C was rejected on all grounds. Costs have been awarded against TASK. EDF have started to build. Richard Smith commented that he objected to Sizewell C as it will have a detrimental affect on this area. There will be community compensation which he will work alongside the villages to ensure they get as much as possible. There will be a selection of regular briefings. A re-surfacing project is taking place in the area this may cause some disruption on the roads. Potholes need to be repaired in the spring, and they need to be repaired properly. If a pothole is reported, it should be investigated within three weeks. Road signs are another concern, some of them have fallen over and look awful. If they need to be there for legal reasons then they should be repaired, if not then remove them. 300 miles of pavements are to be repaired or replaced. The SCC have borrowed £10m to do some work on the residential areas. If anyone is aware of a residential road in need of repair, please let Richard know.

Cllr Weaver asked what can be done about the fly-tipping, the last case involved many car tyres.

Richard Smith commented that fly tipping is illegal and criminal, it is a £2,000 fine if caught. Instances in the area have fallen.

Cllr Revell said that DIY waste charges are being dropped, this may cut the amount of fly tipping.

Richard Smith said that there is no agreed date for the start of this. This will mean an income reduction of £200,000 to the SCC. Fly tipping is the responsibility of ESC to clear but fly tipping on the fields is the responsibility of the landowner.

Cllr Revell commented that the design of the road signs are bad, have the SCC looked into an improved version of the sign post, which makes them future proof.

Richard Smith said that a new design has been looked at to make the posts stronger.

The Clerk reported that an email has been received from the planning officer in relation to the breach of planning at Carlton Meres. This is being investigated and a report will be sent to the PC in due course.

Richard Smith said that if there has been a breach, then this should be acted upon.

ACTION: Clerk to write to Julia Ewart to ensure she is aware of the situation, and to see how she is able to support the PC.

Report by District Councillor Ewart

Julia Ewart submitted her apologies and a written report.

The Chair of the Biodiversity Group reported that the group has been running for about 6 years, they have surveyed 50 sites, 132 ponds have been identified, 10 ponds and 2 ancient woodlands. There are great crested newts in most of the ponds and many orchids. 10 oaks are over 5m girth. The Biodiversity land has doubled. There have been two presentations at the APM.

There are three things that the group require assistance with from the PC.

- 1) An action plan is being written, there are to be wildlife corridors to neighbouring villages. The group requires funding to help identify the owners of land using the land registry. The need for the purchase of plant plugs for the wildflowers on the car park. Replace some of the trees that have been removed with hedging. Improve the ditches. It would be useful to buy maps, and to publish leaflets. If the PC were able to assist with a budget line of £100, this would be

- enough.
- 2) Participation from a PC member, this would assist in building the relationship with the group. It would also assist the group to know how to access some funding.
 - 3) The Platinum Jubilee Oak tree needs replacing. They have one suitable for this and it could be planted in October. Would it be possible to have permission to do this?

County Councillor Richard Smith commented that he has a small pot of funding and would be willing to donate £250 to the Biodiversity Group, as a one-off gift to assist with admin.

Cllr Revell said that the PC has taken on board the need for funding on an annual basis.

The Chair of the group said that £100 would be sufficient.

Cllr Galloway said that this is something that could be considered for the budget next year.

The Chair of the group reported that a liaison with the PC would be good.

Cllr Revell said that this is a good idea, the PC are trying to recruit more councillors, the current Councillors are already doing vast quantities of work. All the Council agreed that the oak tree could be replaced.

2 members of the public and County Councillor Richard Smith left at 7.33.

The Chair formally opened the meeting at 7.37pm.

11930 To receive apologies for absence – District Councillor Julia Ewart, Cllr Holden, Cllr Stewart,

Cllr Harker.

11931 To accept apologies for absence – Accepted.

11932 To record absence without apologies – None

11933 Declarations of Interest – None

11934 To consider any dispensations – None

11935 To consider the Approval of the draft minutes of the Parish Council meeting held on 24th May 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 Revell, with two abstentions.

11936 Parish Clerk's Report

Car Park – there has been no lease sent through. BSR Energy – the 'Community Benefit Agreement' has been received and will be signed this evening, ahead of returning. Fly-tipping – there has been a couple of incidences of fly-tipping but these have been cleared. Norse – contact has been made regarding the missing bin liner, and the lack of emptying the bins. Hopefully this will improve after the 1st July when the new company takes over. The filling of the bins with household waste seems to have been resolved. The grass has been cut on the Carlton Road green area. Policies – there are four policies to adopt, there are no changes in these. Tree Survey – the tree survey has been received and a quote to deal with the urgent items has been requested. External Audit – the paperwork has been received back from the internal auditor and this has now been passed to the external auditor. Donation – the disability service has requested a donation. SALC Forum – a recent forum consisted of

information relating to Sizewell C and planning. 20's plenty – a zoom meeting was held to give information to parishes about trying to obtain a speed limit of 20 throughout some villages. Footpaths – a resident had contacted the PC about the narrow footpaths. Remembrance Sunday – this is to be held in this parish this year. District Councillor – Julia Ewart has asked if the Clerk may meet with her at some of the coffee mornings as she is unable to attend the PC meetings, this will provide an opportunity for ESC information to be passed to the PC. Resignation of a Councillor – this appears as an item later in the meeting. Annual Leave – the Clerk will be on Annual Leave on the 14th July.

11937 Clerk's Report on urgent decisions

None

11938 Matters arising from the Clerk's report.

Cllr Revell said that he has signed the agreement for the BSR, this will be returned. To assist with the fly-tipping at the layby, some metal road pins could be placed around the edge, this may be connected by rope. It will stop people parking. Norse have not recovered the missing metal bin liner from the recreation ground. Grass cutting – ask Norse what the policy is for grass cutting, although there is a change of company. Donation – send a polite email stating the PC is unable to assist at the moment.

Remembrance Sunday – hire the main hall for this, ask Kim if she is able to do the catering. Find out from STC how many people they had attend last year, and who they invited.

ACTION: Clerk to send thanks to Mary Clarke for assistance with the waste. Contact the resident about the layby near the A12. Book the main hall for the Remembrance Sunday and the caterer. Email Saxmundham Town Council about the numbers for the Remembrance Sunday last year, and who was invited.

11939 Matters arising from the Parish Council meeting held on Wednesday 24 May 2023.

10.1. Neighbourhood Plan – It was agreed by all not to progress with the Neighbourhood Plan at this present time.

ACTION: Clerk to inform ESC.

10.2. Power Projects – Cllr Weaver submitted a written report to all the Councillors. There was a meeting held which many of the local parishes attended. A joint letter is being produced. The change of speed limits to 20mph is something that could be funded by Sizewell C. It was agreed that all the Quiet Lanes should be 20mph. It was agreed to ask for as much as possible, even 30mph was suggested on the B1122. People will self-route and not pay attention to the approved route. Pedestrian footways are another concern as there is a lack of them. It is hoped that there will be additional funding for the Police to deal with the traffic management issues. The final joint response will be circulated to all before submission.

10.3. Carlton Meres – Cllr Revell said to contact District Councillor Julia Ewart for her to find out what the progress is.

ACTION: Clerk to write to Julia Ewart.

10.4 Trees – As mentioned above, the PC is waiting for the quote to complete the urgent tree work.

10.5 Car Park Lease – This has not been received.

10.6 Basketball Hoop/Netball Hoop – It was agreed to remove this item from the agenda.

10.7 Bins – It was agreed by all the Council to order another bin liner for the waste bin on the recreation ground.

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

11940 Parish Council Matters

11.1 Kelsale Village Hall: Cllr Ransome reported that the Village Hall Chair had circulated an email to all

the Councillors for their information. The PC is needed to support with a issue relating to the forecourt

area of land near the village hall.

ACTION: Cllr Weaver to read through the information, and submit a response to the village hall

committee. Cllr Ransome and Cllr Revell to visit the local solicitor.

11.2 To re-adopt the Complaints Policy, Data Retention Policy, Data Breach Policy, and the Donations Policy – Cllr Galloway proposed that the PC adopts the above policies, this was seconded by Cllr Weaver and agreed by all.

11.3 Remembrance Sunday – As mentioned above.

11941 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/23/1966/FUL – Town Farm, Town Farm Lane, Kelsale-cum-Carlton, IP17 2RJ

Change of use of land associated with Town Farm to B8 Storage for self-storage containers.

It was agreed by all to object to this application, the road access is not suitable, the appearance is not in keeping and there would be an increase in traffic on a quiet lane.

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

DC/23/2007/VOC – Land to the North of, Carlton Road, Kelsale-cum-Carlton

Variation of Condition Nos 2 and 11 of DC/15/0106/FUL (Refused and allowed on appeal APP/J3530/W/15/3131847) – New Brethren Meeting Hall – To enable a smaller meeting hall to be provided and to use a conventional roof tile to be used in lieu of the sheet metal previously approved. Conditions 2 and 11 should be modified to enable the proposed amendments to be implemented.

It was agreed by all to support this application.

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

DC/23/2174/TPO – Riseholme, 1a Church Close, Kelsale-cum-Carlton, IP17 2PA

1no. Beech (T1 on plan) – Crown reduce in height by up to 1.5 metres and crown raise to 4 metres above ground level.

1no. Yew (T2 on plan) – Crown reduce to 6 metres above ground level and 1 metre in crown radius.

1no. Yew (T3 on plan) – Crown reduce in height by 2 metres and laterally by 2.5 metres.

1no. Scots pine (T5 on plan) – Fell

It was agreed by all to support this application.

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

AP/23/0018/REFUSE - Agricultural Barn opposite Johnsons Farm, Kelsale Road, Kelsale-cum-Carlton

An appeal to the Secretary of state against the decision of East Suffolk Council to refuse planning permission for Prior Notification (Agriculture) – Agricultural Barn to residential.

The Council had no further comments to make to this application.

11942 Financial Matters

13.1 Financial Statement since the May meeting. See Updated Finance Report of 28th June 2023.

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

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

13.3 To note the internal audit report.

The Clerk commented that the internal audit has been received. There appeared to be no major issues with the report. It was agreed that more discussion would take place when the budget was draft. The comment relating to the external audit report being placed on the website was challenged as it was not received from PKF in time.

11943 To Receive Reports from Portfolio Holders and Liaison Representative

D1: Community Newsletter

Cllr Galloway commented that the newsletter was another large edition. This will be delivered tomorrow ready for distribution.

C1: Bonfire Party Team

Cllr Revell commented that the first meeting of the Bonfire group would be held on the 7th August. Hogs and Ale, as well as Chris is already booked.

ACTION: Clerk to obtain the First Aid Cover from St Johns. The date is to be the 4th November.

Cllr Revell reported that the speeding on the Main Road is being monitored by the Police. It has been reported that 17 people have been prosecuted for speeding offences.

11944 Items for consideration for Inclusion on the next agenda

As listed within the minutes,

11945 Correspondence

The Disability Advice Service – request for donation.

It was agreed by all that no donation is available at this present time.

Resignation of a Councillor

The Clerk read out an email from Julia Ewart.

ACTION: Clerk to write a letter of thanks to Julia Ewart for her support as a Parish Councillor.

11946 To consider excluding the public and press.

No considerations were necessary.

11947 Excluded items

There were none.

11948 Date of the next meeting

The next Meeting is to be held on the 26th July 2023 at 7pm.

The Chair closed the meeting at 9.15pm.

Signed: Chairman Dated:

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 26th 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 un 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 28th 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 7th 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 26th 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 30th 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 30th August 2023 at 7pm.

The Chair closed the meeting at 9.10pm.

Signed: Chairman Dated:

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:

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 27th 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

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 30th 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, Secunder 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 15th 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 4th 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 25th 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 31st 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 25th October 2023 at 7pm.

The Chair closed the meeting at 8.15pm.

Signed: Chairman Dated:

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 25th OCTOBER 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 Laura Gwynne

In attendance: 1 member of the public.

Welcome by the Chairman.

12012 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.

The member of the public wished to thank the Parish Council (PC) for the get-well card that was sent. A draft document was passed to all the Councillors, this showed how the flood in the centre of the village progressed over a few hours. The flood on Friday (20th October) was very bad. The blocked drain on the edge of the road that should allow water to run into the river was not working. The Clerk reported the concern to the Environment Agency and at 6.30pm a tanker lorry came to unblock it. The first photo shows the river at 11.00am, then at 12.00 the road closed signage was placed by the bridge. Either tractors or 4x4 vehicles moved the signs out of the way and drove through the flood water, this caused the bow waves to almost flood nearby houses. The vehicles had been advised to use Bridge Street as all the other routes to Leiston were blocked. What happens when the water reaches the top of the bridge arch, this could flood the houses either side. The water must go somewhere. At Dorleys Corner the river was much wider. The proposal is to have beavers on the Fromus Reserve, they will build ponds, and this will release the water from the river, flood mitigation. If the bridge in Bridge Street was to break, the cost would be huge. In order to bring beavers to the area, a permit would be required. Would the PC support the investigation into the use of beavers.

Laura Gwynne will be joining the Biodiversity Group which will ensure a good link with the PC.

12013 Reports

Report by County Councillor Richard Smith

Richard Smith said that he was going to ask some questions about the flood in this area, but the draft document handed round has answered most of them. Debenham and Framlingham was hit particularly hard. This is reported to be a 1 in a 100-year event. This does however seem to be less. The Environment Agency and the SCC will need to answer questions about what may be done to improve the situation. The support sent to Framlingham was immediate. The carpets and furniture ruined in the floods was removed. ESC did very well. Thank you to the member of the public for the report. Gold command was set up with the Police and Fire Service. Some lessons can be learnt from this event.

Cllr Weaver asked who is responsible for the clear up?

Richard Smith commented that the Environment Agency is responsible for the river. SCC put up the barriers. Farmers assisted by towing out vehicles stuck in the floods. This is a multi-agency approach; discussions are taking place and the whole situation will be investigated.

Richard Smith thanked Cllr Weaver for her paper on the Lion Link project. He recently attended a meeting where many people were against the cables coming onshore at Walberswick. He has received 30+ emails regarding the concern of residents. He is keen to support the residents trying to prevent these cables coming onshore at Walberswick or north of Southwold.

Cllr Weaver commented that there are concerns about the offshore connection, but this should be supported.

Richard Smith said that he attended a public meeting linked to Sea Link, there is to be a public consultation. Saxmundham are not up in arms about this at the moment. Although the proposed building will be 26m and on a piece of high ground. This is in the early stages; the customer relations team will give residents a 1-1 session to discuss their concerns. People understand the need for the green electricity, but this area is having everything forced upon it with very little

compensation. Sizewell C – the DCO should be triggered in early January. The government are to make an announcement about the funding. No one is sure if this will be in the new financial year, after the 6th April. There will be lots of work taking place on the roads over the next 3 years.

Tourism – Suffolk has been asked to join with Norfolk, but this has not happened yet. The roads are going to be a problem with people trying to move around. There is also a concern about Sizewell C scooping up the less paid people. Finances at SCC continue to be a concern. The elderly people that are currently in the Suffolk care homes cost £90m per year. A young person who requires specialist care costs £20,000 per week. The reserves can help towards this, but they will all be gone in about 4 years. In the past the government has helped to support the finances of the SCC.

Cllr Galloway commented that the PC had agreed to support the request for signage stating, 'unsuitable for HGV's'. Will the cost for these be covered by the SCC or the PC.

Richard Smith said that the SCC will pay for one of the signs.

Cllr Galloway asked how much this will cost? Sizewell C should be paying for the new road signage.

ACTION: Richard Smith to pass on the cost details to the PC.

Report by District Councillor Ewart

Julia Ewart reported that she oversees 13 villages and 11 parishes, and she has much gone on. The floods caused a great concern, with people not knowing who was responsible for what, because many of the plans are not up to date. There is a form that needs to be completed. The Clerks need to be aware of the telephone numbers to use to contact the appropriate departments. There are some villages hit in this ward. It is important to get messages out to residents, so they know where to go for support. There may even be some funding available for this.

Richard Smith commented that if certain levels of emergency are triggered, money may be released.

Julia Ewart reported that the Environment Agency has a lot of areas to deal with and clear. The drains etc all need clearing of mud and debris. It is suggested that each PC be provided with a pack which contains road closed signs, sandbags, drain rods and grate clips. The properties affected would need the support to help clear furniture and belongings. There needs to be a way to get hold of each other for support.

Richard Smith said that there is a government scheme to assist with insurance cover for properties in areas of flooding.

Julia Ewart said that what has happened within a week in the village needs reporting.

ACTION: Report of the events that have taken place in the village in the past week to be sent to Julia Ewart.

Cllr Ransome left the meeting at 7.45pm

Julia Ewart said that the School is in need of support, it is now an intervention centre. It has just missed out on a cycle of CIL funding; they are in need of support with furniture for the centre. Everyone needs to work together to support the School. Sam Kenward should have been present at the PC meeting this evening, but he is working out at Framlingham, so sends his apologies. He is linked to the Community Partnership for Framlingham and Wickham Market. On the 8th November there is a welfare event to take place. This will involve about 8 services to support the community with any problems they may be facing such as financial issues. A leaflet will be circulated around the village inviting people to attend. A

representative from Sizewell C is due to attend the next PC meeting. They need to make it clear to the PC what is going on and answer any concerns that the community may have.

Cllr Revell commented that an Emergency Plan was started some time ago by the PC. Sandbags need to be accessible to the residents. The weather warning was yellow for this area, which was insufficient, it should have been a red warning.

Richard Smith suggested that JEPU is a good place to start.

Julia Ewart said that there is a six-point plan that can be used as a template.

Cllr Revell thanked both SCC and ESC for their input this evening.

The Chair formally opened the meeting at 7.56pm.

11.6 Co-option of a Councillor.

Cllr Revell commented that a resident has shown an interest in joining the PC.

Laura Gwynne briefly introduced herself as did all the PC.

Laura was formally voted onto the PC and duly signed the 'Declaration of Acceptance of Office' form.

12014 To receive apologies for absence – Sam Kenward (Community Partnership), Cllr Stewart and Cllr Harker.

12015 To accept apologies for absence – Accepted.

12016 To record absence without apologies – None

12017 Declarations of Interest – None

12018 To consider any dispensations – None

12019 To consider the Approval of the draft minutes of the Parish Council meeting held on 27th September 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 Galloway, with two abstentions.

Cllr Ransome returned to the meeting at 8.10pm

12020 Parish Clerk's Report

VAT refund – an application has been submitted and the sum of £400.22 has been received. Tiggins Lane – having reported the issue of camping on that site, the ESC reported that 50 pitches for not more than 28 days in a calendar year is permitted. Policies – there is one to re-adopt with no changes. Trees - having met with Paul Bush and looked at the trees on the recreation ground, a list of work has been recommended, Cllr Revell has the list. CIL has agreed the use of the money for this work. Remembrance Service – Cllr Revell is to sort the wreath; information has been passed to him. Bonfire Event – the insurance for the event has now been reduced to £166.32 from £395.36. D-Day celebration - the TENS licence has been received. Advertising revenue – there are still three outstanding invoices from this round of requests. A chasing email has been sent. Spinney Pocket – a resident has requested that some of the vegetation is removed from near her fence to allow for some routine maintenance. This is to be cleared by the PC groundsman. Carlton Road – a resident reported an incident of fly-tipping, this was a couple of bags of rotten onions. A resident on Low Road reported some fly-tipping to ESC and forwarded the reference number onto the Clerk. Highways – SCC Highways have reported some low branches on the Carlton Road. This has been cleared and SCC informed that the work has been completed. Budget 2024-25 – The PC needs to consider the precept request and budget for the next financial year. Friday 20th October – A chain of emails regarding the

flooding in Bridge Street was received. The environment agency was contacted who advised that the sandbags will be provided by the SCC. Speed Limit – a resident concerned about the speeding in Low Road has sent in an email to the PC.

Cllr Galloway commented that an email had been received regarding the collection of some bulbs from ESC. The bulbs require collecting from Ufford.

Cllr Holden said he could collect the bulbs.

Cllr Galloway thought these could be planted on the banks of the car park, or both the recreation grounds.

12021 Clerk's Report on urgent decisions

None

12022 Matters arising from the Clerk's report.

Cllr Revell said that the meeting on the recreation ground to look at the trees was very informative. There is a need to find funding to undertake this tree work. Health and safety is a concern, with some of the trees suffering from Sooty Bark disease, and the PC are duty bound to ensure safety. The Clerk mentioned the latest amount of CIL funding and could this be used to pay for the urgent work. The alternative was to split the work over some time, but this was not a favourable alternative. Having contacted the CIL team, they have agreed to the CIL funding being used to fund the urgent tree work. It is estimated that the cost is around £1,000. This is an unprecedented case to sort the trees.

It was agreed by all the Councillors to use the funding for the urgent tree work.

Spinney pocket work, it was agreed by all the Councillors that the local groundsman should undertake the clearing work at a cost of £140. The budget for next year needs some consideration.

Cllr Galloway commented that something could be placed in the Community News regarding the Emergency Group/Community Self Help.

ACTION: Place the Community Self Help/Emergency Group on the next agenda.

Cllr Revell commented that the letter from the resident concerning the speed limit reduction in Low Road seems a good suggestion.

Richard Smith said that there will need to be evidence of speed, and any accidents that have happened on the road. This suggestion would need a legal order.

ACTION: Respond to the resident saying this will be discussed at the next meeting. Place item on the agenda.

Richard Smith left the meeting at 8.27pm

12023 Matters arising from the Parish Council meeting held on Wednesday 27 September 2023.

10.1 Power Projects – Cllr Weaver had circulated a document to all the Councillors for their approval. There had been a meeting which she attended, this was around 2 hours, there was a lot of discussion on speed limits. Fordley Road will be closed during the building of the link road. The Deed of Obligation will need to be carefully read as it does not mention the roads within Kelsale-cum-Carlton.

Cllr Galloway said that the proposed road work will push cars in the direction of Kelsale-cum-Carlton.

Cllr Weaver commented that the amount of money mentioned in the Deed of Obligation is not £250m. It is odd sums of money. The document is 36 pages long and it tells us what will be going on. There are various Forums which are designed to help us understand what is going on. Lion Link the consultation is looking at alternative land fall. The power onshore is causing concern, through from the windfarms, the trenches, and to the onshore substations. There is to be a community meeting with the residents of the eight parishes, this is designed to make the residents aware of what is happening.

Cllr Ransome said that those who attend these meetings have attended many others. Cllr Revell commented that it will be quite complex to chair this meeting. Cllr Gwynne said that all the different issues with the power projects may affect people mentally.

It was agreed by all that the draft document Cllr Weaver had written was ready for submission.

Cllr Weaver said that SEAS sent an email, Saxmundham is the preferred site for the hub for Sea Link.

Cllr Galloway said that it is a problem to get people to the meetings. There are changes happening to the roads, railway line, etc. What will happen in the future?

Julia Ewart said that all the Councils need to work together, this is going to affect this area for years to come.

ACTION: Cllr Weaver, Cllr Ransome and Cllr Gwynne to work together to promote awareness of the power projects.

10.2 Carlton Meres – Julia Ewart asked if anyone had visited the site, it is very busy. There are many people living there, with 50 sites on the right-hand side. It took a while to speak with the planning department. The parks plan is to buy two more fields. A question has been sent to licensing to see how many permitted caravans should be onsite. This is ongoing.

Cllr Revell commented that the traffic in Rendham Road is a concern.

Julia Ewart commented that the exit from the site needs to be changed.

ACTION: To continue to monitor.

Julia Ewart left at 8.57pm.

10.3 Bins – Cllr Ransome reported the bin liner will be collected and placed on the recreation ground tomorrow.

10.4 Remembrance Sunday – Cllr Revell said that the Royal British Legion will organise the parade. Volunteers will make refreshments for after the service.

10.5 Bonfire Night – Cllr Revell commented that everything is in place for the event. It was agreed that a card machine would be difficult to use in the dark.

A member of the public suggested that a local crowd funding site could be publicised.

ACTION: Place Crowd Funding on the next agenda.

10.6 Verges – Ongoing

ACTION: Place on the next agenda

Member of Public left at 9.06pm.

10.7 D-Day Celebrations – Cllr Galloway said that the preparations are ongoing.

ACTION: Place on the next agenda.

10.8 Playground Inspection Report – Cllr Ransome reported that he had fixed the gates and the sculptures on the recreation ground.

Cllr Holden said that he would try to use expanding foam on the wet pour to fix the cracks.

Cllr Revell confirmed that some of the smaller branches that over hang the play area will be removed.

12024 Parish Council Matters

11.1 Kelsale Village Hall: Cllr Ransome reported that the next process in the updating of the building is

the building regulation application needs to be completed.

11.2 To re-adopt the GDPR Risk Assessment. – It was agreed by all to re-adopt the GDPR risk assessment.

11.3 Christmas Tree – Cllr Weaver reported that she would be willing to sort the donation and ordering of the Christmas Tree.

11.4 Meeting Dates for 2024 – The Councillors agreed the dates of meetings for 2024.

11.5 Speed Indicator Device – Cllr Revell reported that the resident who organises the SID within the parish has requested a new battery at a cost of £29.78. It was agreed by all to allow this expenditure.

12025 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/23/3718/TCA – Chestnut Grove, 1 The Vines, Kelsale-cum-Carlton, IP17 2PU
1 no. Cherry Plum (T1 on the plan) – reduce to previous pruning points, 3 metres of regrowth on Top and 0.5 metres on roadside.

It was agreed by all to support this application.

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

12026 Financial Matters

13.1 Financial Statement since the August meeting. See Updated Finance Report of 25th October 2023.

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

13.2 To approve and sign the bank statements: The Bank Statement to 30th September 2023 plus financial reconciliations were agreed and signed by the Chairman.

13.3 To note and approve the Quarterly Accounts to the end of September 2023: The quarterly accounts were noted and approved by all the Councillors.

13.4 To consider any projects for the 2024-25 Budget: Cllr Holden commented that some funding towards some more equipment for the play area, like a zip wire would be good.

12027 To Receive Reports from Portfolio Holders and Liaison Representative

D1: Community Newsletter

Cllr Galloway wished to thank the Editor of the Community News for another fantastic edition.

Cllr Gwynne commented that she had attended a talk by the Rural Services Network. This was very informative as they approach the government on issues that the rural areas are experiencing. This is a good networking site.

12028 Items for consideration for Inclusion on the next agenda

As listed within the minutes,

12029 Correspondence

Resident – Low Road, Kelsale-cum-Carlton – This item was mentioned under 12022.

12030 To consider excluding the public and press.

No considerations were necessary.

12031 Excluded items

There were none.

12032 Date of the next meeting

The next Meeting is to be held on the 29th November 2023 at 7pm.
The Chair closed the meeting at 9.24pm.

Signed: Chairman Dated:

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 29th NOVEMBER 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 Caroline Harker
Cllr Rob Holden	

In attendance: 0 members of the public.

Welcome by the Chairman.

Presentation from the Sizewell C Community Team

A presentation by two members of the Community Team for Sizewell C was given to the Council. The two people present dealt with the Deed of Obligation. The aim is to build better relationships with the surrounding villages and address any concerns. The Deed of Obligation forms part of the Development Consent Order. This is to support the neighbouring villages. There are to be a team of working groups and forums. These teams will support the villages directly affected by the project. The campus to be built is on a temporary basis. Anyone employed by the project will be expected to not have to travel any longer than 60 – 90 minutes. 2024 is to be an important year for the project, with the DCO outlining the scheme of works and the decision of the financial investment. There is to be a Green Rail route to be constructed with a new line running from Saxmundham. 60% of the materials for the project are to be transported by rail or sea. There is to be a Sizewell link road, there are still a lot of surveys to take place before this can be started, therefore we are unsure of a starting date. This route will be marked out in early 2024 with a fence. The additional power projects are being engaged with because of the amount of work in this area. The Benhall project was brought forward, although this has now stopped because if the winter, it will resume in Spring.

Richard Smith commented that the A12 will not be affected for the next 12 months.

The team commented that they are working together with the festival people about the dates of the concert.

Cllr Galloway said that the PC are interested in the earliest dates the residents will be impacted on.

The team said that there is a very useful works tracker on the website, this shows where certain areas of the project are at the moment.

Cllr Galloway said that the noticed there is to be an Annual Community Forum, this would benefit from being on a more regular basis. The PC would contribute to this.

It was agreed that the PC would be sent the schedule of works when it is available.

The team left the meeting at 7.17pm.

12033 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.

12034 Reports

Report by County Councillor Richard Smith

Richard Smith said that it is hoped that the DCO will be triggered in early New Year. The Deed of Obligation is initially for £2m for the communities affected. If you have any projects, get your request in as early as possible. Try to gain as much money as you can to mitigate the impact of this project on the community. The project is awaiting one judicial review on the water situation. Funding this project is also a concern.

Cllr Galloway commented that currently Hinkley has 10,000 workers.

Richard Smith said that it will take many people to fill the employment vacancies. He has been a member of the County Council for the past 14 years and has always been able to remain in top of the emails, but not at the moment with all the issues of the flooding. There is a need to take £1m out of the funds, need to sort the cause of flooding. This can mean some complex investigations. There are usually three investigations taking place per year and currently there are 100 taking place. There is a meeting on the 1st December to discuss the forthcoming SCC budget, it is important to try and save money. It is predicted that the SCC will have an overspend of £20m at the end of the year. It is predicted that the council tax may need to be increased by 5%, many are not happy about this, but it is a difficult decision to make. Sometimes the government help with the funding, this would help the SCC a great deal. Lion Link it is proposed that this will come onshore at Walberswick, with underground cables travelling through this area. SCC is not happy with this proposal. Sea Link is proposed to come ashore at Thorpeness with wires and a connector at the edge of Saxmundham. This building will be visible. SASES say that this can be solved by an offshore grid. The costs would be the same. This is a difficult situation for East Suffolk to be in as we need some more electric.

Cllr Galloway said that the concern for the village is the traffic, the community will be unable to move.

Report by District Councillor Ewart

Julia Ewart gave her apologies for the meeting.

The Chair formally opened the meeting at 7.35pm.

12035 To receive apologies for absence – Cllr Gwynne, Cllr Ransome, Cllr Weaver and Julia Ewart

12036 To accept apologies for absence – Accepted.

12037 To record absence without apologies – None

12038 Declarations of Interest – None

12039 To consider any dispensations – None

12040 To consider the Approval of the draft minutes of the Parish Council meeting held on 25th October 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 Galloway, with one abstention.

12041 Parish Clerk's Report

Trees – Paul Bush has undertaken some additional work on the recreation ground, the

overall cost for the work is £1240. Bonfire Event – the event was a success, with an amount of £4224.66 being banked, and with the expenditure there will be an overall gain of £1200. D-Day commemoration – a query regarding a ‘Tug of War’ was sent to the insurance company, they have requested that this is brought back in the new year. Advertising revenue – there are still three outstanding from the last round of invoices, there will be a further batch sent out in the next week or so. Spinney Pocket – Nobby has completed the work and as this did not take as long as was expected, he has been able to do some work on the car park for the quoted price. Budget – this appears later on the agenda, there may be some tweaking needed ahead of the approval next month. Clerk’s salary - this appears later on the agenda, this is following the NALC recommendation for a £1 per hour. Speed Limit – there is a further email from the resident in Low Road. Allotments – there is to be a new volunteer taking on the organising of the allotments, I will be notified when this happens. Coffee Mornings continue to be well supported with a visit from Therese Coffey who was interested in the Post Office and Julia Ewart arranged a money session where people from the CAB and the ESC attended. The last morning is on the 20th December and then returning on the 3rd December. SID battery has been purchased. Meetings – the next one is on the 13th December and then the 31st January 2024. Dog waste bin – the approval has been given to move the bin inside the recreation ground gates. The cost will be sent through in the new year as the policy is under review. Financial statement - there are many payments on the sheet with a £20 donation for the bonfire event from a resident who was unable to attend. Neighbourhood plan – the Clerk attending a meeting relating to the writing of the Plans, this can take up to 6 years to complete.

12042 Clerk’s Report on urgent decisions

None

12043 Matters arising from the Clerk’s report.

Richard Smith commented that the traffic management for the D-Day Commemoration will not be supported by SCC and therefore any road closures will need to be paid for; therefore, he will offer a sum of £1,000 as a donation towards the event.

Cllr Revell commented that the tree work has been completed on the recreation with some wood available for the residents. The Bonfire Event gave a good amount of surplus, there will be some additional money from the sale of alcohol. D-Day commemoration insurance will be sorted in the New Year. The outstanding amount of advertising revenue needs to be sorted and their adverts should not appear in the newsletter if they have not been settled. The PC has decided not to progress with the Neighbourhood Plan. Articles are now due for the next edition of the Community News. The PC will organise the moving of the dog waste bin.

Richard Smith left the meeting at 7.49pm

12044 Matters arising from the Parish Council meeting held on Wednesday 25 October 2023.

10.1 Power Projects – Cllr Revell commented that Cllr Weaver had circulated an updated report regarding the power projects.

Cllr Galloway commented that Cllr Weaver would like to ask the PC if they are for or against Sea Link?

Cllr Stewart commented that the area needs more electric, but it just happens to be on our doorstep.

Cllr Revell said that there needs to be earmarked areas for these projects and buildings. It is said that this will start in Saxmundham and come near to Carlton Park.

It was agreed to decide in December, after the Sea Link group has visited the PC.

ACTION: PC to decide about the Sea Link proposal in December.

10.2 Carlton Meres – Julia Ewart continues to chase the meeting with the planning

department regarding Carlton Meres.

ACTION: Ongoing, place on the next agenda.

10.3 Verges – Ongoing

ACTION: Place on the next agenda.

10.4 D-Day Commemoration – Cllr Galloway said that the preparations are ongoing. Cllr Harker commented that the school are learning about the Second World War, it may be worth involving the school with the commemoration.

ACTION: Place on the next agenda.

10.5 Resident – speed limit in Low Road – this appears later on the agenda.

10.6 Highway Signage – Cllr Revell said that it is hoped that the Deed of Obligation would pay for the signage ‘unsuitable for HGV’s’, as the predicted cost is £1,000. The PC is reluctant to spend £1,000 on this signage. The truck drivers should be provided with a HGV Sat Nav.

ACTION: The Clerk to ask Richard Knight how the Community Fund can be accessed.

10.7 Flooding – The report has been sent to Julia Ewart.

10.8 Bonfire Night – Crowd funding – Cllr Revell commented that there are several ways in which to give a donation to the Bonfire Event, these could be a Crowd Funding page, Giving Page and a Go Fund Me page. Any of these are easy to organise, there is also a QR code that may be scanned and a donation made.

ACTION: To consider at the next event in 2024.

12045 Parish Council Matters

11.1 Kelsale Village Hall: Cllr Harker reported that the Village Hall committee are to hold a Fete on

Saturday with music and carols. The wreath making evening is sold out. Progress is slowly being

made with the lift.

ACTION: Clerk to check the CIL payment deadline dates.

11.2 Community Self Help Groups/Emergency Group. – Cllr Revell said that it would be good to organise an Emergency Group in the village made up of a variety of volunteers. It would be good to discuss this further at the January meeting.

ACTION: To place on the January agenda.

11.3 Councillor Training – The Clerk reported that Cllr Gwynne is to join the basic Councillor course run by SALC.

12046 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/23/4393/CLE – 3 Maples Park, Rendham Road, Kelsale-cum-Carlton, IP17 2QN

Certificate of lawful use (Existing) – Maples Park is a licensed caravan site and I have lived

in my lodge permanently since purchase of lodge and siting since September 2004.

I’ve paid

Council Tax since October 2004.

It was agreed by all to send a no comment response.

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

Notifications:

AP/23/0046/REFUSE – Land at North Green, Kelsale-cum-Carlton

Construction of 1no. single storey detached dwelling. An appeal has been placed following

the refusal of DC/23/0510/FUL.

ACTION: Cllr Stewart to speak with Cllr Gwynne regarding the notification of the enforcement team.

12047 Financial Matters

13.1 Financial Statement since the October meeting. See Updated Finance Report of 27th November 2023.

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

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

13.3 To note and approve Clerks hourly rate increase backdated to April 2023: It was agreed by all to approve the Clerks salary increase and back date this to April 2023.

13.4 To note and consider the Draft Budget 2024/25: Cllr Revell commented that Cllr Galloway, the Clerk and himself met before the meeting to briefly look at the Budget. SALC have recommended an increase of 3% on the items that they assist with. The tax base has gone up, but this only gives an increase of £800. If anyone has any questions please speak with the Clerk before the December meeting, where the Budget and the Precept request will need to be approved.

12048 To Receive Reports from Portfolio Holders and Liaison Representative

B7: Trees and Green Spaces

Cllr Holden said that the 500 daffodil bulbs have been planted around the village.

Cllr Holden also commented that the need for a form of traffic calming should be considered for the Main Road, the cars speed along this road.

ACTION: Cllr Holden to investigate the traffic calming possibilities for the Main Road and the cost of this for the PC.

12049 Items for consideration for Inclusion on the next agenda

As listed within the minutes,

12050 Correspondence

East Suffolk Council Litter and Fido Waste Bin Policy – It was agreed by all to wait for the cost of moving the dog waste bin into the Recreation Ground. The new policy is to be available in the new year.

Low Road – Speed Limit – Cllr Revell commented that the request to change the speed limit in Low Road would be very difficult. It was mentioned some time ago that the road would be better if it was one way, but this could encourage speeding as there would be no vehicles coming the other way. Unfortunately, all of this is out of the remit of the PC.

ACTION: Clerk to respond to the resident who submitted the query.

12051 To consider excluding the public and press.

No considerations were necessary.

12052 Excluded items

There were none.

12053 Date of the next meeting

The next Meeting is to be held on the 13th December 2023 at 6pm (if Sea Link representatives are to be present).

The Chair closed the meeting at 8.37pm.

Signed: Chairman Dated:

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 13th DECEMBER 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 Caroline Harker
Cllr Rob Holden	Cllr Laura Gwynne
Cllr Traci Weaver	

In attendance: 0 members of the public.

Welcome by the Chairman.

12054 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.

12055 Reports

Report by County Councillor Richard Smith

Richard Smith submitted his apologies for the meeting.

Report by District Councillor Ewart

Julia Ewart submitted her apologies for the meeting.

The Chair formally opened the meeting at 7.02pm.

12056 To receive apologies for absence – Cllr Ransome, Richard Smith and Julia Ewart

12057 To accept apologies for absence – Accepted.

12058 To record absence without apologies – None

12059 Declarations of Interest – None

12060 To consider any dispensations – None

12061 To consider the Approval of the draft minutes of the Parish Council meeting held on 29th November 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 Harker, with two abstentions.

12062 Parish Clerk's Report

Advertising revenue – there are currently three outstanding amounts of advertising revenue. These have been chased. Following on from the last round of advertising revenue invoices sent out, there has been three which will not be advertising again for the moment. This is around £250 worth of advertising. The Editor has agreed to send out some emails to local businesses regarding some advertising. Emails – an email was received from a resident of the new properties at Badger Homes, this was regarding any future development of the nearby field. This email was sent onto ESC who were very helpful and responded quickly. Budget – version 2 is on the website. The figures have been updated to show the latest examples of expenditure. This shows a better idea of this years remaining funds. Annual Leave – this starts on 21st December through to the 2nd January.

12063 Clerk's Report on urgent decisions

None

12064 Matters arising from the Clerk's report.

Cllr Revell commented that the editor did agree that any adverts that had not been paid for should be removed. Some of the Councillors agreed to chase the outstanding amounts of money from some businesses. It is important not to lose any more income from advertising as the Community News is very important for the village. If anyone can think of a company tht may wish to advertise, please pass it on.

Cllr Stewart said that some companies are finding funding for marketing tight.

All Councillors agreed to try and encourage more advertising for the newsletter.

Cllr Revell commented that all the Councillors were copied into the email from the new resident at the Badgers Homes site, this was a very difficult question to answer, but ESC did support with a quick response. The draft budget is to be discussed later in the agenda. The Clerk's annual leave has been noted, from the 21st December to the 2nd January.

12065 Matters arising from the Parish Council meeting held on Wednesday 29 November 2023.

10.1 Power Projects – Cllr Weaver reported that the consultation for Sea Link ends on the 18th December. Julia Ewart has written requesting an extension. The PC needs to take a vote on how they feel about this proposal. A draft response will be circulated to all for approval ahead of the submission.

Cllr Revell commented that nobody wants this, just as nobody wants Sizewell C. The power infrastructure has to go somewhere, but just not here.

Cllr Weaver said that it was apparent that other options have not been investigated. There are lots of holes in the work. Over development of the site at Saxmundham, this will totally overlook Saxmundham. It will take approximately 6 years to build, if it gets the go-ahead it will start in 2026. Have any alternatives been thought of.

Cllr Revell said that the link road is an issue for Kelsale-cum-Carlton. The PC needs to object to having the link road as it will split the village.

Cllr Weaver commented that children will have no way of crossing that road to the sports area. The PC should object on how this is affecting this area. It will split the village into sections. There is also the rat running, traffic management, dealing with major incidents, etc.

Cllr Revell said that the new surgery should be considered, but this will only go ahead if the money can be found.

Cllr Stewart said that the new surgery will e approved with the new 800 house development, so it may not be as local as first thought.

Cllr Harker asked if Cllr Weaver would send through the email address so that the rest of the Councillors may object individually if they wished to.

Cllr Revell said it would be good to encourage other residents to write in with their views.

Cllr Galloway said that she has written a report and sent to Richard Smith concerning the local roads that are affected by flooding.

ACTION: Cllr Weaver to complete a draft response to Sea Link and circulate to all ahead of submission.

10.2 Carlton Meres – Julia Ewart continues to chase the meeting with the planning department regarding Carlton Meres.

ACTION: Ongoing, place on the next agenda.

10.3 Verges – Ongoing

ACTION: Place on the next agenda.

10.4 D-Day Commemoration – Ongoing

ACTION: Place on the next agenda.

10.5 Resident – speed limit in Low Road – Cllr Revell felt that the resident did not quite grasp all the complications involved with changing a speed limit on a road. SCC try to put obstacles in the way, as you need to prove the number of accidents, the number of residents and pedestrians that will benefit from the change, how many issues there have been over a set time etc. The new 20mph limits in Wales are proving an issue.

10.6 Highway Signage – Cllr Revell said that the Clerk had reported she has sent an email to Richard Knight but no response has been received.

Cllr Galloway said that the signage about the HGV's is needed.

ACTION: The Clerk to chase Richard Knight regarding the Community Fund.

10.7 CIL Funding – Cllr Revell commented that the Clerk had sent through an email with the date of which the first sums of CIL funding require spending by. This is some time away in 2026.

10.8 Speeding on Main Road – Cllr Holden said that this item is ongoing, with the various power projects being submitted the highways could become part of the development, with road changes.

ACTION: To continue to place on the agenda.

12066 Parish Council Matters

11.1 Kelsale Village Hall: Cllr Harker reported that the Village Hall held a successful Christmas Fair and

raised £450. The wreath making evening was well supported by 20 people attending.

There is to be

a meeting in January to discuss future events for the Summer.

12067 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/23/4415/OUT – Land to the South of, Rosemary Lane, Kelsale-cum-Carlton, IP17 2QN

Outline Application (All Matters Reserved) – Construction of 3Nr, new build dwellings.

Cllr Stewart commented that this area was not on the local plan, and would create an issue on Rosemary Lane with traffic etc.

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

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

Notifications:

12068 Financial Matters

13.1 Financial Statement since the November meeting. See Updated Finance Report of 13th December 2023.

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

13.2 To approve and sign the bank statements: The Bank Statement to 30th November 2023 plus financial reconciliations are to be agreed and signed by the Chairman at the next meeting due to the absence of the Clerk.

13.3 To note and approve the Draft Budget 2024/25: Cllr Galloway commented that the PC would be asking for the maximum it could from the precept, it would need to manage the money that it has. The Christmas Lunch pot is to be renamed for the D-Day Commemoration. Richard Smith has offered a £1000 which can be used for marquees for the D-Day event.

Cllr Revell asked how much from the Bonfire Event could be used for the village hall insurance contribution?

Cllr Galloway said that last year the PC gave 50% of the Village Hall insurance costs which was about £800. This will increase next year, and it was paid in April, this was paid from the Bonfire Event profit.

Cllr Revell said that the Village Hall will need to work out their income to cover that expense. How can the PC find that level of funding to assist? It is not a case of the PC being negative but there is only so far the PC funding pot will go.

Cllr Galloway said that the contribution from the Bonfire Event does not directly impact the budget.

Cllr Revell said that the £1000 fund from Richard Smith may be used for the marquee covers, lights etc. A 10m x 4m marquee is £670 + VAT, and a 10m x 3m is £575 + VAT. It would be good to keep the new ones for the events and use the old ones for the Bonfire Night.

Cllr Galloway said that the marquee and lighting will take the £1000.

Cllr Revell commented that the Bonfire Event needs to hold a set amount for the next years event.

It was agreed that the budget for 2024/25 would be workable.

13.4 To note and consider the Precept Request: Following on from the draft budget approval it was agreed to request a precept amount of £24,373.

12069 To Receive Reports from Portfolio Holders and Liaison Representative

Biodiversity

Cllr Gwynne commented that she had attended the meeting regarding beavers in Essex. This was very informative. They may be placed in the Fromus Reserve area, but this would need to be granted various licences before this can take place.

Cllr Gwynne also commented that she had a wellbeing event, this was very good, with a helpful talk on mental health issues.

Cllr Galloway said that there is some work taking place on the fields in Tiggins Lane, the grass meadow has been torn up, and the hedges and trees are being sorted out. What is this for?

Cllr Revell said that they are doing some farming maintenance, that field has been set aside land for some time, this is now having some farm management done on it.

B7: Trees and Green Spaces

Cllr Holden said that the ditch which was paid for by the PC to be cleared now has a lot of standing water in it. This water should drain through to Kelsale Court. They have been informed about this before and Cllr Ransome has met with them to look at

the ditch in their garden. This may require another letter or a visit from Cllr Ransome.

Cllr Holden said that the big gate on the recreation ground needs some refurbishment.

Cllr Harker said that part of the fence is very wobbly also where people climbed over it to place stuff on the bonfire.

ACTION: Cllr Holden to talk with Cllr Ransome on his return.

B1: Energy Development Projects.

Cllr Weaver said that it would be beneficial to have a group of Councillors to assist with all the different power projects that are going on at the moment.

A10: KcC School.

Cllr Harker said that the school now has a cabin for small groups of students to access therapeutic play. They have a member of staff who is trained in this. The reception year is small, at the moment. There is to be a school Christmas Fair with a visit from Santa. The school needs some funding to assist with some school phonic books and reading scheme books. They need in the region of £3000.

12070 Items for consideration for Inclusion on the next agenda

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

12071 Correspondence

12072 To consider excluding the public and press.

No considerations were necessary.

12073 Excluded items

There were none.

12074 Date of the next meeting

The next Meeting is to be held on the 31st January 2023 at 7pm.

The Chair closed the meeting at 8.10pm.

Signed: Chairman Dated: