

**Kelsale-cum-Carlton Parish Council**  
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**MINUTES OF THE MEETING HELD ON  
WEDNESDAY 26<sup>th</sup> JUNE 2024  
AT 7:00PM IN THE COMMITTEE ROOM OF THE VILLAGE HALL**

**Present at the meeting:**

Cllr Edwina Galloway (Vice-Chair)	Cllr Mark Stewart
Cllr Traci Weaver	Cllr Caroline Harker
Cllr Simon Ransome	Cllr Helen Reynolds
Cllr Laura Gwynne	Cllr Claire Buttle
Cllr Sarah Courage	

**In attendance:** The Clerk and 0 members of the public.

**Welcome by the Vice-Chair, as apologies submitted by the Chair Alan Revell.**

**12184 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 two members of the public were present due to their planning application being discussed this evening.

One member of public also wished to comment about the lack of accessibility around the village, there is no dropped curb at the end of Bridge Street to enable you to cross the road.

Cllr Stewart asked if the proposed annex would be attached to the deeds of the property.

The member of public replied that this will not be sold off separately, this will form part of the property.

Cllr Weaver asked what the annex consisted of.

The member of the public responded that the annex would consist of a bedroom, wet room, lounge and kitchen area, and it will be clad in cedar.

A vote was taken, 7 in favour, 1 abstained, therefore a comment of in favour would be submitted to East Suffolk Council.

Members of the public left at 7.08pm.

**12185 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 Vice-Chair formally opened the meeting at 7.09pm.**

**12186 To receive apologies for absence** – Cllr Holden, Cllr Revell, Richard Smith and Julia Ewart.

**12187 To accept apologies for absence** – Accepted.

**12188 To record absence without apologies** – None

**12189 Declarations of Interest** – None

**12190 To consider any dispensations** – None

**12191 To consider the Approval of the draft minutes of the Parish Council meeting held on 29<sup>th</sup> May 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 Weaver, Seconder Cllr Ransome, with 1 abstention.

**12192 Parish Clerk's Report**

Policies – there are four policies to re-adopt, they are the Complaints Procedure, Data-retention Policy, Data Breach Policy and the Donations Policy. Audit – there is no further updates on the external audit. Culvert clearing – a chasing email was sent to the Highways Engineer, and a response received states that the Enforcement Team have written to the Landowner, but no reply has been received. This matter could take some time to resolve. Highways Fencing – the broken fence by the slipway from the Main Road to the A12 has not been repaired, a chasing email has been sent. Newsletter – two new advertisers have been found which is an additional £125 per year. Clothing bank – this was initially reported three times before being emptied, it has been reported again today as it is once again full, and bags of items have been left to the side. Car Park - a couple of messages have been left for Carl Ruth to contact me regarding repairs on the car park. Income – please note that wayleave has been received from UK Power Networks for items on the Carlton Main Road, this is a cheque for £1.15. Internal Transfer – please note that a transfer has been made from the instant access account to the current account to cover the payment of CIL money to the Village Hall. Kelsale Village Hall – there is a payment set up to the Village Hall for refurbishment work that has been completed. On advice received from SALC the PC may not reclaim VAT from this expenditure. Annual Leave – please note the Clerk will be on Annual Leave on the 26<sup>th</sup> and 29<sup>th</sup> July.

**12193 Clerk's Report on urgent decisions**

None

**12194 Matters arising from the Clerk's report.**

Cllr Galloway said that the culvert clearing may take a while to resolve. Highways Fencing – an email should be sent to the Highways team asking them to clarify the position, what benefit is this fence? The newsletter should be received on Friday ready for delivery. The clothing bank continues to be an issue.

Cllr Buttle suggested that a sign directing people to the clothing bank in Saxmundham if that one is full.

ACTION: Clerk to contact Highways regarding the fencing on the slip road. Cllr Buttle to make a sign for the clothing bank.

**12195 Matters arising from the Parish Council meeting held on Wednesday 29 May 2024.**

**10.1 Power Projects** – Cllr Weaver had submitted a report ahead of the meeting. She wished to summarise some of the points. The Accommodation Management System is in place, where people may offer rooms to Sizewell C employees.

Cllr Galloway commented that there will be houses of multiple occupation to try and accommodate the number of employees.

Cllr Weaver said it would be interesting to find out what number of employees are local. The vehicle monitoring is only to be large vehicles not cars, the cars will be everywhere even on the smaller lanes. Looking at the minutes from meetings held it is clear that traffic issues should be monitored on a monthly basis. The next meeting is to be held on the 7<sup>th</sup> August, Cllr Courage will be attending. Any questions to be submitted on behalf of the PC should be sent to the Clerk.

ACTION: Clerk to continue to monitor the emails regarding the Community Funding. Clerk to forward any questions for the next transport forum to Zoe Botten. Cllr Holden and Cllr Buttle to attend the Sizewell C Community Fund information session.

**10.2 Carlton Meres** – Cllr Galloway suggested that chasing emails are sent regularly to East Suffolk Council, as an update received from a resident states that no work to improve the road layout has taken place in the area of Carlton Meres.

ACTION: Ongoing, place on the next agenda.

**10.3 Verges** – Cllr Galloway said that this item would be carried over to the next meeting.

ACTION: Place on the next agenda.

**10.4 D-Day Commemoration** – Cllr Galloway said that a report of the day had been circulated to all,

it was a good day and well supported.

**10.5 Highway Signage** – Cllr Galloway said that Tiggins Lane should be monitored for traffic as well as the Main Road.

Cllr Buttler said that she had sent some photographs of the 20mph signs spotted by a resident on Clay Hills Road to Richard Smith. These are just advisories, and the resident has mistaken these for the legal limit.

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

**10.6 Speeding on Main Road** – The Clerk reported that she had notified the resident that Richard Smith would be visiting him regarding the issue of Low Road.

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

**10.7 Recreation Ground** – The Clerk reported that she had contacted the Highways Engineer and a response from him stated that the Enforcement Team has been on contact with the landowner and was awaiting a response.

ACTION: To continue to place on the agenda.

**10.8 Village Hall Proposals** – Cllr Ransome said that he and Cllr Revell are to arrange a meeting with a legal representative to try and source a proposal for the area outside the village hall.

ACTION: To continue to place on the agenda.

**10.9 Biodiversity Action Plan** – Cllr Buttler reported that she had read through the Action Plan and circulated a list of comments to the Councillors for approval.

Cllr Galloway commented that the Biodiversity Group is part of the PC and Cllr Gwynne is to act as the conduit.

Cllr Gwynne reported that the Biodiversity Group wish to be independent, but this is not possible at the moment.

It was agreed by all for the comments made by Cllr Buttler regarding the new Action Plan to be forwarded to the Biodiversity Group for a response.

#### **12196 Parish Council Matters**

**11.1 Kelsale Village Hall:** Cllr Ransome thanked the D-Day event organisers for their donation towards the village hall refurbishment. The committee room refurbishment is almost complete, and then work would begin on the Main Hall.

Cllr Harker reported that the Musical Bingo was successful and raised some money for the village hall. The Walk & Talk is to take place tomorrow evening. The Produce Show is in September.

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

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

#### **12197 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/24/1625/FUL – Poachers Pocket Inn, Rosemary Lane, Kelsale-cum-Carlton, IP17 2PA**

Installation of galvanised metal external staircase and doors at ground and first floor.

The Council were in favour of this proposal.

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

**DC/24/2052/FUL – The Garden Barn, Carlton Road, Kelsale-cum-Carlton, IP17 2QE**

Extension to front of cart lodge to create garage.

The Council were in favour of this proposal.

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

**DC/24/1857/FUL - Six Bells, Church Lane, Kelsale-cum-Carlton, IP17 2NZ**

Construction of self-contained annex.

The Council were in favour of this application.

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

**DC/24/2192/LBC – Carlton Rookery, Clay Hills Road, Kelsale-cum-Carlton, IP17 2NN**

Listed building consent – Internal alterations to mid C20 partitions and the infilling of an associated casement window.

The majority of the Council were in favour of this application.

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

**Notifications:**

**DC/23/4675/FUL – (Re-consultation) 0s 0048, Dorleys Corner, Kelsale-cum-Carlton**

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

**AP/24/0019/REFUSE – Town Farm, Town Farm Lane, Kelsale-cum-Carlton, IP17 2RJ**

An appeal has been made to the Secretary of State regarding the decision of ESC to refuse planning permission for Change of use of land associated with Town Farm to B8 storage for self-storage containers.

The Council noted the above notifications.

**12198 Financial Matters**

**13.1 Financial Statement since the May meeting. See Updated Finance Report of 26<sup>th</sup> June 2024.**

**Cllr Weaver 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 31<sup>st</sup> May 2024 plus financial reconciliations were presented to the Council and signed by the Vice-Chair.

**12199 To Receive Reports from Portfolio Holders and Liaison Representatives**

**A2/A3 Community, Energy & Health**

Cllr Reynolds reported that the next PPG meeting was to be held on the 10<sup>th</sup> July.

Cllr Gwynne and Cllr Reynolds are to work on an article for the next Newsletter regarding bereavement and a buddy group for people who need support.

Cllr Gwynne said that she is trying to organise 'Wild about Kelsale-cum-Carlton' and would like to know the comments about this idea from the Council.

ACTION: Cllr Gwynne to email a questionnaire to the Councillors for their comments.

**A10 KcC School**

Cllr Harker reported that the school now has swift boxes, and there will be a Forest School starting for the children once a week, as a Teacher has now been trained to lead this.

**12200 Items for consideration for Inclusion on the next agenda**

As listed within the minutes.

**12201 Correspondence**

**Citizens Advice East Suffolk** – It was agreed by all that the PC was not in a financial position at the moment to offer a donation.

**12202 To consider excluding the public and press.**

No considerations were necessary.

**12203 Excluded items**

There were none.

**12204 Date of the next meeting**

The next Parish Council Meeting is to be held on the 31<sup>st</sup> July 2024 at 7pm.

The Vice-Chair closed the meeting at 7.53pm.

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