

*Kelsale-cum-Carlton Parish Council*

*21 Ferry Road, Orford, Woodbridge, Suffolk, IP12 2NR,  
Tel:07595757380 E-mail: [clerkkelsalepc@gmail.com](mailto:clerkkelsalepc@gmail.com)*

**MINUTES OF THE MEETING HELD ON  
WEDNESDAY 31<sup>st</sup> JANUARY 2024  
AT 7:00PM IN THE COMMITTEE ROOM OF THE VILLAGE HALL**

**Present at the meeting:**

Cllr Alan Revell (Chair)	Cllr Edwina Galloway (Vice-Chair)
Cllr Mark Stewart	Cllr Laura Gwynne
Cllr Simon Ransome	Cllr Helen Reynolds

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

**Welcome by the Chairman.**

**12075 Public Forum**

***Democratic Quarter-Hour/Public Question Time – Residents are invited to give their views and question the Parish Council on issues on this agenda or raise issues for future consideration at the discretion of the Chairman. Members of the public, whilst welcome to attend, may not take part in the meeting itself.***

0 members of the public.

**12076 Reports**

**Report by County Councillor Richard Smith**

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

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

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

Cllr Galloway commented that the village is about to lose the outreach Post Office. Richard Smith advised the PC and residents to write to Therese Coffey, he would be writing a letter of support for the outreach Post Office.

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

Cllr Galloway said that this facility played a big part of the community hub in the

village hall during the Coffee Morning.

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

**Report by District Councillor Ewart**

Julia Ewart submitted her apologies for the meeting.

Richard Smith left the meeting at 7.15pm.

**The Chair formally opened the meeting at 7.15pm.**

**12077 Co-option of a Councillor**

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

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

**12079 To accept apologies for absence** – Accepted.

**12080 To record absence without apologies** – None

**12081 Declarations of Interest** – None

**12082 To consider any dispensations** – None

**12083 To consider the Approval of the draft minutes of the Parish Council meeting held on 13<sup>th</sup> December 2023.**

The draft minutes of the meeting had been circulated and the version now on the website were approved with abstentions from those that did not attend. Proposer: Cllr Galloway, Seconder Cllr Gwynne, with one abstention.

**12084 Parish Clerk's Report**

Advertising revenue – There are still two outstanding invoices, I have informed the Editor of this. The Editor is to create an excel sheet for her and I to share. There are no new advertisers as yet. VAT refund - £617.24 has been received, this is up to the end of Dec 23. Councillor Training – Cllr Gwynne is to attend two Councillor training sessions. Coffee morning – a resident reported a pothole near the junction of Low Road and Bridge Street, this was reported to SCC but it does not meet the criteria to be repaired but would be monitored. The footpath along the main road was also reported to SCC as it is covered with mud and leaves, the response received stated that with a limited budget, jobs would need to be prioritised. Bridge Street – following on from the flooding, it was reported that there was a tree caught under the bridge. This was reported to the Environment Agency who appear to have cleared it away. Flooding – a resident has contacted the PC about flooding in Sandy Lane. A resident who lives in the Carlton Road area has a problem with oil in her pond. This has been reported to the Environment Agency as it has killed some of the fish in the pond. Pear Tree Close – a phone call has been received from a new resident who was concerned about the possible development on the field behind the houses, I advised that they spoke with the ESC planning officer. Grit Bins – the bin in Church Close and near the Church have not yet been filled, there has been evidence of a licence from SCC stating they would fill the grit bins passed on. Julia Ewart – a meeting took place at a coffee morning, many items were discussed, the outreach post office, the parking in Rosemary Lane, a course to enable volunteers to clear the rivers, the importance of the Community Partnership groups to work together to keep waterways clear, a pot of

money to assist with repairing road signs, and concerns from residents regarding a planning application in Curlew Green. Highways – the fence panels on the edge of the A12 have not been replaced, a chasing email has been sent. D-Day Commemoration – the insurance form is in the process of being completed. Charging points – the form has been completed to seek funding for a charging point on the car park. This is to be sent to an alternative area of ESC as it requires a standalone unit. East Suffolk Services – a quote has been received for next year's grass cutting, this has increased from 2022/23 - £318.27, 2023/24 - £811.54 and next year £1399.44.

#### **12085 Clerk's Report on urgent decisions**

None

#### **12086 Matters arising from the Clerk's report.**

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

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

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

**10.1 Power Projects** – Cllr Revell reported that Cllr Weaver had submitted a written report for all the Council. There are a couple of questions that she wishes to have agreed at the meeting, so these may be submitted by the Clerk to the Northern Transport Forum. This meeting is to take place on the 6<sup>th</sup> Feb at Darsham. It was agreed by all that the two questions should be submitted to the Forum for a response. Cllr Galloway said that the final link road design should be available by July. Some letters have been sent to residents regarding the secondary double glazing that may be available to reduce the sound.

ACTION: Clerk to submit the two questions on behalf of the PC to Northern Transport Forum.

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

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

ACTION: Ongoing, place on the next agenda.

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

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

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

Cllr Revell reported that the resident may be willing to advise the PC of what could be

done with the verges to encourage the growth of flowers.

**ACTION:** Place on the next agenda.

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

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

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

**ACTION:** Place on the next agenda.

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

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

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

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

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

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

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

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

**ACTION:** To continue to place on the agenda.

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

**ACTION:** Cllr Ransome to speak with Cllr Holden.

## **12088 Parish Council Matters**

**11.1 Kelsale Village Hall:** Cllr Ransome reported that there is a concern that the available CIL money will

not be sufficient to purchase the disabled lift. Therefore, could the available funding be used for various other items such as the kitchen refurbishment, the floor upstairs, the forecourt out the front, the front drain, the flat roof, redecoration of the committee room, etc. If the Post Office is finally lost, this enclosure becomes free and can be used as an area for the lift. This would save money, but it depends on the future of the Post Office. The lighting in the passageway is to be fixed. If the lift is too expensive, could these other items be considered.

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

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

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

**ACTION:** To place as an agenda item in March.

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

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

**11.3 Speaker for the APM.**

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

**ACTION:** To place on the next agenda.

**11.4 Advertising Revenue**

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

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

### **11.5 Community Self Help/Emergency Group**

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

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

## **12089 Planning Matters**

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

### **12.2 New planning applications since the last meeting:**

**DC/23/4803/FUL - The Garden Barn, Carlton Road, Kelsale-cum-Carlton, IP17**

#### **2QE**

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

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

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

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

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

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

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

**DC/23/4871/FUL - Land adjacent to Farm View, Curlew Green, Kelsale-cum-**

**Carlton, IP17 2RA**

Construction of 2no. detached dwellings.

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

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

### **Notifications:**

## **12090 Financial Matters**

**13.1 Financial Statement since the November meeting. See Updated Finance Report of 24<sup>th</sup> January 2024.**

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

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

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

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

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

## **12091 To Receive Reports from Portfolio Holders and Liaison Representative**

### **A4 & A5 Biodiversity Group**

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

### **B7: Trees and Green Spaces**

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

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

### **12092 Items for consideration for Inclusion on the next agenda**

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

### **12093 Correspondence**

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

#### **Resident – Grit Bin**

Cllr Revell reported that a resident had contacted the PC regarding the positioning of a grit bin on the junction of the Carlton Road and the Rosemary Lane. It was agreed that the Clerk should investigate the cost of a grit bin and report back at the next meeting.

#### **East Suffolk Council – Plug-in Suffolk**

This was discussed under item 12084.

#### **Saxmundham Postmaster – closure of the outreach Post Office**

This was discussed under item 12076.

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

### **12094 To consider excluding the public and press.**

No considerations were necessary.

### **12095 Excluded items**

There were none.

### **12096 Date of the next meeting**

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

The Chair closed the meeting at 9.33pm.

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

*Kelsale-cum-Carlton Parish Council*

*21 Ferry Road, Orford, Woodbridge, Suffolk, IP12 2NR,  
Tel:07595757380 E-mail: [clerkkelsalepc@gmail.com](mailto:clerkkelsalepc@gmail.com)*

**MINUTES OF THE MEETING HELD ON  
WEDNESDAY 28<sup>th</sup> FEBRUARY 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 Claire Buttle	Cllr Rob Holden
Cllr Simon Ransome	Cllr Helen Reynolds
Cllr Caroline Harker	Cllr Traci Weaver

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

**Welcome by the Chairman.**

**12097 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.

**12098 Reports**

**Report by County Councillor Richard Smith**

Richard Smith reported that the County Council has passed the budget on the 15<sup>th</sup> February. A 4.99% increase will be shown on the Council Tax bill. This is the highest amount that Richard Smith has voted on in 14 years of office. The County Council are using some of their reserves, within 3 to 4 years all the reserves will be gone. Looking after the children and the older generation are using vast sums of money. Sizewell C, thank you Cllr Weaver for your informative reports relating to Sizewell C. The Northern Forum meeting was very chaotic. EDF were not prepared. The community has opposed Sizewell C for many years, EDF feel they can get away with out doing homework. Their may be a case that the SCC requires legal advice regarding Sizewell C.

Cllr Weaver commented that the Sizewell C document has a section contained in it which shows legal advice may not be necessary.

Richard Smith said that he had attended a meeting at Theberton. More expertise is required at all levels. There are going to be difficulties in the years ahead. The final round of investment for the Sizewell C site is likely to be announced in April/May. The final costs may go awry as did Hinkley's costs.

Cllr Galloway commented that the PC submitted an email regarding the Community Fund. Aldeburgh were given a response that the funding will go elsewhere not directly to the community that s being affected by all the power projects.

Richard Smith reported that the Community Fund should be spent in areas affected. He will investigate this and comment.

**Report by District Councillor Ewart**

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

Richard Smith left the meeting at 7.12pm.

**The Chair formally opened the meeting at 7.13pm.**

Cllr Revell wished to welcome back Cllr Claire Buttle to the Council.

**12099 To receive apologies for absence** – Cllr Stewart, Cllr Gwynne, and Julia Ewart

**12100 To accept apologies for absence** – Accepted.

**12101 To record absence without apologies** – None

**12102 Declarations of Interest** – None

**12103 To consider any dispensations** – None

**12104 To consider the Approval of the draft minutes of the Parish Council meeting held on 31<sup>st</sup> January 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 Ransome, Seconder Cllr Galloway, with 4 abstentions.

**12105 Parish Clerk's Report**

Advertising revenue – There are still two outstanding invoices, I have chased both. Coffee Mornings – Julia Ewart attended a session and informed the community how they can oppose the closure of the Barclays Bank in Leiston. A previous Councillor has passed onto me a couple of box files that have various documents in. Flooding – Julia Ewart has written a letter to the SCC and the Environment Agency regarding the oil leak into a resident's pond. Grit bins – the cost ranges from £94.95 to £133.11. There is no section for purchasing grit bins in the budget. D-Day Commemoration – the new marquee has arrived, and St Johns have been booked to cover First Aid. Clothing Bank – this has been reported a couple of times as it was overflowing. Dog waste bin – this has been reported as it was overflowing. Policies – there are three to be re-adopted, the Standing Orders, Financial Regulations, and the Electronic Communications & Social Media Policy. CIL funding – the amount available to spend is currently £63,311.78. Correspondence – an email has been received regarding a piece of hedge on the edge of the recreation ground which has been cut back and has put the Sandy Stilt Ball at risk. Suffolk Devolution – I attended a webinar related to this subject.

**12106 Clerk's Report on urgent decisions**

None

**12107 Matters arising from the Clerk's report.**

Cllr Revell commented that the Environment Agency should be investigating the oil leak into the watercourse with the assistance of the Highways department, there has been no further correspondence from the resident concerned. Grit bins, there is not much of this winter left, it would not be good practice to install one now, this could be revisited later in the year. It was suggested that a local business may sponsor the grit bin. The new marquee has arrived and it would be a good idea to erect this a few weeks ahead of the event in June, just to make sure it is all in place. The clothing bank is always overflowing, should a request be made for a larger one?

Cllr Buttle said it would be interesting to know what the funding is that is received from the clothing bank.

Cllr Ransome thought it would be very little.

Cllr Revell said that the dog waste bin would be monitored. The cutting of the hedge next to the recreation ground would also be monitored.

ACTION: Clerk to respond to the resident regarding the grit bin. Clerk to investigate the amount of funding raised from the clothing bank.

**12108 Matters arising from the Parish Council meeting held on Wednesday 31 January 2024.**

**10.1 Power Projects** – Cllr Weaver had circulated a report to the Councillors. The National Grid has received many objections to the interconnectors. There is a petition going around at the moment which needs to gain 10,000 signatures. The Northern



Transport Forum was chaotic. HGV's which are 3.5ton or above will be monitored and cars will be parking in the park and ride sites. LGV's will be an issue and will need monitoring. It has been suggested that the traffic management plan may be amended if required to allow for the monitoring of the additional traffic. The B1122 is going to be hit hard by the quantity of traffic. A meeting has been requested with two representatives of the Sizewell C team. Comments are being monitored from the wide load information that is being placed on social media sites.

Cllr Revell stated that the LGV's should be pre-registered to the site and should stick to the named routes which are checked by ANPR system.

Cllr Weaver said that this is possible to have the vehicles monitored, and it has been raised as a concern. There are no available minutes from the Forum meeting on the 6<sup>th</sup> February. The Delivery Management System will monitor the traffic. Cllr Weaver will write some questions to ask the Sizewell C team if anyone has anything to add please let her know. There is a community event at Trinity Park on the 9<sup>th</sup> April.

Cllr Galloway commented that the PC are looking for funding from the Sizewell C Community Fund to assist with the purchase of two signs for the end of Tiggins Lane stating 'unsuitable for HGV's'.

The Clerk reported that she had contacted Suffolk Community Foundation to enquire when the funding would be available and was informed that it would be late spring or summer.

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

**10.2 Carlton Meres** – Cllr Revell said that as there has been no recent update it may be worthwhile contacting the nearby resident. This was agreed by all the Councillors.

**ACTION:** Ongoing, place on the next agenda. Clerk to email the local resident for an update.

**10.3 Verges** – Cllr Galloway reported that the daffodils planted are coming up. The resident who offered to assist with the flowers in the verges is looking for some guidance from the PC. It maybe that more bulbs are required. It is worth getting one plant to establish first and then encouraging more.

Cllr Revell reported that the PC has been encouraged to let the verges grow, but they do look a mess. Is it better to have the verges cut.

Cllr Ransome said that it takes a long time for interesting flowers to grow through the grass.

Cllr Buttle said she has some hollyhock seeds that could be sprinkled at the back of the car park.

Cllr Revell proposed that the PC gives £75 for the purchase of some bulbs, these could be planted around the car park and at the Carlton Road green.

All of the Councillors agreed to the £75 expenditure for the bulbs.

**ACTION:** Place on the next agenda.

**10.4 D-Day Commemoration** – Cllr Revell reported that the marquee has arrived.

Cllr Buttle stated that it is proving a problem to find a stage, or a curtain sided lorry for the event. They have approached a scaffolding company, but the cost is too great. This is for the band to perform from.

**ACTION:** Place on the next agenda.

**10.5 Highway Signage** – Cllr Revell reported that the PC are continuing to wait for some funding to become available before the purchase of the signage may be made.

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

**10.6 Speeding on Main Road** – Cllr Holden reported that this investigation work is ongoing.

**ACTION:** To continue to place on the agenda.

**10.7 Recreation Ground** – Cllr Ransome said that he had spoken with Cllr Holden and will look at the gate when the wood dries out.

Cllr Revell reported that the end of the recreation ground became flooded the other day as a result of the water from the ditch along the recreation ground being unable to drain away. It appears that the culvert that runs from the recreation ground through to

the River Fromus is blocked. It requires this section being cleared.

Cllr Ransome commented that the water does drain away very slowly as the area of ditch between the recreation ground and the River Fromus is not sufficient to take the volume of water and requires clearing. This area of ditch is on private land.

Cllr Holden said that the recreation ground ditch is quite often full of at least 18 inches of water.

Cllr Ransome said that he has spoken with the owners of the land, and they seem unwilling to clear the ditch in their garden.

**ACTION:** The Clerk to contact Highways to see if an enforcement may be put into place to clear the ditch.

**10.8 Speaker for the APM** – Cllr Galloway reported that having spoken with William Kendall, he has

agreed to speak at the APM in April. It was agreed to ask him to speak about his career.

**10.9 Village Hall Proposals** – Cllr Ransome said that some renovation work has been proposed for the village hall. There is a need to spend some money on the electrics in the building, this could cost several thousand pounds. The committee room is to be rejuvenated, with a new coat of paint, some work has already been completed. The original fireplace remains behind a wooden cover, the plan is to tidy this and open it up again.

Cllr Revell commented that the fabric of the village hall needs to be taken care of, some of the CIL money could be used for this. It was agreed by the full Council that the Village Hall Committee should send a list of items that require work and the Clerk would check this with the CIL team to ensure it is the correct expenditure for the fund.

**ACTION:** Cllr Ransome to send the Clerk a list of the proposals and the Clerk to check this with the CIL team and report back to the Council.

**10.10 Community Self Help/Emergency Group** – Cllr Revell commented that this is ongoing.

**ACTION:** To place on the next agenda.

**10.11 Advertising Revenue** - Cllr Reynolds confirmed that she was able to add a new advertiser to the Community News.

Cllr Galloway also confirmed that she had found a company willing to advertise in the newsletter.

Cllr Harker reported that due to the completion of some of the houses in the new development on the main road, some extra copies of the Community News are required.

**ACTION:** The Clerk to notify the Editor of the Community News of a new advertiser.

Cllr Galloway to investigate the cost of some additional copies of the newsletter.

**10.12 Grass cutting** – Cllr Revell reported that he had met onsite with a local resident who has the equipment and is willing to cut the grass on the recreation ground and Carlton Road play area. The resident would be willing to keep an eye on the grass and cut when required depending on weather etc. The resident will undertake to cut the areas three times to see how long it takes and will report back to the Council.

It was agreed by the full Council to allow the resident to perform three cuts of the grassed areas and report back to the Council.

Cllr Harker left the meeting at 8.50pm.

**10.13 Outreach Post Office** – Cllr Revell stated that it appears Therese Coffey is on the case of supporting the outreach Post Office. Any further information received will be circulated to all the Council.

## **12109 Parish Council Matters**

**11.1 Kelsale Village Hall:** Cllr Ransome reported that this item was covered under 10.9.

**ACTION:** To place as an agenda item in March.

**11.2 To re-adopt the Standing Orders, the Financial Regulations, and the**

**Electronic Communications & Social Media Policy.**

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

**12110 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:**

**AP/23/0066/NONDET – Apple Tree Barn, North Green, Kelsale-cum-Carlton,**

**IP17 2RL**

An appeal has been made to the Secretary of State by Mr Alan Ambrose against non-determination by ESC of the application for planning permission for Erection of 1 no 1.5 storey dwelling - Change of dwelling design for DC/20/1127/FUL and APP/X3540/W/3270972 - 1.5 storey design.

**AP/23/0067/NONDET – Apple Tree Barn, North Green, Kelsale-cum-Carlton,**

An appeal has been made to the Secretary of State by Mr Alan Ambrose against non-determination by ESC of the application for planning permission for erection of 1no. single storey dwelling - change of dwelling design for DC/20/1127/FUL and APP/X3540/W/21/3270972 - single storey design.

The Council agreed that there was no further comments that could be made on the appeals.

**Notifications:**

**12111 Financial Matters**

**13.1 Financial Statement since the January meeting. See Updated Finance Report of 28<sup>th</sup> February 2024.**

**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 31<sup>st</sup> January 2024 plus financial reconciliations were agreed and signed by the Chairman.

**12112 To Receive Reports from Portfolio Holders and Liaison Representative**

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

Cllr Reynolds reported that she had not received any information about the PPG.  
ACTION: Clerk to resend the email information.

**B1: Energy Development Projects**

Cllr Weaver commented that she is unable to attend the next Northern Transport Forum in August if anyone else is able to attend it, it would be appreciated.

**B7: Trees and Green Spaces**

It was agreed that Cllr Buttle would rejoin this portfolio.

Cllr Holden reported that a few young trees have died, the Jubilee Oak is one of them, was Cllr Revell still able to obtain some replacements.

Cllr Revell confirmed that he still was able to obtain some replacement trees at no cost to the PC.

**12113 Items for consideration for Inclusion on the next agenda**

As listed within the minutes, Clothing Bank, Email address and website domain,

**12114 Correspondence**

**SARS** – an application for a donation has been received but it was agreed by all that

the PC could not offer a donation at this present time.

**12115 To consider excluding the public and press.**

No considerations were necessary.

**12116 Excluded items**

There were none.

**12117 Date of the next meeting**

The next Meeting is to be held on the 27<sup>th</sup> March 2024 at 7pm.

The Chair closed the meeting at 9.19pm.

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

*Kelsale-cum-Carlton Parish Council*

*21 Ferry Road, Orford, Woodbridge, Suffolk, IP12 2NR,*

*Tel:07595757380 E-mail: [clerkkelsalepc@gmail.com](mailto:clerkkelsalepc@gmail.com)*

**MINUTES OF THE MEETING HELD ON  
WEDNESDAY 27<sup>th</sup> MARCH 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 Claire Buttle	Cllr Rob Holden
Cllr Simon Ransome	Cllr Helen Reynolds
Cllr Caroline Harker	Cllr Laura Gwynne
Cllr Mark Stewart	

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

**Welcome by the Chairman.**

**12118 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.

**12119 Reports**

**Report by County Councillor Richard Smith**

Richard Smith commented that the report from Cllr Weaver regarding Sizewell C was very comprehensive and there was nothing more to add. Lion Link is a concern as it is proposed to come onshore at Walberswick and go through to Saxmundham. SCC have passed a motion on the energy projects coming ashore. Richard aims to represent all the villages affected by this. Saxmundham have proposed an objection, as has most of the residents in Walberswick. None of these comments have been taken into account, they have been ignored. The effects on

Friston are disastrous, and now it appears that there may be an application for a large solar farm of 1,000 acres in Friston. There are to be jobs generated a Sizewell, but the windfarms create no jobs. London and the Southeast will benefit from the wind farm electricity. Hinkley currently has 10,000 workers not 8,000 as first thought. Will Sizewell C have the same issue. The huge interconnectors will create issues. The proposed wind turbines to be placed offshore are to be 400m high. Richard hopes to attend the APM.

Cllr Gwynne asked for clarification, SCC has not objected to the energy projects, but Richard does object?

Richard Smith commented that it was the case, Richard would continue to object to these projects to support his constituents. Sea Link and Lion Link should work together to reduce the impact on the area, but they do not wish to do this. Lion Link should come ashore at Aldeburgh. SCC view on Lion Link is to object.

Cllr Buttle asked if Nautilus is to go to the North or the South.

Richard Smith was unable to answer that question.

Richard Smith left the meeting at 7.10pm.

#### **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 7.11pm.**

**12120 To receive apologies for absence** – Cllr Weaver, Julia Ewart and the Clerk.

**12121 To accept apologies for absence** – Accepted.

**12122 To record absence without apologies** – None

**12123 Declarations of Interest** – None

**12124 To consider any dispensations** – None

#### **12125 To consider the Approval of the draft minutes of the Parish Council meeting held on 28<sup>th</sup> February 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 Galloway, Seconder Cllr Reynolds, with 2 abstentions.

#### **12126 Parish Clerk's Report**

Advertising revenue – the total amount received from advertising this financial year is £700, this is £250 down from last year. Coffee morning – a resident informed me that the road sweeper came from the Main Road but turned round at Rosemary Lane and didn't come any further down the road. Grit bins – a letter was sent to the resident that requested the grit bin on Carlton Road. D-Day Commemoration – the risk assessment has been shared with a member of the committee. No additional cost request has been made from the insurance company. Clothing bank – this raises about £950 per year. Annual Parish Meeting – invites have been sent to the representatives of the village. Policies – the internal control statement needs to be re-adopted; the Chair has already had a copy of this to look through. Audit – the internal audit has been booked with SALC for the week commencing the 6<sup>th</sup> May. SALC Forum – this was held on the 20<sup>th</sup> March and was very informative. The main topic was the need for EV charging points. SCC wish to have any suggestions regarding sites for the charging points, these do need to be accessible to all. A number of PC's attending have offered to share there environmental impact assessments regarding Lion Link. Bank holiday – there are a couple of bank holidays and the Clerk will not be working those days.

### **12127 Clerk's Report on urgent decisions**

None

### **12128 Matters arising from the Clerk's report.**

Cllr Revell said that more advertising revenue suggestions are required.

Cllr Harker said that she would approach some of the businesses on Carlton Estate.

Cllr Revell commented that more copies of the newsletter are required due to the new houses on the Main Road.

Cllr Ransome stated that there are only two free copies of the newsletter placed in the village hall.

Cllr Revell said that more adverts are required to keep the newsletter going. The Clerk should query the road sweeper only undertaking to clean part of the road. The clothing bank raises a good amount of money so it is important to support this. The internal control policy has been looked at, it is basically a tick chart to say that the PC handles the finances correctly.

Cllr Galloway proposed that the PC adopts the internal control statement, this was seconded by Cllr Ransome and agreed by all the Council.

ACTION: Place the additional copies of the newsletter as an item on the next agenda. Clerk to speak with the ESC regarding the road sweeper not completing the road clearing.

### **12129 Matters arising from the Parish Council meeting held on Wednesday 28 February 2024.**

**10.1 Power Projects** – Cllr Revell commented that Cllr Weaver had circulated a updated document concerning the power projects.

Cllr Galloway said that Cllr Weaver needs the PC to vote on the draft constitution.

Cllr Ransome noted a typo within the constitution, which affects the understanding. This will be sent through to Cllr Weaver so that she may amend the document.

Cllr Galloway proposed that the draft constitution be adopted with the amendment, this was seconded by Cllr Ransome and agreed by the full Council.

Cllr Gwynne commented that she had attended a meeting related to the power projects, this was well supported and all the PC's represented had the same views.

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

**10.2 Carlton Meres** – Cllr Revell said an email response has been received from a resident near to the Carlton Meres. There has been no change to the entrance of the site.

Cllr Harker noted that there was a HGV sign on the quiet lane sign near the site.

Cllr Revell said that the kerbs and the grass verges are being destroyed where the vehicles are trying to widen the road, because it is a problem for two vehicles to pass. Julia Ewart continues to work with the PC, the resident and a planning representative from ESC to resolve the issue.

ACTION: Ongoing, place on the next agenda.

Cllr Stewart arrived at 7.30pm.

**10.3 Verges** – Cllr Revell reported that some comments have been made about having flowers in the verges.

ACTION: Place on the next agenda.

**10.4 D-Day Commemoration** – Cllr Buttle reported that a meeting had taken place with Adnams and they have agreed to run the beer tent and will give a percentage of the takings to the committee. The insurance is covered for the tug-of-war as long as the teams are of equal size. This needs to be a fun event and not competitive. The stage is being provided by the school. There is a follow up committee meeting next week.

ACTION: Place on the next agenda.

**10.5 Highway Signage** – Cllr Revell said that the HGV signage is ongoing due to the funding not being available from the Sizewell Community Fund.

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

**10.6 Speeding on Main Road** – Cllr Holden commented that an idea to slow the traffic down would be to plant flowers in the verges and the drivers will look at these and slow down; this may not work. Some flowers could be planted in the verges from Curlew Green through to Carlton Road.

Cllr Buttle said that the first 1m of the verge must be left for the Highways department to cut the verge. The hedges have grown, and this does not allow room for planting. Could wooden box planters be placed in the road as chicanes?

Cllr Harker said that there may be funding for this from the Sizewell C fund.

Cllr Ransome said that there would be a need for reflective posts near the planters.

Cllr Harker commented that a pedestrian crossing would slow the traffic down.

Cllr Buttle said that if the planters were placed on the road, there would need to be a change in the road markings.

**ACTION:** To continue to place on the agenda. Clerk to arrange a meeting with the Highways engineer to look at the possible ideas for the Main Road.

**10.7 Recreation Ground** – Cllr Revell said that this is ongoing, there has been no update on whether the Highways department can enforce the clearing of the culvert from the recreation ground to the Fromus.

ACTION: The Clerk to contact Highways to see if an enforcement can be put into place.

**10.8 Speaker for the APM** – Cllr Revell said that the invites have been sent. Cllr Buttle, Weaver and Gwynne are to assist with the refreshments.

Cllr Galloway had placed something in the Community News to encourage residents to attend.

**10.9 Village Hall Proposals** – Cllr Ransome said that some of the designated CIL funding may be used for alterations to the village hall. The electrical work, which is the wiring etc, will cost around £4,800. There is no estimate as yet for the new wall in the kitchen. The cost of the new kitchen floor will be in the region of £748. To sand and seal the committee room floor would cost £964. The new fitted kitchen itself will cost £8,200; this does not include a new oven. There is no quote for the outside area. There is no quote for the moving of the door near to the old post office cubicle. This would allow for a larger storage area. The roof has been repaired.

Cllr Revell asked how this is to be progressed.

Cllr Galloway commented that the Clerk requires a list of the village hall proposals to submit to the CIL team. This will ensure the correct use of the CIL funding.

ACTION: Cllr Ransome to send the Clerk a list of the proposals and the Clerk to check this with the CIL team and report back to the Council.

**10.10 Community Self Help/Emergency Group** – Cllr Stewart said that some areas of the ditches have been cleared, as has the clearing of some of the footpaths.

Cllr Ransome commented that there is no list of volunteers as yet.

**10.11 Advertising Revenue** – Cllr Revell said that this has already been discussed.

### **12130 Parish Council Matters**

**11.1 Kelsale Village Hall:** Cllr Harker reported that an Easter wreath making evening has taken place, this was well supported. There is a tabletop sale to take place on the 20<sup>th</sup> April. A teddy bears picnic and musical bingo is also to take place later in the year.

**11.2 To re-adopt the Internal Control Statement.**

Please see item 12128.

### **12131 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:**

None

**Notifications:**

Cllr Stewart commented that the solar park is to be going ahead.

Cllr Holden said that the PC should gain around £20,000 from that development.

Could this be used for the traffic calming?

Cllr Stewart stated that some of the residents had complained about the solar park due to the loss of good agricultural land.

**12132 Financial Matters**

**13.1 Financial Statement since the February meeting. See Updated Finance Report of 22<sup>nd</sup> March 2024.**

**Cllr Holden 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 29<sup>th</sup> February 2024 plus financial reconciliations would be presented to the Council at the next meeting and signed by the Chairman.

**13.3 Asset Register:** Due to the absence of the Clerk this item will be taken to the next meeting.

**ACTION:** To place on the next agenda.

**12133 To Receive Reports from Portfolio Holders and Liaison Representative**

**A4: KcC Biodiversity Group Representative**

Cllr Gwynne commented that she had attended a food and farming event. This was very inspiring. An email was sent to the Highways department to see who had cut the hedge near the recreation ground. No response has been received. The Biodiversity Group has created a document about the village. This is good to read. The group spoke about the grass cutting on the recreation ground. The group are keen to have some beavers in the area. The new constitution may mean that the Group is separate from the PC. NALC are organising a course related to climate change, the cost is £30, would this be permitted for Cllr Gwynne to attend.

Cllr Revell asked if this training would assist the community in any way.

Cllr Harker commented that the Biodiversity Group are very knowledgeable.

Cllr Revell said that what the Group is achieving for the community is a great help.

**B7: Trees and Green Spaces**

Cllr Harker commented that there was a lot of broken glass on the recreation ground near to the small goal. Cllr Harker has been clearing this and placing it in the glass bank.

Cllr Revell commented that there are groups of children listening to music in the evenings on the recreation ground.

Cllr Reynolds said that there are several bottles left lying around the area.

Cllr Revell said that the glass could be a concern for dog walkers, although dogs are to be kept on leads. There is a lot of dog mess around as well, owners are not clearing it up. The policy should have been that dogs are not permitted on the recreation ground.

Cllr Buttle said that there are some of the signs missing on the recreation ground as well, these need to be replaced.

Cllr Revell commented that the grass has had one cut and the Carlton Road site has been cut as well. Would Cllr Buttle meet with the grass cutting person and explain the map which shows the areas to be left for wildlife.

Cllr Reynolds said that a copy of the map had been received by the grass cutting person, but the code to the recreation ground gate would be an advantage.



Cllr Buttle said that she had met with a resident close to Spinney Pocket. Three trees have been identified that require some work. There is a company that can complete work for £100 plus remove the wood. The brushwood will be left for wildlife. The recent tree survey also shows the same three trees as needing attention. CTS have been asked to send their certification through to the PC.

Cllr Buttle proposed that CTS undertake the work in the Spinney Pocket, this was seconded by Cllr Holden and agreed by the full Council.

Cllr Buttle added that some of the residents have been keeping the footpaths tidy in Spinney Pocket.

Cllr Revell said that the PC has paid for the footpaths to be cut back.

### **A2 & A3: Community, Energy & Health**

Cllr Reynolds reported that she had attended a meeting and a film show. The PPG meeting discussed the storage of equipment, film afternoons, and the change of the appointment system. This will create more flexibility in the appointment system.

There are 28-35 Doctor appointments each day. The surgery has also had some problems with flooding in the car park as well as some staff vacancies.

### **12134 Items for consideration for Inclusion on the next agenda**

As listed within the minutes, Clothing Bank, Email address and website domain,

### **12135 Correspondence**

### **12136 To consider excluding the public and press.**

No considerations were necessary.

### **12137 Excluded items**

There were none.

### **12138 Date of the next meeting**

The next Meeting is to be held on the 24<sup>th</sup> April 2024 at 7pm.

The Annual Parish Meeting is to be held on the 3<sup>rd</sup> April 2024 at 7pm in the Main Hall.

The Chair closed the meeting at 8.25pm.

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

*Kelsale-cum-Carlton Parish Council*

*21 Ferry Road, Orford, Woodbridge, Suffolk, IP12 2NR,*

*Tel:07595757380 E-mail: [clerkkelsalepc@gmail.com](mailto:clerkkelsalepc@gmail.com)*

**MINUTES OF THE MEETING HELD ON  
WEDNESDAY 24<sup>th</sup> APRIL 2024  
AT 7:00PM IN THE COMMITTEE ROOM OF THE VILLAGE HALL**

**Present at the meeting:**

Cllr Alan Revell (Chair)	Cllr Edwina Galloway (Vice-Chair)
Cllr Mark Stewart	Cllr Rob Holden

Cllr Simon Ransome	Cllr Helen Reynolds
Cllr Laura Gwynne	

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

**Welcome by the Chairman.**

**12139 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.

**12140 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, but had submitted a written report.

**The Chair formally opened the meeting at 7.01pm.**

**12141 To receive apologies for absence** – Cllr Weaver, Cllr Harker, Cllr Buttle, Richard Smith and Julia Ewart.

**12142 To accept apologies for absence** – Accepted.

**12143 To record absence without apologies** – None

**12144 Declarations of Interest** – Cllr Reynolds – close neighbour of a planning application.

**12145 To consider any dispensations** – None

**12146 To consider the Approval of the draft minutes of the Parish Council meeting held on 27<sup>th</sup> March 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 Ransome, Seconder Cllr Stewart, with 0 abstentions.

**12147 Parish Clerk's Report**

Coffee Morning – a resident enquired whether the PC was continuing with the clearing of the culverts on the Main Road. D-Day Commemoration – the risk assessment has been completed and is currently with the committee to place the responsible persons name by each of the sections, this can then be submitted to St John's ambulance. Policies – there is one policy to re-adopt this is the Finance & Governance Risk Assessment. Internal Audit - most of the paperwork is ready for submission, the final form is to be signed this evening. VAT return – a return was submitted and the amount of £264.97 has been received. Speeding – a meeting was held this morning with the Highways Engineer and Cllr Holden. The speeding concerns on the Main Road and Low Road, along with the culvert issues on Main Road were discussed. Domain Webinar - this was held on the 15<sup>th</sup> April, the change to a 'gov.uk' domain is not compulsory. If the PC wishes to consider the change this will be costly, but some funding is available if one of the recommended companies are used. This could be an added expense of around £600 per year. BT Contract – an email has been received

stating that the current contract is about to end in August. An email has been sent through to the Social Club and the Village Hall stating that this may be something that could be taken over directly by one of them. As a rule, the Social Club pays  $\frac{3}{4}$  of the cost and the Village Hall pays a  $\frac{1}{4}$ . The APM minutes will be ready for approval in May. Bank Holiday – there is a bank holiday on the 6<sup>th</sup> May and I will not be working that day.

**12148 Clerk's Report on urgent decisions**

None

**12149 Matters arising from the Clerk's report.**

Cllr Holden said that the culvert under the road was discussed and the Highways engineer looked at the ditch running through the private land next to the recreation ground. It appears that this ditch needs to be cleared to allow the even flow of water. He suggested that a letter is written to the owners of the private property, explaining the issue. The Highways Engineer is happy to assist with this issue in the future and suggests that when flooding occurs this is photographed for evidence. The meeting with the Highways Engineer went well and he has offered to meet once every 3 months to look at issues/concerns within the village.

Cllr Revell suggested that the domain change is not actioned on at the moment. It seems a good idea for the Social Club to start a new BT contract, this cover needs to be consistent, with the Village Hall contributing a  $\frac{1}{4}$  of the cost and the Social Club paying the rest and claiming back the VAT.

ACTION: Clerk to write to Kelsale Court regarding the clearing of the culvert/ditch.

**12150 Matters arising from the Parish Council meeting held on Wednesday 27 March 2024.**

**10.1 Power Projects** – Cllr Revell commented that Cllr Weaver had circulated a updated document concerning the power projects.

Cllr Galloway said that she wished to make the Council aware that Sizewell C has signed a 15 year deal with Pontins to use their site for accommodation for the employees.

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

**10.2 Carlton Meres** – Cllr Revell said that many emails have been received from the nearby resident. The Planning Officer does not appear to see any traffic problems in that area. It was agreed by all that the work around the area needs to be completed to prevent the issues in Rendham Road. There is also a definite breach of planning rules, as the highways work should have been completed first. Julia Ewart has been very supportive in addressing this issue with ESC. This problem has been ongoing and has appeared as an item on the agenda for some time. Large lorries have been seen using the Rendham Road and the overall size of the site has increased.

ACTION: Ongoing, place on the next agenda.

**10.3 Verges** – Cllr Revell reported that the Clerk has completed an application for some more free bulbs which are bee friendly. The daffodils were very pretty and made the verges look more interesting although these may not be the most wildlife friendly plants.

Cllr Gwynne suggested that the PC should listen to the views of the residents concerning the planting in the verges, and the way forward with improving these for wildlife.

Cllr Revell commented that the Biodiversity Group has always been encouraged by the PC, this was a group started by the PC and has always been given support. It is difficult to know how to encourage wildflowers in the verges.

Cllr Galloway said that some advice sought some time ago looked at the bank in the car park, what was suggested was some bulbs as the seed just becomes buried by the grass.

Cllr Revell agreed that the seeds may be difficult to get established.

Cllr Ransome said that the advice states to cut the grass in June/July and remove the cuttings. Yellow Rattle will grow.

ACTION: Place on the next agenda.

**10.4 D-Day Commemoration** – Cllr Galloway said that the planning is coming along well for the event on the 8<sup>th</sup> June. The fun Tug of War will be taking place and some teams are required for this.

Cllr Revell said that he had received an email from the Royal British Legion asking for details of the event as Saxmundham are not really marking the event. They have also offered the assistance of one of their representatives.

Cllr Galloway commented that there will be a link to the Remembrance Day as some residents are busy knitting poppies. There is a trial run of putting up the marquees on the 11<sup>th</sup> May.

ACTION: Place on the next agenda.

**10.5 Highway Signage** – Cllr Revell said that this item will be carried forward to the next meeting.

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

**10.6 Speeding on Main Road** – Cllr Holden commented that the meeting with the Highways Engineer was very useful and suggested many ideas to assist the village with the speeding vehicles. Speedwatch has been suggested and this involves consultation with the Police and a group of volunteers. Some of the needed equipment is supplied by the Community Speedwatch Team, as is the training. It would be an advantage to the PC to conduct a survey using the two rubber strips. This would cost the PC around £600 but would provide exact data of the speeding vehicles and what type of vehicle it is. There could also be roundels placed in the road stating the speed, this again would be a cost to the PC. Also some thicker white lines on the road as the 40mph finishes and the 30mph starts. It was suggested that Richard Smith could be consulted to see if there is any funding towards these suggestions.

Cllr Ransome suggested that if the corner from Bridge Street round in front of the Village Hall and along Low Road, was made to more of a right angle and less of a sweeping bend this would aid with the slowing of vehicles.

Cllr Revell said that the resident should be made aware of the discussion with the Highways Engineer. This letter should state that the vehicles could be monitored to look for evidence of speeding, but all this is dependent on funding. It may be worth checking with the CIL team to see if this funding may be used. It may be beneficial to move the Speedwatch forward first, the purchase of a speedgun and the assistance of a group of volunteers. An article in the Community News may attract some volunteers for the Speedwatch.

Cllr Galloway commented that some of the residents on Curlew Green have commented about the speeding vehicles on the Main Road.

**ACTION:** To continue to place on the agenda. Clerk to respond to the resident of Low Road.

**10.7 Recreation Ground** – This item was covered under 12149.

ACTION: Clerk to write a letter.

**10.8 Village Hall Proposals** – Cllr Ransome said that an email has been sent to the CIL team to see if the funding may be used for maintenance work on the Village Hall and a response has not been received yet.

ACTION: Clerk to respond to Council when a response has been received from the CIL team.

**10.9 Road Sweeping** – The Clerk commented that an email had been submitted to the ESC regarding the road sweeping, but no reply has been received.

## **12151 Parish Council Matters**

**11.1 Kelsale Village Hall:** Cllr Ransome reported that the Tabletop Sale generated £197. The Committee Room has now been repainted, and the floor is to be done in

the first week of June.

Cllr Revell commented that a visit to the Solicitors needs to take place to discuss further the Village Hall land.

Cllr Ransome wondered if some documents relating to the Village Hall may be with the Towns Land Trust paperwork.

Cllr Galloway said that Dave Preece is now dealing with the Towns Land Trust so it may be worth approaching him.

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

**11.2 Additional Copies of the Community News - Cllr Galloway** asked if the PC could consider the additional expenditure for extra copies of the Community News. This would ensure that the new properties on the Main Road would be able to receive a copy.

Cllr Stewart asked if some people could receive copies via email, this would save the printing costs.

Cllr Gwynne asked if come fund raising could take place to support the extra expenditure.

ACTION: Clerk to bring the costs of the Newsletter to the next meeting for discussion.

**11.3 To re-adopt the Finance and Governance Risk Assessment – Cllr Ransome** proposed that the Council re-adopt the Finance and Governance Risk Assessment, this was seconded by Cllr holden and agreed by all.

## **12152 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/24/1124/FUL – Ingleside, 3 Cloutings Close, Kelsale-cum-Carlton, IP17 2RX**  
Side extension and self-contained annex.

After some discussion the full Council agreed to object to this application as it would be setting a precedent for the other similar properties in that area.

ACTION: Clerk to notify ESC of the Councils decision.

**DC/24/1222/ARM – Sizewell B Sizewell Power Station Complex and Adjoining Land, Sizewell Power Station Road, Sizewell, IP16 4UR**

Approved of Reserved Matters relating to Condition 2 of DC/20/4646/FUL - Hybrid application seeking outline planning permission, with all matters reserved, for up to 9,500 square metres Gross External Area (GEA) to provide administration, storage, welfare and canteen facilities and a visitor centre of up to 1,000 square metres GEA. Detailed planning permission is sought for demolition of some existing structures and redevelopment to include a training centre and interim visitor centre, an outage store, lay down area, car and cycle parking, landscaping, associated infrastructure (including utilities, plant and highway works), tree felling and other relevant works - proposed visitor centre.

The full Council agreed to object to this application.

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

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

Re-consultation – construction of one detached dwelling.

After

At a previous meeting the full Council had agreed to object to this application, this view still stands and the Council wishes to object.

ACTION: Clerk to notify ESC of the Councils decision.

**Notifications:**

Cllr Ransome left the meeting at 8.42pm.

As Cllr Ransome was leaving, he mentioned that the bench on the recreation ground is in a poor state, and would need some repairs.

**12153 Financial Matters**

**13.1 Financial Statement since the March meeting. See Updated Finance Report of 17<sup>th</sup> April 2024.**

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

**13.2 To approve and sign the bank statements:** The Bank Statement to 31<sup>st</sup> March 2024 plus financial reconciliations were presented to the Council and signed by the Chairman.

**13.3 To Approve the End of Year Accounts:** The full Council approved the End of Year Accounts to 31<sup>st</sup> March 2024.

**13.4 AGAR:** The full Council approved the AGAR form statements, and the figures. This was duly signed by the Chairman.

**13.5 Asset Register:** The full Council approved the contents of the Asset Register.

**12154 To Receive Reports from Portfolio Holders and Liaison Representative**

**A4: KcC Biodiversity Group Representative**

Cllr Gwynne commented that she had attended the Biodiversity meeting on behalf of the Parish Council and there is not much to report. There is to be a Fromus Reserve open day held on the 6<sup>th</sup> May. Contact has been made with the Highways Department about the hedge cutting that has taken place near the recreation ground. No response has been received.

Cllr Gwynne will be attending the Community Partnership meeting.

Cllr Gwynne attended the Sizewell C Forum that took place at Trinity Park, there was no time at the meeting for questions.

Cllr Gwynne will be writing a section for the Community News about the local Farmers, and the different things that take place on the farms each season.

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

Cllr Reynolds reported that the relationship with the PPG is growing. There is a synopsis of the new appointment system for the surgery, it may be an idea to write an article for the Community Newsletter about this, but the next edition may be published too late.

**12155 Items for consideration for Inclusion on the next agenda**

As listed within the minutes.

**12156 Correspondence**

**Rural Village Services Group** – The full Council agreed not to proceed with the membership of this group.

**Resident, speeding on Low Road** – This item was discussed earlier.

Cllr Revell said that he had been approached by the School to see if they may borrow the gazebo's for the School event. It was agreed by all that the School could borrow the gazebos.

**12157 To consider excluding the public and press.**

No considerations were necessary.

**12158 Excluded items**

There were none.

**12159 Date of the next meeting**

The Annual Meeting is to be held on the 29<sup>th</sup> May 2024 at 7pm.

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](mailto:clerkkelsalepc@gmail.com)*

**MINUTES OF THE ANNUAL MEETING HELD ON  
WEDNESDAY 29<sup>th</sup> 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 24<sup>th</sup> April 2024 and the Annual Parish Meeting held on the 3<sup>rd</sup> 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 9<sup>th</sup> 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 if 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 29<sup>th</sup> 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 30<sup>th</sup> 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 26<sup>th</sup> June 2024 at 7pm.

The Chair closed the meeting at 9.09pm.

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

*Kelsale-cum-Carlton Parish Council*

*21 Ferry Road, Orford, Woodbridge, Suffolk, IP12 2NR,  
Tel:07595757380 E-mail: [clerkkelsalepc@gmail.com](mailto:clerkkelsalepc@gmail.com)*

**MINUTES OF THE MEETING HELD ON  
WEDNESDAY 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 Buttle 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 Buttle 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 Buttle 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: .....

*Kelsale-cum-Carlton Parish Council*

*21 Ferry Road, Orford, Woodbridge, Suffolk, IP12 2NR,*

Tel:07595757380 E-mail: [clerkkelsalepc@gmail.com](mailto:clerkkelsalepc@gmail.com)

**MINUTES OF THE MEETING HELD ON  
WEDNESDAY 31<sup>st</sup> JULY 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 Mark Stewart
Cllr Simon Ransome	Cllr Sarah Courage
Cllr Rob Holden	

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

**Welcome by the Chair.**

**12205 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.

**12206 Reports**

**Report from Sea Link representatives.**

Cllr Weaver welcomed the representatives from Sea Link and asked if the main proposal could

be taken as read and the presentation could focus on the new proposals onshore, and the impact on Saxmundham and surrounding areas.

The representatives proceeded with the presentation. The cables will come onshore between Aldeburgh and Thorpeness. A connection point in Bradwell was to be in the wrong place. All the cable routes etc remain in the same place. The proposals on the maps show some land changes, there are to be some reductions and increases although some areas have remained the same. The maps show these changes. The document library on the website shows the maps clearly. Sea Link has allowed for up to two other developments to share the system, this being Nautilus and Lion Link. There is no Sea Link 2. The cable route is to be near the Leiston Road, avoiding the busy areas. The convertor station site is to be at Saxmundham. Both the B1121 and the River Fromus will require some work and it is proposed to use the western route not the northern access route. The construction compound site in Aldeburgh is to be smaller, there may however be temporary pylons put in place. The working hours have been extended to include Sundays and Bank Holidays; this will be from 7am to 5pm.

Cllr Weaver stated that the residents do not wish the work to be ongoing every day.

The representatives said that potentially noisy work will be restricted, as would the HGV movements.

Cllr Weaver said that some of the work to be undertaken is beside a Church, a place of worship. Will this be considered?

The representatives asked if these comments could be placed in the feedback.

Cllr Courage asked if the drilling would be taking place all the time?

The reps said that the horizontal directional drilling to be undertaken on the beach between Aldeburgh and Thorpeness would need to be continuous. Mitigation will be taking place to reduce the impact on the local area. Up to three converter stations may be put in place. Lion Link is not using the same landfall site but will be using the same sites in Saxmundham. Ways of co-ordinating with the other power projects are being considered, although the Lion Link project is way behind where Sea Link currently is. The DCO will deal with the needed infrastructure. Co-ordination is taking place with the National Grid Ventures, to see how they may work together. There are to be three interconnectors, not 4, and the area required is 6 hectares near to Saxmundham.

Cllr Galloway said that many comments were made about welfare units for the employees, what about the health and welfare of the residents.

The reps commented that there is mitigation in place to reduce the noise, dust and vibration. National Grid has programmes in place for community groups and funding for PC's etc.

Cllr Weaver asked about the Hill Farm compound, Sternfield is being used. There is to be a bridge over the River Fromus which is a small water course.

Reps are coordinating with the Environment Agency.

### **Report by County Councillor Richard Smith**

Richard Smith gave a brief report of the items from Suffolk County Council. There is to be a large solar farm in the west of the county, SCC objected to this, but the government states it may go ahead. The government is strongly in favour of these power projects. Walberswick have objected strongly to the proposed developments but have not been listened to. Villages must continue to strongly object to these developments. The working hours etc are appalling. The additional rows of pylons make Suffolk look like a battle ground. Friston is suffering. East Suffolk is bearing the brunt of the developments, there will be traffic issues and landscaping issues. ESC has moved some of the proposed Garden development near to Saxmundham, on the other side of the A12. On a positive note, the fence at Dorleys Corner, is set to be replaced this financial year. SCC are dealing with a new government and many new ideas. There is to be a meeting at Hurts Hall on Friday evening which he will attend. SCC must object to the proposals on facts and are opposed to the huge buildings. Sizewell C are going ahead without the final investment funding being sorted. Tourism in Aldeburgh may be affected.

Cllr Galloway asked about the new signpost at East Green, a concerned resident has contacted he about the area near Maple Farm.

Richard Smith said that evidence needs to be collated before anything can be done.

Cllr Galloways asked if there could be signs stating the narrow road and the sharp bend.

Richard Smith agreed to ask the Highways Engineer to take a look at this, Maple Farm and Carlton Meres.

### **Report by District Councillor Ewart**

Julia Ewart submitted her apologies for the meeting.

**The Chair formally opened the meeting at 7.58pm.**

**12207 To receive apologies for absence** – Cllr Harker, Cllr Gwynne, Cllr Reynolds, Cllr Buttler and Julia Ewart.

**12208 To accept apologies for absence** – Accepted.

**12209 To record absence without apologies** – None

**12210 Declarations of Interest** – None

**12211 To consider any dispensations** – None

**12212 To consider the Approval of the draft minutes of the Parish Council meeting held on 26<sup>th</sup> June 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 Ransome, Seconder Cllr Weaver, with 2 abstentions.

**12213 Parish Clerk's Report**

Policies – there are three policies to re-adopt, they are the Subject Access Request From, Subject Access Policy and Subject Access Procedure. External Audit – the completion notice has now been received, there were no issues to report. Culvert clearing – there has been no further update regarding this issue. Highways Fencing – Richard Smith has now informed us that this work is to be undertaken this financial year. Clothing bank – a resident emailed to state that the signage beside it was incorrect as the alternative clothing bank has been removed due to vandalism. Car Park – a response has been received from Carl Ruth and the cost to repair the car park will be £400 +VAT. Income – please note that the PC has received interest on the instant savings account of £646.25. It is hoped that the PC will shortly receive the payment from Julia Ewart for the D-Day event, this is a sum of £400. Kelsale Village Hall – liaising has taken place with Cllr Ransome concerning the work on the Village Hall, and an invoice from a building company. A visit to the company did not resolve the issue and as a result Cllr Ransome may have found another building company to undertake the work on the upstairs kitchen. Emergency planning – there was a meeting at ESC house in Melton relating to emergency planning. This was very informative. Bonfire Night – a start has been made on the paperwork for the bonfire night. Sizewell C community fund – a meeting was held in Leiston, this was well attended, it appears that areas directly affected by Sizewell C will have a higher priority. Signage – an email was sent to the Highways Engineer about the 'unsuitable for HGV's' signage. It appears that some evidence may be required before these may be considered. Recreation Ground – UK power networks have submitted a quote to add electricity to the recreation ground, this is at a cost of £7730.50 +VAT. Anglia water required a payment of £166.80 to create a quote. Advertising revenue – one of the recent advertisers has informed us that the advert was a one-off advert and would not be requiring any more. The cost of this needs to be considered. Spinney pocket – there is a branch overhanging a shed in Spinney Pocket, Alan has agreed to look at this. Blocked drain – it appears that there is a blocked drain on the junction of Sandy Lane, Carlton Road and Rosemary Lane, this has been reported. Thank you - a thank you has been received regarding the hedge cutting along the main road. Annual Leave – please note the Clerk will be on Annual Leave on the 9<sup>th</sup> August.

**12214 Clerk's Report on urgent decisions**

None

**12215 Matters arising from the Clerk's report.**

Richard Smith said that he may be able to cover the cost of the repairs to the car park, he would need to investigate this. The community fund appears to be difficult to apply for but is worth doing.

Cllr Revell said that the issue of the clothing bank is a concern, a second one would not be the answer as this is a conservation area.

Cllr Ransome said that some clothing has been found in the bottle banks, he is happy to monitor this.

Cllr Revell proposed that some of the interest received is used to fund the quote for the water connection on the recreation ground. This was agreed by all.

Cllr Galloway commented that the PC needs to consider the standing charge etc, once these utilities are in place.

Cllr Revell said that the costs will need to be investigated. The Bonfire Night meeting is to take place on the 12<sup>th</sup> August.

Cllr Galloway said that there appears to be confusion over the signage for Tiggins Lane, one sign is to be funded by Highways, which appears to be the other end of the lane, the request is for one this end of the Lane.

Richard Smith said the funding is for one sign, the other may come from the Sizewell C community fund.

Cllr Revell commented that unsuitable for HGV's are only advisory signs.

Richard Smith agreed to take this question away and ask Highways about the funding.

Cllr Revell said that the PC would not be encouraging one off adverts for the newsletter. A site visit will take place to look at the overhanging branch at Spinney Pocket. The blocked drain has been reported, but as there is a bump at the end of Sandy Lane to prevent the water, maybe a slightly higher bump could be installed.

Richard Smith reported that all drains are cleared twice a year, but he has no control over when this is completed.

**ACTION:** Richard Smith to investigate the possible signage for Tiggins Lane and the car park repairs. Cllr Revell to look at the branch in Spinney Pocket.

## **12216 Matters arising from the Parish Council meeting held on Wednesday 26 June 2024.**

**10.1 Power Projects** – Cllr Weaver reported that any questions for the Northern Transport Forum should be submitted by noon on the 1<sup>st</sup> August, the PC is permitted 2 questions. The main railway is to be closed for 9 days.

Richard Smith reported that the main line was closed for three consecutive weekends to allow track work. This has made a huge difference to the noise and vibration from the trains.

Cllr Weaver said it would be useful to obtain if the closure affected the main line between Saxmundham and Halesworth.

Cllr Revell reported that there are several tipper lorries going along the A12.

Cllr Galloway said that many of the holiday lets in East Green are being rented by Sizewell workers.

Cllr Weaver said that she would draft responses to Sea Link and Nautilus and circulate to all.

**ACTION:** Questions to the Northern Transport Forum to be submitted by noon tomorrow. Cllr Weaver to circulate a draft response to the power projects and circulate to all for comments.

**10.2 Carlton Meres** – Cllr Revell said that no action has taken place on the roads around Carlton Meres. The Meres are in breach of planning, but nothing is being done. Rendham Road has an issue with traffic. Last autumn it stopped and now it has started up again, it will not be long before another application for more caravan sites is received. Kerbs etc need to be fitted to direct the traffic away from the lanes. Would the Highways Engineer visit the site again.

Richard Smith stated that more action from ESC is required. A site visit from Joe Blackmore and Julia Ewart may be required.

**ACTION:** Clerk to email Joe Blackmore and Julia Ewart.

Richard Smith left the meeting at 8.39pm.

**10.3 Verges** – It was agreed to remove this item from the agenda.

**10.4 Highway Signage** – This item has been covered.

**ACTION:** To await further information from Richard Smith.

**10.5 Speeding on Main Road** – Cllr Holden said that the speed sensors could be placed on the Main Road, this would require funding.

Cllr Revell commented that the mobile speed vehicle has made a presence quite regularly.

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

**10.6 Recreation Ground** – The Clerk reported that a response from the Highways enforcement team is awaited.

ACTION: To continue to place on the agenda.

**10.7 Village Hall Proposals** – Cllr Revell commented that a meeting to obtain legal advice for the way forward regarding the offending vehicle is to take place on the 5<sup>th</sup> August. A response will be given at the next meeting.

ACTION: To continue to place on the agenda.

**10.8 Highways Fencing** – This item has been previously covered.

**10.9 Clothing Bank** – This item has been covered.

## **12217 Parish Council Matters**

**11.1 Kelsale Village Hall:** Cllr Ransome reported that the committee room refurbishment is complete. The main hall is still to have the kitchen replaced; this may be by a local company from Snape. The work on the floor has been booked, as has the fireplace cleaning. There has been a complaint received from ESC about the noise level from the village hall, but there are not enough details so it may have been the village hall hirer or the social club. A quote to change the downstairs disabled toilet has been received, this may be as little as £12,000 or as much as £30,000, this is an ongoing project. There is a garden party on the 4<sup>th</sup> August.

Everyone thanked Cllr Ransome for his work on the committee room.

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

**11.2 To re-adopt the Subject Access Request Form, Subject Access Policy and the Subject Access Procedure** - Cllr Holden proposed that the PC adopts the above policies, this was seconded

**11.3 Hedges** – Cllr Revell reported that the allotment hedge has not been cut for some time. It was agreed that an email should be sent to Nic and ask if the Townlands Trust are prepared to pay for the hedge to be cut. If so, the Clerk could recommend a contractor to assist with this.

The allotment holders do pay rent, so this could be used to pay for the hedge cutting. There are also some vacant allotments, this could be advertised in the Newsletter.

**ACTION:** Clerk to send an email to Nic re the allotment hedge.

## **12218 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:**

There were no planning applications.

### **Notifications:**

Cllr Ransome reported that he and another Councillor had attended a Planning Committee meeting

at Lowestoft. You are only given three minutes to speak, which is not very long, next time it may be easier to provide a visual guide to show what is being conveyed.

Cllr Stewart commented that the planning application was passed under the cluster policy.

Cllr Revell thanked the Councillors for attending.

## **12219 Financial Matters**

**13.1 Financial Statement since the June meeting. See Updated Finance Report of 31<sup>st</sup> July 2024.**

**Cllr Weaver 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 30<sup>th</sup> June

2024 plus financial reconciliations were presented to the Council and signed by the Chair.

**13.3 Quarterly Accounts:** The Quarterly Accounts were noted by the Council.

**12220 To Receive Reports from Portfolio Holders and Liaison Representatives**

**12221 Items for consideration for Inclusion on the next agenda**

As listed within the minutes.

Cllr Revell commented that areas of the churchyard look untidy, some areas are given to the Biodiversity Group to manage but could the outside of the church be cut back.

**ACTION:** Cllr Galloway to ask about the grass cutting and upkeep. Clerk to check if the annual donation has been sent to the Church.

**12222 Correspondence**

**Go-compare website link** – It was agreed by all that the link should not be added to the website at this present time.

**12223 To consider excluding the public and press.**

No considerations were necessary.

**12224 Excluded items**

There were none.

**12225 Date of the next meeting**

The next Parish Council Meeting is to be held on the 28<sup>th</sup> August 2024 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](mailto:clerkkelsalepc@gmail.com)*

**MINUTES OF THE MEETING HELD ON  
WEDNESDAY 28<sup>th</sup> AUGUST 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 Claire Buttle	Cllr Mark Stewart
Cllr Simon Ransome	Cllr Sarah Courage
Cllr Rob Holden	Cllr Laura Gwynne
Cllr Helen Reynolds	

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

**Welcome by the Chair.**

**12226 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.

**12227 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 7.00pm.**

**12228 To receive apologies for absence** – Cllr Harker, Cllr Weaver, County Councillor Richard Smith and

District Councillor Julia Ewart.

**12229 To accept apologies for absence** – Accepted.

**12230 To record absence without apologies** – None

**12231 Declarations of Interest** – None

**12232 To consider any dispensations** – None

**12233 To consider the Approval of the draft minutes of the Parish Council meeting held on 31<sup>st</sup> July 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 Ransome, Seconder Cllr Stewart, with 3 abstentions.

**12234 Parish Clerk's Report**

Policies – there is one policy to re-adopt, that is the Data Protection Statement. Culvert clearing – I have been informed that part of the culvert has been cleared, the amount of area sorted will not be evident until it rains. Car Park – these have been reported as they were overflowing for 10 days. There has been no response from the County Councillor regarding funding for the repairs to the car park. The bottle bank was reported as it appeared to be overflowing, apparently this is emptied on a Tuesday. Bonfire Night – having spoken with the Chair of the Village Hall the cost of having three card machines for the PC is becoming apparent, as is the cost of any transactions taking place. The card machines will require a link to a mobile phone. It has also been brought to my attention that the fence along the side of the recreation ground is wobbly and 12 fence posts require replacing. Some of the wire fencing is also broken. A form has been completed for the additional insurance cover for the evening. Recreation Ground – Essex and Suffolk water have been on site and will be arranging a quote shortly. Advertising revenue – another of the advertisers has decided that they no longer require an advert in the newsletter, this takes the expected income from the advertising revenue down to £650 for the year. Spinney pocket – an onsite visit has taken place and the overhanging branches will be removed at no cost to the PC. BT & EE – Both the BT and EE accounts have now been cancelled and should cease on the 20<sup>th</sup> September. The Kelsale Social Club will be sorting the broadband provider shortly. Coffee morning – a resident spoke to me about the amount of parked cars on the pavement during football on the recreation ground. This has been reported to the Football Club and it appears to have improved. Slips have been given to residents to



place on cars should the issue persist. A resident of Low Road also mentioned the issue of speeding cars. I explained that this was an item the PC had discussed with the County Councillor and unless there was evidence then no action could be taken. A resident approached me about the children's play area and mentioned that it could do with updating. This was noted by the Councillors.

#### **12235 Clerk's Report on urgent decisions**

None

#### **12236 Matters arising from the Clerk's report.**

Cllr Revell suggested that Cllr Holden looks at the culvert clearing to see if it has been completed, and report back to the PC. The need for the card machines will be discussed further at the bonfire meeting, and then a proposal will be brought to the next PC meeting. A talk will take place with a local builder regarding the trench digging and cabinet building on the recreation ground. Costs will need to be taken into consideration for water and electric standing charges at the next budget. There will need to be a comparison of the electric companies but it will be Wave for the water. Spinney Pocket is to be cleared at no cost to the PC, thanks to John for assisting with this. It is good to see that there are no cars parked on the pavement this evening, although there is a football match taking place. The speed limit in Low Road is something that has been discussed many times. Updating the play area, but this is a difficult item to undertake due to the cost, and knowing what to update it with. The last update on the play area was in the region of £30,000.

ACTION: Cllr Holden to check the culver near the recreation ground.

#### **12237 Matters arising from the Parish Council meeting held on Wednesday 31 July 2024.**

**10.1 Power Projects** – Cllr Revell reported that a document has been circulated by Cllr Weaver regarding the power projects.

Cllr Courage reported that the Southern Transport Forum minutes have been received. Cllr Revell thanked both Cllr Courage and Cllr Weaver for their work on this item.

**10.2 Carlton Meres** – Cllr Revell reported that there are several emails about the Carlton Meres from Joe Blackmore, Julia Ewart and the resident.

Cllr Galloway said that reading through the emails it appears that the work to the entrance is going to be rubber stamped.

Cllr Revell said that the signage needs to be sorted, a map that he was given some time ago shows the signage and the hatchings as agreed by ESC. There is comprehensive signage near the entrance of the Meres plus a sign directing traffic to the A12, none of it has been completed.

Cllr Gwynne asked if the current road being used was the correct one, the issue being referred to is about the traffic not the long term residents on the site.

Cllr Revell said that Joe Blackmore (ESC) is aware of the traffic issues. The signage should be completed as part of the planning application. The new documents should include the old signage.

ACTION: Clerk to email Joe Blackmore and arrange for a meeting with Cllr Revell.

**10.3 Highway Signage** – This item is ongoing.

ACTION: To await further information from Richard Smith.

**10.4 Speeding on Main Road** – Cllr Holden commented that Cllr Weaver was looking into funding for the speed rubber tracks from Sizewell C.

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

**10.5 Recreation Ground** – It was agreed to remove the culvert clearing from the agenda.

**10.6 Village Hall Proposals** – Cllr Revell reported that no draft letter has been

received from the solicitor following on from a meeting with them, Cllr Revell and Cllr Ransome.

**ACTION:** To continue to place on the agenda. Cllr Revell to speak with the solicitors regarding a draft letter.

**10.7 Spinney Pocket** – This item has been previously covered.

**10.8 Allotment Hedge** – An email has been received stating that the hedge will be looked at with a view of cutting it back.

**10.9 Kelsale Church** – Cllr Revell reported that he had visited the churchyard and the commonwealth memorial is becoming overgrown, this needs to be kept clear.

Cllr Galloway reported that the grass cutting in the churchyard is underway, and a management plan is in place for this work.

#### **12238 Parish Council Matters**

**11.1 Kelsale Village Hall:** Cllr Ransome reported that the Produce Show is on the 7<sup>th</sup> September. The new kitchen for the main hall has been agreed. The old door from the Post Office cubicle is now in place at the rear of the Social Club.

**11.2 To re-adopt the Data Protection Statement** - It was agreed by all Councillors attending to re-adopt the policy.

#### **12239 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/24/1012/FUL – The Barn At, Oak Tree Farm, Clay Hills Road, Kelsale-cum-Carlton,**

Application for boundary fence (removal of existing wall).

It was agreed by the full Council to support this application.

**ACTION:** Clerk to notify East Suffolk Council of the Council's decision.

**DC/24/2736/FUL – The Old School House, Denny's Lane, Kelsale-cum-Carlton, IP17 2PD**

Construction of a single storey bay extension, existing bow window demolished.

It was agreed by the full Council to support this application.

**ACTION:** Clerk to notify East Suffolk Council of the Council's decision.

#### **Notifications:**

The Clerk explained that the appeals that were present on the planning report had been considered and the outcome appeared on the report.

#### **12240 Financial Matters**

**13.1 Financial Statement since the July meeting. See Updated Finance Report of 28<sup>th</sup> August 2024.**

**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 31<sup>st</sup> July 2024 plus financial reconciliations were presented to the Council and signed by the Chair.

#### **12241 To Receive Reports from Portfolio Holders and Liaison Representatives**

Cllr Courage reported that she had read an article in the Newspaper which stated that ESC would

be providing households with an additional bin. There would then be a three week collection cycle.

Cllr Gwynne reported that the 'Wild About Kelsale' event may be taking place in October with an outside event in May. There would be another article for the newsletter about farming. Cllr Reynolds and Cllr Gwynne will be writing an article relating to health and wellbeing for the newsletter.

Articles for the newsletter are to be in to the Editor by the 20<sup>th</sup> September.

**C1: Bonfire Party Team**

Cllr Revell commented that the idea of having some card machines for the event was being discussed.

ACTION: Cllr Holden and Cllr Buttle to liaise with the Clerk regarding the card machines and the use of them for the event and any donations. Clerk to present findings to the Bonfire Committee, then to the full Council.

Cllr Galloway commented that the Church had asked if they may order the Christmas Tree at the same time as the PC, as last year. Cllr Buttle will be ordering the trees this year.

Cllr Gwynne asked if the PC could have mince pies at the December meeting, this was agreed by all.

**12242 Items for consideration for Inclusion on the next agenda**

As appears in the minutes.

**12243 Correspondence**

**12244 To consider excluding the public and press.**

No considerations were necessary.

**12245 Excluded items**

There were none.

**12246 Date of the next meeting**

The next Parish Council Meeting is to be held on the 25<sup>th</sup> September 2024 at 7pm.

The Chair closed the meeting at 8.13pm.

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

*Kelsale-cum-Carlton Parish Council*

*21 Ferry Road, Orford, Woodbridge, Suffolk, IP12 2NR,  
Tel:07595757380 E-mail: [clerkkelsalepc@gmail.com](mailto:clerkkelsalepc@gmail.com)*

**MINUTES OF THE MEETING HELD ON  
WEDNESDAY 25<sup>th</sup> SEPTEMBER 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 Claire Buttle	Cllr Mark Stewart
Cllr Simon Ransome	Cllr Sarah Courage
Cllr Rob Holden	Cllr Laura Gwynne
Cllr Helen Reynolds	Cllr Traci Weaver

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

**Welcome by the Chair.**

#### **12247 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.***

A representative of the 'Legend on the Bench' presented the Parish Council with some information regarding the possible siting of a bench on the recreation ground.

After some discussion it was agreed by a majority of the Council to site a bench on the recreation ground.

Cllr Gwynne suggested that the Biodiversity Group are contacted to discuss the siting of the new bench.

**ACTION:** Cllr Buttle, Holden and Revell to meet on the recreation ground to look at possible sites for the bench.

#### **12248 Reports**

##### **Report by County Councillor Richard Smith**

Richard Smith reported that he had approved a donation of £400 towards the repairs of the car park in Low Road/Bridge Street. The Council were grateful for this donation.

On the 7<sup>th</sup> September there was the opening of the Gull Wing Bridge in Lowestoft. Many members of the public walked the bridge. There will be an official opening in November, this has made a great difference to the traffic flow in Lowestoft. Thank you to Cllr Weaver for her detailed report on the power projects and the timeline on the work that will need to be undertaken. The area is going to be hit by an increase in traffic. There are concerns that some of the lower paid employees such as carers will be enticed to Sizewell C by the offer of better wages. There is a need for bus drivers for the park and ride sites. The Government does not appear to be objecting to this development. The solar farms in Suffolk have been approved by the Secretary of State, even though the District Councils objected. The SCC budget has already begun to be considered. There will be targets to be met, but the Council will need to know how much money it is to receive from the Government as a contribution to the income. The new Government may wish to re-shape the local government, there could be larger areas with a Mayor. In rural areas this does not work well.

Cllr Galloway asked if a drive round had taken place with the Highways Engineer to look at Maple Farm.

Richard Smith said that there are a couple of things that the Clerk had reminded him of, the first was meeting with a couple of residents from Low Road regarding the speeding along the road. It was agreed for Richard Smith to come along to a Wednesday Coffee morning to meet with the residents. The not suitable for HGV's signs to be erected at the end of Tiggins Lane is proving to be more difficult.

Cllr Weaver asked if a private road survey was undertaken, could this be considered as evidence by SCC.

Richard Smith replied, yes, if the methodology can be proven.

ACTION: Richard Smith to contact the Clerk with available dates for the coffee morning, when he is free to attend to meet with residents from Low Road.

**Report by District Councillor Ewart**

Julia Ewart submitted her apologies for the meeting.

**The Chair formally opened the meeting at 7.28pm.**

**12249 To receive apologies for absence** – Cllr Harker and District Councillor Julia Ewart.

**12250 To accept apologies for absence** – Accepted.

**12251 To record absence without apologies** – None

**12252 Declarations of Interest** – None

**12253 To consider any dispensations** – None

**12254 To consider the Approval of the draft minutes of the Parish Council meeting held on 28<sup>th</sup> August 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 Ransome, Seconder Cllr Buttle, with 1 abstention.

**12255 Parish Clerk's Report**

Policies – there are two policies to re-adopt, they are the Equality and Diversity Policy and the Health & Safety Policy. Culvert clearing – The Highways Engineer has confirmed that the culvert clearing has taken place. Bonfire Night – the purchase of 4 card readers has been made as agreed at the Bonfire Meeting, these will initially be used at the Bonfire event but will be available for other PC events also. The cost of the insurance to cover the event is to be £268 + IPT. Recreation Ground – Both quotes for water and electricity connection have been received. This is a total of £11,397.50 +VAT. If both utilities are undertaken at the same time, this would cut back on the cost of traffic management. Advertising Revenue – invoices have been sent to some of those who advertise in the Community News, three of them have already paid. Spinney pocket – the overhanging branches have been cleared beside the garden of No.2, the resident is happy with the work. BT – Cllr Holden contacted the Clerk regarding the broadband account with BT, it appears the social club may take over this account. After a 30-minute phone call the Clerks details have been removed from the account and Cllr Holdens details added. Coffee morning – communication has been made with the Rural Coffee Caravan; they will be attending a coffee morning session. A resident has informed the Clerk that the Grit Bin in Church Close has not been refilled. An email has been sent to the Highways Department and as yet there has been no response. Another resident mentioned the culvert that runs under the road from Cloutings Close, this has been reported and should be resolved within 20 working days. Car Park - a donation from the County Councillor Rishc Smith has been received so that the repairs may be completed on the car park. A phone call has taken place with Carl Ruth, and he intends to complete the repairs in October. He will liaise with the Clerk as to whether advance notices will need to be placed in the car park. Remembrance Service - this is to take place in Saxmundham this year and be hosted by the Town Council, further details are to follow. Precept - the second precept payment has been received. Annual Leave – please note the Clerk is on Annual Leave from the 14<sup>th</sup> – 18<sup>th</sup> October,

**12256 Clerk's Report on urgent decisions**

None

**12257 Matters arising from the Clerk's report.**

Cllr Revell noted the Clerk's report and stated that the Remembrance Service will be

held on the 10<sup>th</sup> November. The quote to place the cabinet on the recreation ground for the utilities has been received, it is hoped to obtain funding from Sizewell C Community Fund for this.

Cllr Gwynne asked if a water supply for the allotments could be considered?

Cllr Revell said that the Trust owns the allotments, they may sort the water and the ongoing costs for the allotments water supply.

## **12258 Matters arising from the Parish Council meeting held on Wednesday 28 August 2024.**

**10.1 Power Projects** – Cllr Galloway wished to place a vote of thanks to Cllr Weaver from the Parish Council for all the hard work she has undertaken on the power projects. Cllr Weaver commented that there is a campaign group which consists of representatives from the other groups that are against the power projects. Anglican Energy Planning Alliance consists of town and parish councils. ESCEP came about and needs approval of their constitution by members. This means that when a meeting is held with Ed Milliband only one person attends but they represent a larger group of town and parish councils. National Grid are proposing a couple of solar farms. There will be many DCO's to comment on.

Cllr Galloway said that DCO's contain some parts which are important to the village. It is very helpful to have input from other parishes having the same issues.

Cllr Weaver said it is useful to look at all the documents on the 'google drive' link. Cllr Weaver is a member of the steering committee. Traffic monitoring – this is to be by Rosemary Lane and Bridge Street. Clay Hills and Tiggins Lane have also been suggested but this was not agreed. April and October have been suggested to have the surveys completed. The point is to obtain a baseline figure as Sizewell C have no idea on number of vehicle movements. The transport report group will sort the data.

Cllr Galloway said that there was a starting figure of 5,600 employees on the DCO, this is clearly incorrect.

Cllr Weaver stated that the Chair of the Transport Group and the Chair of SCC are very good.

Cllr Stewart arrived at 8.07pm.

Cllr Galloway asked if the access to the link road compound is known yet?

Cllr Weaver said that no information regarding that compound was known. There is an opportunity to ask a couple of questions at the next Northern Transport Forum, if anyone has anything they would like to ask. There is a DCO to be submitted for Sea Link in January 2025. There is also a workshop to be held to assist with DCO's. Cllr Courage is to attend the next meeting on the 9<sup>th</sup> October, any questions need to be submitted by the 2<sup>nd</sup> October.

Cllr Revell thanked both Cllr Courage and Cllr Weaver for their work on this item.

Richard Smith left the meeting at 8.13pm.

**10.2 Carlton Meres** – Cllr Revell reported that an email had been received from a resident near Carlton Meres, this states that a drawing of the plans shows that hard kerbing was agreed with the planners for the entrance to the Carlton Meres. Hatchings and signage would not be effective. The kerbing would prevent vehicles turning.

ACTION: Clerk to email Julia Ewart and send the quote from the resident, asking that this may be followed up.

**10.3 Highway Signage** – This item is ongoing.

ACTION: To await further information from Richard Smith.

**10.4 Speeding on Main Road** – This item was covered previously.

Cllr Holden commented that it would be useful to obtain the data from the speed device by the Carlton Industrial Estate.

Cllr Ransome reported that he had seen many speed vans along the main road recently monitoring the traffic.

ACTION: Cllr Holden to obtain the data from the speed device near the industrial estate.

Cllr Weaver left the meeting at 8.25pm.

**10.5 Recreation Ground** – Cllr Buttle reported that some work has been undertaken by Kelsale Court to clear the culvert, although this still looks higher than the recreation ground culvert. Is the pipework under the footpath clear.

Cllr Revell commented that a larger pipe would be an advantage to clear the water.

Cllr Holden reported that he and Cllr Buttle would be looking at the play inspection report.

ACTION: Cllr Holden and Cllr Buttle to report back to the PC regarding the play inspection report.

**10.6 Village Hall Proposals** – Cllr Revell reported that a draft letter has been received from the solicitors, but it requires amending. Cllr Revell, Ransome and Mary Clarke to meet to look at the letter.

ACTION: To continue to place on the agenda. A meeting to take place to amend the letter.

**10.7 Bonfire Night** – Cllr Revell reported that the meeting of the Bonfire group went well. 4 card readers have been purchased, not sure who will be responsible on the night for these. Two Portaloo's have also been ordered.

Cllr Buttle commented that the Village Hall has been booked for the weekend. The banners are being changed.

Cllr Revell said that he has to order fresh cups for the refreshments.

Cllr Reynolds reported that there will be a vendor to sell sweet doughnuts.

Cllr Revell said that the last Bonfire meeting will take place on the 21<sup>st</sup> October.

Cllr Ransome asked if the fence was due to be repaired. Could the fence remain down so that when he cuts the grass on the corner it is easier to place the grass cuttings on the bonfire heap.

Cllr Revell said that would also be easier for the delivery of pallets. It may be that a temporary fix of some angle put against the broken posts will be sufficient until the fence can be properly fixed.

#### **12259 Parish Council Matters**

**11.1 Kelsale Village Hall:** Cllr Ransome reported that Produce Show was quite successful. The fire place in the main hall has been sand blasted. The floor is being sanded and some of the old flooring has been sold. The new kitchen for upstairs has been ordered and may be fitted over Christmas. The next project is to make the disabled toilet downstairs larger.

**11.2 To re-adopt the Equality & Diversity Policy and the Health & Safety Policy -** It was agreed by all Councillors attending to re-adopt the two policies.

#### **12260 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:**

None

**Notifications:**

**12261 Financial Matters**

**13.1 Financial Statement since the August meeting. See Updated Finance Report of 25<sup>th</sup> September 2024.**

**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 31<sup>st</sup> August 2024 plus financial reconciliations were presented to the Council and signed by the Chair.

**12262 To Receive Reports from Portfolio Holders and Liaison Representatives**

**E1: Biodiversity Group**

Cllr Gwynne said that at the recent meeting of the Biodiversity Group it was agreed to amend the BAP. Will this be referred to when considering planning applications? The second farming article has been written for the Community News. Wild about Kelsale-cum-Carlton is hoped to take place next June in Carlton church.

Cllr Courage asked if there was any update regarding the change of the bin collection.

Cllr Stewart said that this was not to take place until 2026.

Cllr Courage reported that she would be attending the next Northern Transport Forum to be held on the 9<sup>th</sup> October.

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

Cllr Reynolds reported that she is attending the meetings. An article has been written for the Community News regarding a buddy system that the Saxmundham Health are trying to introduce.

**D1 Quarterly Newsletter**

Cllr Galloway wished to thank contributors for the articles for the next edition of Community News.

**F Christmas Trees**

Cllr Buttle to order the Christmas Trees for the Church and the PC, these are to be ordered by the 23<sup>rd</sup> November and delivered around the 5<sup>th</sup> December.

**12263 Items for consideration for Inclusion on the next agenda**

As appears in the minutes.

**12264 Correspondence**

**12265 To consider excluding the public and press.**

No considerations were necessary.

**12266 Excluded items**

There were none.

**12267 Date of the next meeting**

The next Parish Council Meeting is to be held on the 30<sup>th</sup> October 2024 at 7pm.

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](mailto:clerkkelsalepc@gmail.com)

**MINUTES OF THE MEETING HELD ON  
WEDNESDAY 30<sup>th</sup> OCTOBER 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 Claire Buttle	Cllr Mark Stewart
Cllr Simon Ransome	Cllr Sarah Courage
Cllr Rob Holden	Cllr Laura Gwynne
Cllr Caroline Harker	Cllr Traci Weaver

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

**Welcome by the Chair.**

**12268 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.***

A representative of the Biodiversity Group presented some information regarding the status of the group, this is now independent of the PC and has its own constitution. The constitution has been signed by 5 members of the group, the bank account has three members as signatories.

Cllr Galloway wished to confirm that the Biodiversity Group are independent of the PC. The representative confirmed that as of today the Biodiversity Group are independent of the PC. The penultimate copy of the Action Plan was circulated to the PC, this would be sent on as a Google Drive link and any further comments to be made by the PC should be done so as soon as possible as the final proofread will take place on the 11<sup>th</sup> November. The plan has taken 7 years to complete, and a lot of work has gone into this.

Cllr Weaver commented that the plan looks very complete, there are various DCO's coming through, could this document be used for reference?

The representative commented that the new link road is mentioned in the document.

Cllr Harker arrived at 7.08pm.

The representative mentioned that the cost of the printing of the document is £360 for 50 copies or £484 for 100 copies. A donation of £250 has been received from Richard Smith, but more donations are required.

Cllr Gwynne asked if there could be a form of sponsorship.

Cllr Weaver asked if people could give a donation when they received a copy.

Julia Ewart said that there are some environmental grants available which could assist with the costs of printing.

Cllr Gwynne said that the document could be used as a resource, could it be passed to neighbouring villages.

Cllr Harker thought that the School would like a couple of copies.

Cllr Galloway wished to thank the Biodiversity Group, Cllr Revell also thanked the Biodiversity Group for all their input into this document.

## **12269 Reports**

### **Report by County Councillor Richard Smith**

Richard Smith said that a meeting at the SCC was held on Tuesday to discuss the 2<sup>nd</sup> quarter of the yearly expenditure. This is online with where it should be. The budget for next year is already under discussion as this will need to be ready for 13<sup>th</sup> February 2025. There is a budget gap of £18.5m, which sounds a lot, but it is not really. Devolution – the SCC leader was summonsed to Whitehall. The various structures of Council are a bit of a mess. The result of the meeting will be in the public domain in the near future. There maybe a Mayor in the future, but there is a long way to go with this idea, more information may be known this time next year. The government budget – the country is in difficult times with the employers hit badly. The NIC is going to be a problem. The Chancellor announced the growth of 2% per year. The cost of NIC to SCC is likely to be an increase of £2.2m over the next two years. An additional amount of money has been given to Sizewell C, £2.75bn, this is a total of £5.5bn.

Cllr Galloway asked if Richard Smith had the opportunity to drive around the village yet.

Richard Smith said that he would drive around with the new Highways Engineer, Jo Kerridge in the near future.

**ACTION:** Richard Smith to contact the Clerk with available dates for the coffee morning, when he is free to attend to meet with residents from Low Road. Richard Smith to drive around the village to look at East Green with the Highways Engineer.

### **Report by District Councillor Ewart**

Julia Ewart apologised for not being able to attend many meetings, but as a rule this meeting coincides with the ESC meeting. Julia sits on the Strategic Planning Committee and the NSIP committee. She asks questions about the power projects. It is important that the parishes work together on this. Foxen Cottage on the A12 are concerned about the water from the A12 and the nearby fields. The air quality is being looked at from Stratford St Andrew, this should monitor the traffic along the A12. Housing - the social stock should be better maintained. Families are finding it hard; the Ease the Squeeze campaign is running again this year. There is also a Winter Fuel Allowance for those who are struggling to heat their homes. Flooding remains a concern both here and in neighbouring villages. SCC has been asked to ensure the drains are cleared. CIL money, there is a large pot of funds which the PC may call upon the District CIL pot to assist with a project. The Village Hall could apply for some of this funding as well. The constituencies have been broken down into wards, and these have community partnerships within them, there is talk of a bus service from Peasenhall through Kelsale-cum-Carlton to Saxmundham and back. As a thank you to all the Councillors and Clerks there is to be a Cake-off held in Huntingfield on the 18<sup>th</sup> January 2025, between 3.30 and 5.30pm.

Richard Smith left the meeting at 7.36pm.

**The Chair formally opened the meeting at 7.37pm.**

**12270 To receive apologies for absence** – Cllr Reynolds

**12271 To accept apologies for absence** – Accepted.

**12272 To record absence without apologies** – None

**12273 Declarations of Interest** – None

**12274 To consider any dispensations** – None

**12275 To consider the Approval of the draft minutes of the Parish Council meeting held on 25<sup>th</sup> September 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, all in favour with 1 abstention.

**12276 Parish Clerk's Report**

Policies – there is one policy to re-adopt and that is the GDPR Risk Assessment. Anglian Water and UK Power Networks - the Sizewell C Community Fund has been applied to for this, thanks to Cllr Buttle and Cllr Galloway for completing this. Coffee Morning – the Rural Coffee Caravan is to attend the coffee morning on the 20<sup>th</sup> November. A resident approached me at the coffee morning as they are concerned about the flooding into their property from the A12. I have circulated this concern to SCC Highways, Richard Smith and Julia Ewart. Car Park - this repair work has not been completed yet. Remembrance service – this is to be held in Saxmundham. CIL – there is a payment for £1724. VAT refund – there is a refund of £1035.76. Payment received – a payment was received in error from CRASL, this has been refunded. Budget – a start has been made on the budget for 2025-26. Meeting dates – please note these. Thank you - a thank you has been received from a resident for clearing the pavement alongside the recreation ground. Bonfire Event – after some complications with St Johns, and alternative First Aid company has been found.

**12277 Clerk's Report on urgent decisions**

None

**12278 Matters arising from the Clerk's report.**

Cllr Revell thanked Cllr Buttle and Cllr Galloway for completing the application form for the Sizewell C Community Fund. The coffee caravan date has been noted. Chase Carl Ruth regarding the car park repairs. The Remembrance Service parade leaves the car park at 14.40, so meet in the Market Square at 14.15. The budget and the meeting dates appear as an item on the agenda.

**12279 Matters arising from the Parish Council meeting held on Wednesday 25 September 2024.**

**10.1 Power Projects** – Cllr Weaver submitted a written report.

Cllr Weaver commented that there is a community forum to be held on the 9<sup>th</sup> November. This is relating to the Sizewell Link Road. 2 hours was spent with a representative of Sizewell C and it is still properly not understood. It would be good to invite a representative to talk to the PC or have a separate meeting where members of the public could be invited. This could be in early January.

Cllr Galloway said that she has spoken with concerned residents who will live opposite the contractor's compound. The temporary homes and toilet block will be opposite a very nice holiday let.

Cllr Gwynne said that she is devastated by all what's happening, the farm where she lives is at the centre of all the development. This is peoples well being that is being affected.

Cllr Weaver asked if it would help to meet with a representative.

Cllr Stewart said that a lot of the work has started, a local farmer has the work going

right through the centre of his land.

Cllr Weaver said that the workers compound is going to be more temporary, but the relief road is more permanent. The questions for the next Northern Transport Forum on the 6<sup>th</sup> Nove are due to be submitted tomorrow.

Cllr Gwynne commented how difficult it was for her to join the A12 from her road.

Cllr Weaver said it would be useful to see the traffic monitoring data. A couple of questions will be submitted on behalf of the PC. SAND has a march to be held on the 2<sup>nd</sup> November at 10.00am in Saxmundham.

Cllr Revell thanked Cllr Weaver for all her work on the Power Projects.

**10.2 Carlton Meres** – Cllr Revell commented that about a year ago the issues around the entrance to the Carlton Meres were raised. There should not be markings on the road, but kerbing. There has been no further update from Mr Blackmore. The local lanes are being destroyed by lorries. All the units on the site are being occupied before the other groundwork has been completed.

Julia Ewart reported that she will contact a representative from SCC and ask him to look at the traffic situation around Carlton Meres, contact will also be made with the enforcement team at ESC to see what progress has been made regarding the site conditions.

ACTION: Julia Ewart to chase the various teams at SCC and ESC regarding progress at the Carlton Meres site.

**10.3 Highway Signage** – This item is ongoing.

ACTION: To await further information from Richard Smith.

**10.4 Speeding on Main Road** – Cllr Weaver said that the information from the strip that was placed on the Main Road should be available soon.

Cllr Holden said that there was further information available from a strip near Tiggins Lane, but one set of data should be sufficient.

ACTION: Cllr Weaver to pass on the data from the speed strips when available.

**10.5 Recreation Ground** – Ongoing, to place on the next agenda.

ACTION: Cllr Holden and Cllr Buttler to report back to the PC regarding the play inspection report.

**10.6 Village Hall Proposals** – Cllr Revell reported that discussion around the forecourt continues.

ACTION: To continue to place on the agenda.

**10.7 Bonfire Night** – Cllr Revell reported that the card readers are working ok, everything else is in place. Alternative First Aid cover has been found. The Fireworks have been delivered. Some metal posts will be put in to support the fencing.

## **12280 Parish Council Matters**

**11.1 Kelsale Village Hall:** Cllr Harker reported that there is to be a Wreath Making evening held on the 6<sup>th</sup> December. The Christmas Fayre is to be held on the 23<sup>rd</sup> November.

Cllr Ransome reported that the refurbishment in the main hall is going well. The new kitchen will be fitted at Christmas. There has been a new suggestion around the lift, there is room to place one in the committee room and a disabled toilet. There may be a need to spend £900 on a structural engineers report to check the beams. The toilets upstairs could be rearranged. The only problem may be storage in the committee room. Cllr Revell said that it had been agreed to use the CIL funding to support the necessary refurbishment work.

Julia Ewart said that there may be alternative funding available for the disabled lift.

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

**11.3 Meeting dates 2025** – Cllr Holden proposed that the meeting dates for 2025 are agreed, this was seconded by Cllr Ransome and agreed by all present.

## **12281 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/24/3691/FUL – Sunnyside, Main Road, Kelsale-cum-Carlton, IP17 2NS

Construction of a detached garage.

All the Council are in support of this application.

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

DC/24/3464/FUL – Peakhill Farm, Honeypot Lane, Kelsale-cum-Carlton, IP17 4TG.

Change of use from Caravan Club Certified Location site to a 10 pitch all year-round caravan site.

It was agreed that the Councillors would take a look at the application and provide feedback to the Clerk.

**Notifications:**

**12282 Financial Matters**

**13.1 Financial Statement since the September meeting. See Updated Finance Report of 30<sup>th</sup> October 2024.**

**Cllr Buttle 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 30<sup>th</sup> September 2024 plus financial reconciliations were presented to the Council and signed by the Chair.

**13.3 To consider any projects for the 2025-26 Budget.**

Cllr Revell said that there is a need to add the possible utility costs for the recreation ground onto the budget, this would be for the standing charge. Electric may be from Octopus, and water from Anglian Water. Also the fence around the recreation ground and the traffic management surveys.

**13.4 To note the 2<sup>nd</sup> Quarterly Accounts.**

Cllr Revell said that there is some reserves building from the bank interest which may be useful to have for future projects.

**13.5 Clerk's salary.**

The Clerk reported that the recommended hourly rate from NALC had been received.

This payment is due to be backdated to April 2024. The increase is 63p per hour.

The increase in Clerk's salary was agreed by all the Council.

**12283 To Receive Reports from Portfolio Holders and Liaison Representatives**

**B7: Trees and Green Spaces**

Cllr Holden said that the unveiling of the bench had taken place on the recreation ground. A formal email of thanks should be sent to the 'Legend on the Bench Charity'. It was also agreed to send a donation of £100 to the Charity.

Cllr Buttle commented that she has erected some new signs on the recreation ground regarding dog owners clearing up after their dogs.

Cllr Harker reported that the metal liner from the litter bin on the recreation ground has been taken.

**E1: Biodiversity Group**

Cllr Gwynne said that the 'Wild About Kelsale' should be taking place next year on the 8<sup>th</sup> June outside the Carlton Church.

**D1: Quarterly Newsletter**

Cllr Galloway said that the editor would like some assistance with the organisation of the Community News.

**F: Christmas Trees**

Cllr Buttle has ordered the Christmas Trees, the one for the Village Hall is £161. New lights will be required this year, which Cllr Buttle will organise the purchase of them.

**A10: KcC Schools**

Cllr Harker informed the Council that the Head of Carlton Primary School is leaving, there will be an interim head from January until Easter, when they hope to reappoint.

**12284 Items for consideration for Inclusion on the next agenda**

As appears in the minutes, draft budget

**12285 Correspondence**

**12286 To consider excluding the public and press.**

No considerations were necessary.

**12287 Excluded items**

There were none.

**12288 Date of the next meeting**

The next Parish Council Meeting is to be held on the 27<sup>th</sup> November 2024 at 7pm.

The Chair closed the meeting at 9.25pm.

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

*Kelsale-cum-Carlton Parish Council*

*21 Ferry Road, Orford, Woodbridge, Suffolk, IP12 2NR,  
Tel:07595757380 E-mail: [clerkkelsalepc@gmail.com](mailto:clerkkelsalepc@gmail.com)*

**MINUTES OF THE MEETING HELD ON  
WEDNESDAY 27<sup>th</sup> NOVEMBER 2024  
AT 7:00PM IN THE COMMITTEE ROOM OF THE VILLAGE HALL**

**Present at the meeting:**

Cllr Alan Revell (Chair)	Cllr Caroline Harker
Cllr Claire Buttle	Cllr Mark Stewart
Cllr Simon Ransome	Cllr Laura Gwynne
Cllr Rob Holden	Cllr Helen Reynolds

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

**Welcome by the Chair.**

**12289 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 present.

**12290 Reports**

**Report by County Councillor Richard Smith**

Richard Smith said that he was very proud of the area he represents, Blything division. Kelsale-cum-Carlton has some green verges in the village that are protected and not cut, one of his colleagues is interested in this. He will contact the Biodiversity Group and put the two in contact. The budget so far this year is on course. The Council Tax request from SCC will be decided next week. Last Monday afternoon Richard attended a site visit of Sizewell C. There was a meeting first then a sealed tour. The size of the site is vast. There is an office block in Leiston. A temporary entrance has been put in place by the recycle centre. The main construction site is where the two reactors will be. There is also a park and ride site. All the archaeology work should be completed by Christmas. All the work is being undertaken without a final investment. There has been £5.5bn from the government so far. This is a high risk project. Only 40% of the large earth moving machinery is on site, with a further 60% to arrive on low loaders. Local government changes may be taking place, the new government wishes to reform everything. Speculation in Suffolk is that it will become a unitary authority. There is around 500,00 people in Suffolk, Norfolk is very similar. The district council may be abolished, which could save over £40m over 5 years. They are waiting for further details from the Government. The SCC elections next year maybe delayed.

Cllr Gwynne thanked Richard for attending Sizewell. The amount of saving made at district level would be on wages.

Richard Smith said that there are unitary councils in other areas. Town & Parish Councils are not touched in this reform.

Cllr Gwynne commented about the train line in Lovers Lane. Could the park and ride use the trains from Darsham.

Richard Smith commented that there are two spurs on the lines. There will only be one train per hour which would not be sufficient for the employees.

**ACTION:** Richard Smith to contact the Clerk with available dates for the coffee morning, when he is free to attend to meet with residents from Low Road. Richard Smith to drive around the village to look at East Green with the Highways Engineer.

Richard Smith left the meeting at 7.20pm.

**Report by District Councillor Ewart**

Julia Ewart submitted her apologies and a written report.

**The Chair formally opened the meeting at 7.22pm.**

**12291 To receive apologies for absence** – Cllr Galloway, Cllr Courage, Cllr Weaver and Julia Ewart.

**12292 To accept apologies for absence** – Accepted.

**12293 To record absence without apologies** – None

**12294 Declarations of Interest** – None

**12295 To consider any dispensations** – None

**12296 To consider the Approval of the draft minutes of the Parish Council meeting held on 30<sup>th</sup> October 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 Buttle, Seconder Cllr Ransome, all in favour with 1 abstention.

**12297 Parish Clerk's Report**

Policies – there are two policies to be re-adopted these are the Safeguarding Policy and the Equality and Diversity Policy. The changes to the policies have been requested by Sizewell C Community Fund. Utilities – an email was sent to a company that could assist with the cost of the proposed utilities on the recreation ground. Until a formal acceptance has been received from the funding, this is not able to move forward, as a MPAN reference is required. Dog fouling – contact has been made with the Environment Enforcement Officer who will be sending out some posters for the recreation ground. Coffee morning - the Rural Coffee Caravan came on the 20<sup>th</sup> November, they are very useful as there are things they can assist with for people in need, such as providing lightbulbs, slow cookers and vouchers for supermarkets. Car park – the repairs are to take place on the 13<sup>th</sup> December. Budget – a draft budget appears as an item on the agenda. Bonfire event - the overall amount raised was £5027.16, after expenses an amount of approximately £1500 is the amount of profit. SALC webinars – there have been a couple of webinars held, the first was about the flooding that may take place in the winter such as Storm Babet, the second was from the Highways department, this related to how the roads are prepared during the winter, gritting etc. Community News - the next edition requires articles by the 13<sup>th</sup> December. BT – another invoice was received from BT. After 25 minutes on the phone this has hopefully been sorted and all the invoices are going to the Social Club. Noticeboard - the one near Carlton Green needs to be fixed or replaced as this is very damp. Annual Leave - the Clerk will be on Annual Leave on the 29<sup>th</sup> November.

**12298 Clerk's Report on urgent decisions**

None

**12299 Matters arising from the Clerk's report.**

Cllr Buttle said that the Sizewell C Community Fund required a second quote for the work to be undertaken to the recreation ground so that the utilities may be placed there. Contact has been made with a second contractor.

Cllr Revell said that the dog fouling is an ongoing concern. Some dog owners let their dogs run everywhere. Once upon a time there were no dogs allowed on the recreation grounds, maybe this should be the case again.

Cllr Gwynne suggested a dog area to be placed on the recreation ground, it was agreed by the other Councillors that this would involve more fencing and make the recreation ground smaller, and this is not ideal.

Cllr Ransome reported that the litter bin on the recreation ground is not emptied regularly.

Cllr Reynolds asked if there could be another dog waste bin with dog waste bags in a dispenser above.

Cllr Revell said that the bonfire event was successful.

Cllr Stewart asked if the food area could be expanded.

Cllr Revell said that the food area has been discussed at the Bonfire Meeting and it was agreed to keep the size as it is. The need for a different noticeboard has been noted.

ACTION: Cllr Ransome to look at the prices of noticeboards. The clerk to contact ESC about the emptying of the litter bin on the recreation ground. The Clerk to obtain dog waste bin prices for the January meeting.



## **12300 Matters arising from the Parish Council meeting held on Wednesday 30 October 2024.**

### **10.1 Power Projects** – Cllr Weaver submitted a written report.

Cllr Weaver had included 4 questions in her report for the Councillors to respond to. It was agreed not to have a meeting with Sizewell representatives in December. The suggestion to have a walk-in event for residents to attend, with information from Sizewell C in the form of large maps, plans etc was agreed. A comments box would also be available for resident to question the Sizewell C team. This could be held in connection with a coffee morning. The Councillors present did not wish to have another presentation which would repeat what they were already aware of. The traffic incident report was agreed, but it needed to be clear what type of incidents should be reported and where the report was going once completed.

ACTION: Find out what size the Sizewell C signs are on the vehicles.

**10.2 Carlton Meres** – Cllr Revell commented that a response has been received from ESC. The developers are awaiting the arrival of the S278 document. Once this has been issued and the TRO approved then the highways improvements will be undertaken. It is hoped that this will take place before the next holiday season.

**10.3 Highway Signage** – This item is ongoing.

ACTION: To await further information from Richard Smith.

**10.4 Speeding on Main Road** – Cllr Revell said that the data from the speed strips is not available yet.

Cllr Reynolds commented that it is quite difficult to cross the main road. There is a dispute ongoing at the moment from some residents who have been caught speeding as to whether there are sufficient 30mph signage.

Cllr Holden commented that roundels could be painted onto the road, this is a cheaper option.

ACTION: Cllr Weaver to pass on the data from the speed strips when available.

**10.5 Recreation Ground** – Cllr Holden and Cllr Buttle agreed to undertake any work that was required as a result of the play equipment inspection.

**10.6 Village Hall Proposals** – Cllr Revell reported that discussion around the forecourt continues, with a final letter to be sent from the solicitors.

ACTION: To continue to place on the agenda.

## **12301 Parish Council Matters**

**11.1 Kelsale Village Hall:** Cllr Ransome reported that Christmas Fayre was a success. £400-450 was raised for the Village Hall. There is wreath making on the 6<sup>th</sup> December. Upstairs in the main hall the fireplace has been painted. A structural engineer has looked at the area where it is hoped to place a lift. There is an RSJ in place, but this will not be an issue, it can be resolved. The kitchen in the main hall will be refurbished over Christmas. The Stannah stairlift has failed, this is to be repaired.

**11.2 To re-adopt the Safeguarding Policy and the Equality and Diversity Policy** - It was proposed by Cllr Holden to approve the above policies, this was seconded by Cllr Reynolds and agreed by all Councillors attending.

## **12302 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/24/3505/ARM - Sizewell B Sizewell Power Station Complex and Adjoining Land, Sizewell Power Station Road, Sizewell, IP16 4UR**

Approval of reserved matters (Landscape) relating to Condition 2 of DC/20/4646/FUL - Hybrid application seeking outline planning permission, with all matters reserved, for up to 9,500 square metres Gross External Area (GEA) to provide administration, storage, welfare and canteen facilities and a visitor centre of up to 1,000 square

metres GEA. Detailed planning permission is sought for demolition of some existing structures and redevelopment to include a training centre and interim visitor centre, an outage store, lay down area, car and cycle parking, landscaping, associated infrastructure (including utilities, plant and highway works), tree felling and other relevant works - Proposed visitor centre.

It was agreed by the full Council to respond with no objection but to state that any tree felling that takes place should have planting to replace them taking place.

ACTION: Clerk to notify the ESC of the PC's response.

**DC/24/3831/FUL – Apple Tree Barn (proposed name), Town Farm Lane, North Green, Kelsale-cum-Carlton.**

Construction of 1 no. single storey dwelling (revised design).

After some discussion it was agreed to support this application with one abstention.

ACTION: Clerk to inform the ESC of the PC's response.

#### **Notifications:**

### **12303 Financial Matters**

**13.1 Financial Statement since the October meeting. See Updated Finance Report of 27<sup>th</sup> November 2024.**

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

**13.2 To approve and sign the bank statements:** The Bank Statement to 31<sup>st</sup> October 2024 plus financial reconciliations were presented to the Council and signed by the Chair.

**13.3 To consider the draft 2025/26 budget and the precept request.**

Cllr Revell explained that he and Cllr Galloway had looked at the information on the budget sheet

and found it be accurate. The Clerks wages would be changing in April, as per her contract, there should have been increments in her wage annually from April 2020, this has not taken place. The Clerk is currently on Point 10 and should be Point 15. As from April 2025 the Clerk will be on Point 12. This item was agreed by all the Councillors attending. After further discussion it was agreed by all present to adopt the budget for 2025/26.

The Clerk informed the Council that due to the amount of second homes within the village, it was apparent that the PC could claim £26,512, this would show as a 0% increase. The Councillors agreed to add an increase of 3%, which means that the request to the ESC would be £27,308. This would be used for extra work within the village, such as tree maintenance, play equipment maintenance, etc.

### **12304 To Receive Reports from Portfolio Holders and Liaison Representatives**

#### **B7: Trees and Green Spaces**

Cllr Revell reported that some residents are looking at assisting with the needed repairs to the recreation ground fence, a quote will be presented at the January meeting.

ACTION: Quote to be available for the January meeting. When is the PC to receive the payment from the Solar Park as promised by the developers.

Cllr Holden reported that he had 30 small trees from the Woodland Trust and the Biodiversity group are to assist with the planting.

#### **E1: Biodiversity Group**

Cllr Gwynne reported that the Biodiversity group will be know as KADWAG as from their first meeting in January 2025.

Parking at the Poachers Pocket is causing concern.

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

Cllr Reynolds commented that she is attending the PPG meetings. There will be an article to go in the Community News.

**12305 Items for consideration for Inclusion on the next agenda**

As appears in the minutes, January meeting – dog waste bin costs, noticeboard costs,

**12306 Correspondence**

**12307 To consider excluding the public and press.**

No considerations were necessary.

**12308 Excluded items**

There were none.

**12309 Date of the next meeting**

The next Parish Council Meeting is to be held on the 11th December 2024 at 7pm.

The Chair closed the meeting at 9.18pm.

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

*Kelsale-cum-Carlton Parish Council*

*21 Ferry Road, Orford, Woodbridge, Suffolk, IP12 2NR,  
Tel:07595757380 E-mail: [clerkkelsalepc@gmail.com](mailto:clerkkelsalepc@gmail.com)*

**MINUTES OF THE MEETING HELD ON  
WEDNESDAY 11<sup>th</sup> DECEMBER 2024  
AT 7:00PM IN THE COMMITTEE ROOM OF THE VILLAGE HALL**

**Present at the meeting:**

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

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

**Welcome by the Chair.**

**12310 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 commented that he wished to support the TPO that was proposed for the oak trees. Why did the PC support the Apple Tree Barn proposal that appeared on the agenda last month.

Cllr Revell commented that the PC did consider the proposal for Apple Tree Barn last month. The PC is a consultee in the application. Based on the recommended guidelines there is no other reason for the PC should refuse. If the PC was to say object, then comments would be required.

The member of the public stated that the PC could say do not object.

Cllr Revell said that there is a big difference between support and object.

The member of the public said that he would like further information. The member of the public said that this is an ongoing application that he has objected to.

Cllr Revell commented that it is useful to have the opinions of residents. Cllr Galloway is a good point of contact for the PC.

Cllr Stewart said that he is shocked to see the trees felled in that area. It is thought that the tree roots had been cut and was felled as a result of it. The TPO's are a good thing to protect the trees.

Cllr Revell asked if any replanting has been considered.

Cllr Stewart was not aware of any replanting, as there was no space to do so, as there is to be a track at the back of the site.

The member of the public left at 7.14pm, and he commented that another member of the public was in favour of the TPO.

## **12311 Reports**

### **Report by County Councillor Richard Smith**

Richard Smith mentioned at the last PC meeting that he would be arriving late this evening.

### **Report by District Councillor Ewart**

Julia Ewart submitted her apologies and a written report.

**The Chair formally opened the meeting at 7.16pm.**

**12312 To receive apologies for absence** – Cllr Harker and Julia Ewart.

**12313 To accept apologies for absence** – Accepted.

**12314 To record absence without apologies** – None

**12315 Declarations of Interest** – None

**12316 To consider any dispensations** – None

## **12317 To consider the Approval of the draft minutes of the Parish Council meeting held on 27<sup>th</sup> November 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 Buttle, Seconder Cllr Ransome, all in favour with 3 abstentions.

## **12318 Parish Clerk's Report**

Policies – the updated Safeguarding Policy has been submitted to the Sizewell C Community Fund team for their approval. A copy of the amended policy appears on the website. Car Park – the repairs will be undertaken on the car park on Friday. Vehicle Signage – at the last PC meeting the size of the Sizewell C signage on vehicles was mentioned, the size is A4. Solar Park Payment – this is to be received once the area generates electricity, this is planned to be October 2025. Annual Leave – the Clerk will be absent from work after the 19<sup>th</sup> December and may not return until the end of January due to a planned operation.

**12319 Clerk's Report on urgent decisions**

None

**12320 Matters arising from the Clerk's report.**

Cllr Revell reported that the funding from the solar park will be available in October 2025, this was around £21,000.

Cllr Stewart reported that the archaeological work has been undertaken at the moment.

**12321 Matters arising from the Parish Council meeting held on Wednesday 27 November 2024.**

**10.1 Power Projects** – Cllr Weaver submitted a written report.

Cllr Weaver commented that she had spoken with the representative of Sizewell C regarding the proposal of a presentation to the PC. It was thought that is a presentation with large maps to enable residents to come and see them would mean that many of the other PC's would also request this. It is proposed that he attends the meeting in January and answers the specific questions from the PC.

Cllr Stewart commented that the meeting held in Yoxford was awful. It was not kept to rule and residents were shouting out during the meeting.

Cllr Weaver asked if the Sizewell C representative would bring detailed maps.

Cllr Galloway commented that as a respect to the residents the Sizewell C team should provide a presentation.

Cllr Gwynne asked what the representatives wanted from a meeting.

Cllr Revell thought that the representatives just wanted to mee with the Councillors.

Richard Smith arrived at 7.25pm.

Richard Smith reported that he was given a briefing of the entire site. The site is on a much larger scale that expected.

Cllr Gwynne commented that the Councillors are requesting something for the residents, the Sizewell C representatives are not adhering to this. What should the PC do?

Cllr Weaver said that the representatives attend the Transport Forums, therefore they do not need to visit PC meetings.

Cllr Weaver said that the Sizewell C team are going to place an article in the Community News, this is a good way of getting information to the residents.

Richard Smith stated that if the decisions were made as a result of the DCO, these are not able to be changed. He attended a meeting at Westleton at which Sizewell C presented a timeline. It is stated that the roads will be started on the second quarter of next year.

Cllr Weaver said that people need to know what's happening.

Cllr Ransome said that there is a need to know how people read the information and understand it. The article should not be too wordy.

Cllr Revell said that the PC should invite the Sizewell C representative to the meeting in January at 6.30pm and finish at 7pm.

Cllr Weaver said that this will be organised. The article will be shared with the rest of the Council prior to the publication in the Community News. Traffic monitoring has identified an issue in Clayhills, if any Councillor agrees with this please let Cllr Weaver know. Sea Link will be submitting a DCO in January. The PC needs to keep the resident informed. The latest traffic monitoring will be analysed.

Cllr Revell asked if it would be possible to comment about the speed limit on the B1122. The speed limit hinders the users of this road, and drivers will find an alternative.

Cllr Galloway wondered if this is why Clayhills road has become so busy because of the speed limit on another route.

Richard Smith reported that he will be receiving a briefing in January from Steve Merry

about the Highway's issues. The 30mph limit on the B1122 will be raised, Richard will report back to the PC after this briefing.

### **Report by County Councillor Richard Smith**

Richard Smith reported that there is a SCC meeting tomorrow where all the Highways Officers will be present. He will be speaking with the new Highways Engineer for this area and arranging a visit to the village to look at some of the concerns. Cllr Galloway agreed to join them for the visit so that she may point out some of the concerns. Funds are difficult at SCC, they do not match the problems and expenditure that SCC has. This is a common problem for County Councils throughout the Country. There is a need for new schools, but no money with which to build them. There is a small amount of funding in Richards Locality Budget if the PC has anything they would feel that this funding could contribute to. The structure of local government was mentioned at the last meeting, and it was hoped that a white paper would have been received from the government, it is hoped to be received on the 16<sup>th</sup> December. It is thought that this may not arrive until January. The SCC elections are to take place in May next year

Cllr Revell thanked Richard Smith for his report, Richard Smith left the meeting at 8.03pm.

**10.2 Carlton Meres** – Cllr Revell commented that it is important to watch the time scale on the proposed highways work, to ensure that this is completed before the next holiday season.

**10.3 Highway Signage** – This item is ongoing.

ACTION: To await further information from Richard Smith.

**10.4 Speeding on Main Road** – Cllr Revell said that this item has been covered.

**10.5 Village Hall Proposals** – Cllr Revell reported that discussion around the forecourt continues, with a final letter to be sent from the solicitors as soon as it is finalised.

ACTION: To continue to place on the agenda.

**10.6 Recreation Ground** – Cllr Revel reported that the litter bin on the recreation ground was overflowing yesterday.

Cllr Reynolds commented that often the bin is full of dog waste bags, people are not using the dog waste bin outside the gate. This may be because it is difficult to open the lid if you have a couple of dogs on leads. Cllr Reynolds circulated three different dog waste bins and the prices.

It was agreed by the full Council to ask Richard Smith to fund the bins from his locality budget, this would be one on the recreation ground near the litter bin and the other on the far gate near the B1121. The cost of the two bins would be £402.91 +VAT.

ACTION: To contact Richard Smith re the funding of the dog waste bins. To contact East Suffolk Services regarding the emptying of the proposed new dog waste bins.

## **12322 Parish Council Matters**

**11.1 Kelsale Village Hall:** Cllr Ransome reported that there were no further updates only the upstairs kitchen is to be started this week.

## **12323 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:**

### **TPO/189/2024 – North Green Farm, Kelsale-cum-Carlton**

7 x English Oak – avenue of trees on boundary of North Green Farm adjacent to the public highway.

Cllr Ransome commented that the specifications of this application state that the trees are encircled in black, but there is no tree encircled in black on the map. The map key shows a group of trees circled. This needs to be clarified.

It was agreed by the full Council to support this application but to also point out the discrepancies within the paperwork.

ACTION: Clerk to inform Falcon Saunders of the PC's response.

**Notifications:**

**12324 Financial Matters**

**13.1 Financial Statement since the October meeting. See Updated Finance Report of 11<sup>th</sup> December 2024.**

**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 30<sup>th</sup> November 2024 plus financial reconciliations were presented to the Council and signed by the Chair.

**12325 To Receive Reports from Portfolio Holders and Liaison Representatives**

**D1: Quarterly Newsletter**

Cllr Galloway reported that the Editor is poorly so the newsletter may be late being published.

Cllr Gwynne has written a farming article for the Newsletter.

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

Cllr Reynolds commented that she attended the Fim Club as part of the PPG Dementia group. It is hoped that the film sessions are to be extended to a wider group in the community. Saxmundham Health continues to do an amazing job in the community.

Cllr Holden commented that there appears to be an abandoned car on the car park, which has not moved for a couple of weeks.

ACTION: Clerk to submit a report to ESC regarding the abandoned vehicle.

Cllr Buttle said that some speed monitoring cables have been placed on the entrance to Curlew Green. These do not belong to Highways, are there other companies that do this?

Cllr Weaver replied that there are private companies that do this, it should say on the equipment somewhere who placed it there.

**12326 Items for consideration for Inclusion on the next agenda**

As appears in the minutes, January meeting – noticeboard costs,

**12327 Correspondence**

**12328 To consider excluding the public and press.**

No considerations were necessary.

**12329 Excluded items**

There were none.

**12330 Date of the next meeting**

The next Parish Council Meeting is to be held on the 29th January 2025 at 7pm.  
The Chair closed the meeting at 8.38pm.

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