

Kelsale-cum-Carlton Parish Council
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**MINUTES OF THE ANNUAL MEETING HELD ON
WEDNESDAY 29th MAY 2024
AT 7:00PM IN THE COMMITTEE ROOM OF THE VILLAGE HALL**

Present at the meeting:

Cllr Alan Revell (Chair)	Cllr Edwina Galloway (Vice-Chair)
Cllr Traci Weaver	Cllr Rob Holden
Cllr Simon Ransome	Cllr Helen Reynolds
Cllr Laura Gwynne	Cllr Claire Buttle
Cllr Sarah Courage	

In attendance: The Clerk and 1 member of the public.

Welcome by the Chairman.

12160 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.

Keith Dickerson reported that he is the Chair of the Biodiversity Group, and they have just produced an Action Plan. The Action Plan consists of a listing of habitats etc as well as recommendations for the way forward for the village. A copy will be given to the PC to read through and make any necessary amendments. He wishes to comment that he is the distributor of the Community News and it would be a good idea to have more copies for the new housing estate.

Cllr Weaver asked about the planting on verges. Could a group of residents be encouraged to work on this.

Keith Dickerson commented that he has not been able to succeed with the wildflowers in a meadow, but he could investigate ways of assisting flowers to flourish in the grass verges. Wildflowers will not compete with the grass. A section in the Plan could be about growing wildflowers in the grass verges and meadows.

12161 Reports

Report by County Councillor Richard Smith

Richard Smith reported that it is difficult to say much at the moment due to the impending elections in July. He is looking forward to joining everyone at the D-Day event and giving a small speech at the opening of the afternoon. Sizewell C has around 600 people working on the site; road improvements are planned for 2026. There will be lots of traffic disruption and it is expected that there will be issues with traffic in the villages. The community will need to be vigilant.

Cllr Galloway thanked Richard Smith for volunteering to assist with the D-Day event.

Report by District Councillor Ewart

Julia Ewart submitted her apologies for the meeting but had submitted a written report.

The Chair formally opened the meeting at 7.14pm.

12162 Co-option of a Councillor

Cllr Revell commented that there is a new Councillors to be co-opted. This is Sarah Courage. After some introductions, the Council welcomed Cllr Courage, who duly signed the Declaration of Acceptance of Office form.

12163 Election of Chair for 2024/25 and signing of Declaration of Acceptance of Office Form

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

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

12164 Election of Vice-Chair for 2024/25 and signing of Declaration of Acceptance of Office Form

Cllr Revell asked for nominations for Vice-Chair. Cllr Buttle 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.

12165 To receive apologies for absence – Cllr Stewart and Julia Ewart.

12166 To accept apologies for absence – Accepted.

12167 To record absence without apologies – None

12168 Declarations of Interest – Cllr Ransome – planning application.

12169 To consider any dispensations – None

12170 To consider the Approval of the draft minutes of the Parish Council meeting held on 24th April 2024 and the Annual Parish Meeting held on the 3rd April 2024.

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 Reynolds, with 2 abstentions. The draft Annual Parish Meeting minutes were on the website, these were proposed as a true record by Cllr Ransome and seconded by Cllr Gwynne and agreed by all who attended.

12171 Parish Clerk's Report

Policies – there is one policy to re-adopt, that is the Code of Conduct. There is also the new Financial Regulations to adopt. Audit – the internal audit has been received and will be noted later in the meeting. The paperwork is now with the external auditors, PKF Littlejohn, the Council will be informed when the final report is received. Low Road - a response has been received from the resident following on from an email from the PC stating the discussion regarding the strips to monitor traffic and speed in that area. He suggests that the speed limit should be reduced to 20mph for safety reasons as there are pedestrians and cyclists that use the area. Culvert clearing – correspondence continues to be exchanged with the highways department regarding the clearing of a culvert on a private property. CIL expenditure – the use of CIL funding for maintenance of the village hall has been agreed. D-Day – kind donations have been received from Sizewell C, County Councillor Richard Smith and District Councillor Julia Ewart. Newsletter – the cost to increase the numbers of copies has been given, £508 + the artwork. At the end of the year there may be a deficit of £282 for four editions. Charity Commission – the Annual Return has been submitted for the Recreation Ground. Road Sweeping – a phone call from East Suffolk Services confirmed that the road sweeping will be on a 15–20-week rota. There have been some issues with past road sweeping and this has not been easy to resolve. There is to be three road sweepers, and they have invested in special brushes to remove the mud and debris from the sides of the road.

12172 Clerk's Report on urgent decisions

None

12173 Matters arising from the Clerk's report.

Cllr Revell thanked the contributors of donations for the D-Day event. The internal audit will be noted later.

12174 Matters arising from the Parish Council meeting held on Wednesday 24 April 2024.

12.1 Power Projects – Cllr Weaver had submitted a report ahead of the meeting. She wished to summarise some of the points. There is to be the Suffolk Coastal Energy Husting held on the 9th June. Information from the forums held include the fact that the link road plan has not yet been formalised. The residents who live near the B1122 want to form a working group. The LGV figures are being based on the Hinkley numbers. The Sizewell workers will have stickers placed on their vehicles. The B1122 is now 30mph. People are being penalised if there are on the wrong roads. There is to be a joint Parish venture to talk about Sizewell C, this group will be properly formed. Fly parking is a concern in many villages. There is to be traffic monitoring, which Sizewell C will be paying for, it is hoped that the Main Road will be included in this. The Energy Partnerships are to hold 4 meetings per year. DESNZ have also met with groups to discuss the cumulative impact on the villages. Pylons will not affect this area, although it is a good idea to log and support the other areas affected by the power projects. SCC and ESC have a good overview of the work at Sizewell C. Stop Sizewell C are monitoring everything that is going on. The next meeting is scheduled for July.

Richard Smith reported that there is a member of the SCC who is monitoring the roads.

Cllr Galloway commented that there is a great concern about the accommodation as 5,600 workers expected at Sizewell C. Hinkley currently has 15,000 employees. There is an advert on social media about accommodation for Sizewell C workers.

Cllr Weaver said that this will have an impact on the holiday lets in the area.

Richard Smith said that the tourism, housing and displacement of workers is a big worry for the local area.

ACTION: Clerk to continue to monitor the emails regarding the Community Funding.

12.2 Carlton Meres – Cllr Revell said that the subject of the Meres needs to be kept on the agenda as the work to the entrance of the site has not yet been completed.

ACTION: Ongoing, place on the next agenda.

12.3 Verges – Cllr Revell reported that idea of flowers on the verges remains appealing.

Cllr Gwynne said that the Bee & Butterfly mix sounds a good idea for the verges, if the PC are lucky enough to receive the seeds from ESC.

Cllr Revell said that plug plants have been mentioned. The PC could look at some funding to see whether this would work in the verges.

Cllr Ransome said that he had tried plug plants in his meadow, and these did not work. The grass needs to be cut and removed, not left on site. He is prepared to cut an area of verge and remove the cuttings. Cllr Holden said that he would assist with the removal of the grass cuttings.

Cllr Buttle said that the other issue is that the plants will need to be watered regularly.

Cllr Revell said that it will be important to work with the Biodiversity Group on this project.

Cllr Buttle said that the Councillors could make their own plugs, the seeds are very cheap. She has yellow rattle and oxide daisies. This may take 4-5 years to get established.

ACTION: Place on the next agenda.

12.4 D-Day Commemoration – Cllr Galloway said that the risk assessment has been updated, as has the event plan and the site plan.

Cllr Buttle said that there are about 20 volunteers so far to assist with the tasks on the day.

Cllr Revell said that he did not have any set tug of war teams, he would just open it up to anyone who wanted to join in.

Cllr Galloway said that the Church is holding a Flower Show. Any donations gathered on the day will be given to the Village Hall.

Cllr Revell asked if a small donation could go to SSAFA. It was agreed that this is a good idea to donate to both.

ACTION: To place on the next agenda, update of the day.

12.5 Highway Signage – Cllr Revell said that there is to be a Funders Day which may be attended, that is being organised by Suffolk Community Foundation.

Cllr Courage commented that there is a lot of sand in Tiggins Lane, and the ditch is full of sticks.

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

12.6 Speeding on Main Road – Cllr Revell said it would be good to have some funding from Sizewell C to monitor the speeding on the Main Road. Roundels may be a good cheaper option to assist in slowing up vehicles.

Cllr Weaver said that it would be good to monitor the volume and the speed now, and again when Sizewell C starts to become busier.

Cllr Revell said that the A12 has many 8 wheelers moving gravel.

Richard Smith commented that Low Road will not get changed to 20mph zone, due to the nature of the road.

Cllr Ransome said that the junction leading into Low Road needs to be changed to a right angle rather than a sweeping bend. This would slow the traffic down. Would Highways allow this is the PC had the funding to do it?

Richard Smith said that there would need to be a lot of evidence.

ACTION: To continue to place on the agenda. Richard Smith agreed to visit the resident of Low Road, after the general elections.

12.7 Recreation Ground – Cllr Revell commented that a lot of people have looked at this culvert.

Cllr Ransome reported that the problem is an obstruction of roots in the culvert in the private property. An alternative may be to dig out another culvert along the top of the recreation ground that empties into the Fromus.

ACTION: Clerk to remind the Highways Engineer of the evidence submitted to him.

Cllr Courage left the meeting at 8.24pm.

12.8 Village Hall Proposals – Cllr Ransome said that the Land Registry has confirmed that the land outside the Village Hall on the edge of Low Road belongs to the Village Hall. What is the next step, as there is a vehicle parked on the land that belongs to the neighbouring property. There is a need to consider several strategies and acquire legal assistance.

Cllr Buttle said could there be a compromise of whilst the resident remains in the neighbouring house, the vehicle may remain in place.

Cllr Revell agreed that legal assistance will be required to solve this issue. It is good news that the CIL funding may be used for some of the alternative work such as the kitchen, the flooring etc.

ACTION: Cllr Ransome and Cllr Revell to source some legal advice to sort the vehicle issue.

Richard Smith left the meeting at 8.35pm.

12.9 Road Sweeping – This item was covered under 12171.

12.10 Additional copies of the Community News – Cllr Galloway proposed that the Community News is increased to 600 copies each edition, this was seconded by Cllr Ransome and agreed by all.

12175 Parish Council Matters

13.1 Kelsale Village Hall: Cllr Ransome reported that the contractors are being booked to complete the work such as the kitchen and the flooring.

ACTION: Cllr Revell to arrange a follow up meeting with the Solicitors.

13.2 To re-adopt the Code of Conduct and the New Financial Regulations - Cllr Holden proposed that the PC adopts the above policies, this was seconded by Cllr Galloway and agreed by all.

13.3 Portfolio Holders – Cllr Gwynne reported that she had attended a Community Partnership meeting. She has an idea to hold a 'Wild about Kelsale' event but is currently gathering further information. This would be about nature and take the form of a small fair. Cllr Gwynne also attended a compassionate training session which she found very useful.

Cllr Reynolds reported that she had joined a PPG meeting and this had given information about the proposed new appointment system, this is still being monitored for effectiveness. Appointments may be made via phone, app or online. The surgery is trying to encourage people to pair up to support each other through bereavement.

Cllr Gwynne said that she had attended some counselling training regarding bereavement, she found it very useful and interesting. She will write an article for the Community News.

12176 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/24/1456/TPO – Riseholme, 1a Church Close, Kelsale-cum-Carlton, IP17 2PA

A1 of TPO No. 44/1962. 1no. Beech (T1 on plan) – Crown reduce in height by up to 3 metres and reduce width to blue line on submitted photographs.

After some discussion it was agreed that further information is needed to make a decision.

ACTION: Cllr Holden to take photographs of the tree and circulate to all the Council. Cllrs to make a decision and notify the Clerk. The Clerk to notify ESC of the Council's decision.

Cllr Ransome left the meeting.

DC/24/1317/FUL – The Old Post Office, Bridge Street, Kelsale-cum-Carlton, IP17 2PB

Single storey extension to rear.

After some discussion the full Council agreed to support this application.

ACTION: Clerk to notify ESC of the Council's decision.

Cllr Ransome returned to the meeting.

DC/24/1693/LBC – Orchard Farm, East Green, Kelsale-cum-Carlton, IP17 2PJ

Listed Building Consent – Internal alterations to convert a study room into a bedroom and bathroom at ground floor.

The full Council agreed to support this application.

ACTION: Clerk to notify ESC of the Council's decision.

DC/24/1615/VOC – Corner Bungalow, North Green, Kelsale-cum-Carlton, IP17 2RN

Variation of Condition No. 2, 9,10,11 and 12 of Planning Permission DC/22/4745/FUL -

Replacement dwelling plus outbuilding and extension to residential curtilage. - 2. Amend the approved drawings to 4528-52A, 57A and 58A. - 9. EVCP - Amend to reflect the relevant new drawing 4528-57A. - 10. Cycle storage - Amend to As shown on drawing 4528-57A. - 11. Bin storage & presentation - Amend to as shown on drawing 4528-57A.12. Amend to read 'Development must be undertaken in accordance with the submitted Construction Management Strategy'

The full Council agreed to support this application.

ACTION: Clerk to notify ESC of the Council's decision.

DC/24/1712/FUL – Benstead, Main Road, Kelsale-cum-Carlton, IP17 2RD

Side/Rear Extension to main residential building.

The full Council agreed to support this application.

ACTION: Clerk to notify ESC of the Council's decision.

Notifications:

12177 Financial Matters

15.1 Financial Statement since the April meeting. See Updated Finance Report of 29th May 2024.

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

15.2 To approve and sign the bank statements: The Bank Statement to 30th April 2024 plus financial reconciliations were presented to the Council and signed by the Chairman.

15.3 To approve the insurance renewal: Cllr Gwynne proposed that, following on from the information received from the insurance provider, the PC accepts the premium quote, this was seconded by Cllr Weaver and agreed by all.

15.4 To note the internal audit: The full Council noted the internal audit report as previously circulated to all. There were no comments for the Council to be concerned about, and will await the report from the external audit.

12178 To Receive Reports from Portfolio Holders and Liaison Representatives

12179 Items for consideration for Inclusion on the next agenda

As listed within the minutes.

12180 Correspondence

Environment Agency – The Councillors noted the previously circulated email regarding an oil leak into a water course in the Carlton Road area.

12181 To consider excluding the public and press.

No considerations were necessary.

12182 Excluded items

There were none.

12183 Date of the next meeting

The next Parish Council Meeting is to be held on the 26th June 2024 at 7pm.

The Chair closed the meeting at 9.09pm.

Signed: Chairman Dated: