

Kelsale-cum-Carlton Parish Council
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**MINUTES OF THE ANNUAL MEETING HELD ON
WEDNESDAY 28th MAY 2025
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 Helen Reynolds	Cllr Claire Buttle
Cllr Simon Ransome	Cllr Laura Gwynne
Cllr Sarah Courage	Cllr Rob Holden

In attendance: 0 members of the public and the Clerk, Marie Backhouse

Welcome by the Chair.

12415 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.

12416 Reports

Report by County Councillor Richard Smith

Richard Smith reported that at the end of the financial year SCC had underspent by £7m. This is the first time in 8 years. £803.7m is expected to be the expenditure this year. The planning for the next financial years budget will start in June. A decision is expected from Sizewell C regarding funding on the 11th June. It is stated that one in five children in school have a special need. Plans for the regarding finances are reviewed each month
Richard submitted his apologies for the next meeting.

Report by District Councillor Ewart

Julia Ewart submitted her apologies.

The Chair formally opened the meeting at 7.05pm.

12417 Election of Chair for 2025/26 and signing of Declaration of Acceptance of Office Form

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

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

12418 Election of Vice-Chair for 2025/26 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 Reynolds and agreed by all.

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

12419 To receive apologies for absence – Julia Ewart, Cllr Stewart and Cllr Harker.

Cllr Revell confirmed that a letter of resignation had been received from Cllr Harker. The Council wished to thank her for her support and hard work whilst on the Council.

12420 To accept apologies for absence – Accepted.

12421 To record absence without apologies – None

12422 Declarations of Interest – None

12423 To consider any dispensations – None

12424 To consider the Approval of the draft minutes of the Parish Council meeting held on 30th April 2025.

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, all in favour with 1 abstention.

12425 Parish Clerk's Report

Policies – there is one policy to re-adopt and that is the Suffolk Code of Conduct. Website – there is still no update from the Social Club or KADWAG. Recreation Ground Utilities – an electricity provider has been sourced. Communication is continuing with Essex & Suffolk Water, as the site inspection failed. An email referring to the fact that the connections were being paid for by funding and that there was no additional money for a second inspection was sent. A follow up phone call stated that they are waiting for information from the technician as to whether the costs could be waived. Carlton Meres – a couple of chasing emails have been sent to Joe Blackmore regarding the progress with the highways work near Carlton Meres. Advertising Revenue – a response has been received from the outstanding advertiser; the payment should be arriving shortly. Email Addresses – the process of changing the emails has begun. The link to the website will begin when all the emails are set up. Internal Audit – the paperwork has been submitted and the report received. All the required documents are now with the external auditor. Coffee morning – there was a visit from 3 Police Officers at the coffee morning held on the 14th May. Devolution - a recent webinar attended was very informative. It is thought that there will be a gap between the Councils. Some of the district assets may be transferred to the PC. Power Projects – Julia Ewart has offered to assist the PC with writing responses regarding the various projects. Postage – a recent letter was sent to a resident registered delivery, but the door was not answered so the letter has been returned. Annual Leave – the 4th June.

12426 Clerk's Report on urgent decisions

None

12427 Matters arising from the Clerk's report.

Cllr Revell commented that the Social Club will be submitting some information for the website shortly. The electricity supplier for the recreation ground will be EON. It is estimated the cost will be £150 per year. The meter has been installed. Next years budget will need to include a sum of money for water and electricity. It was disappointing that the inspection of the water pipe had failed, but the pipe is now in place. Some keys will be cut for the cabinet, this will be a small expenditure. A member of the Bonfire Committee has agreed to assist with the socket allocation, then an electrician will be required to fit them and a consumer unit.

Carlton Meres, the response received from ESC states that the highways work may be started in September.

Richard Smith commented that it does look like some work is going to take place at the entrance in Sept. He will speak with Highways nearer the time to ensure this is progressing.

Cllr Revell said that if the advertising revenue is not received by the next edition, then this advert will be removed. Devolution – it is noted that there may not be any contact with the members of the unitary council. Julia Ewart has kindly offered to assist with the writing of responses to the power projects.

Cllr Gwynne stated that she does not wish to anything with the energy projects.

Cllr Courage said that she will attend the meetings as and when she can.

Cllr Revell said that the letter that was returned will be posted with a video/photograph taken when it is done.

ACTION: Cllr Revell to obtain a quote for the necessary electrical work and bring this to the next PC meeting.

Richard Smith left the meeting at 7.29pm

12428 Matters arising from the Parish Council meeting held on Wednesday 30 April 2025.

12.1 Power Projects – The Clerk confirmed that an email had been sent to SALC requesting the need for an independent person to provide information about the local power projects. This was noted by SALC.

ACTION: To place on the next agenda.

12.2 Carlton Meres – Already covered in 12425.

12.3 Village Hall Proposals – Cllr Ransome reported that he had met with the architect, who was now going to produce some plans.

ACTION: To continue to place on the agenda.

12.4 Noticeboard Quote – Cllr Ransome confirmed that a copy of the quote for a noticeboard had been sent to Julia Ewart. It was agreed to write to Julia again.

ACTION: Clerk to contact Julia regarding funding for a noticeboard.

12.5 Email Addresses – The Clerk reported that the email addresses and the passwords had been sent to each Councillor. Some of the Councillors require assistance with this, and it was agreed for the IT support person to be contacted and asked if he would attend a coffee morning and assist all those who needed it.

ACTION: Clerk to contact the IT person to assist with the emails.

12429 Parish Council Matters

13.1 Kelsale Village Hall: No further updates

13.2 Quote to repair the recreation ground fence – Ongoing.

13.3 To adopt the Code of Conduct: It was agreed by all the Councillors present to adopt the above policy.

13.4 Portfolio vacancies – It was agreed to bring a total list of all the portfolios to the next PC meeting and check everyone is happy with their current portfolio and try to reallocate those that currently do not have a representative.

Cllr Revell commented that a lot of work has been completed on the Power Projects, this is a large portfolio, and thanks must go to Cllr Galloway and Traci Weaver for this.

Cllr Gwynne asked if support could be gained from SALC and Julia Ewart to enable a good representation on the Power Projects from the PC.

ACTION: To place on the next agenda. Clerk to forward a list of all the Portfolios and vacancies ahead of the meeting.

Cllr Gwynne commented that the Empowering Nature document from Saxmundham Town Council was a very good idea. All the suggestions included in the document were positive, a cycle lane, flower meadow, boardwalk along the Fromus, etc. It is good to try and have some positive outcomes from all the various power projects in the area.

Cllr Courage said that none of this work will take place until the convertor stations are built. Who will pay for this work to be completed?

Cllr Gwynne said that a response could be written to Saxmundham Town Council, it is important to support this.

Cllr Galloway stated that there are to be 3 convertor stations, and not all these are linked to Sea Link. These proposals are looking along way ahead.

Cllr Revell said that the proposals in the document are good, even though they may not come to fruition.

ACTION: It was agreed by a majority of the Council to write to Saxmundham Town Council showing support for the 'Empowering Nature' project.

Cllr Courage left the meeting at 8.07pm.

12430 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/25/1813/FUL – Maples Park, Rendham Road, Kelsale-cum-Carlton, IP17 2QN

Change the use of land to provide an Equine Facilitated Therapy (EFL) by the Community Interest Company P.L.O.T.

Cllr Ransome said that this proposal would increase the traffic on Rendham Road.

Cllr Revell said that the residents at Rendham Road already have a lot of traffic passing by, how much will this be increased by this proposal.

ACTION: Clerk to contact ESC Planning Officer for additional information, as it was felt there was insufficient information to enable the Council to make a decision.

DC/25/1984/TCA – Cordwood, Church Lane, Kelsale-cum-Carlton, IP17 2NZ

1no. Honey Locust (in front garden) - fell

It was agreed by Council to request more information as it was not clear why this was being cut down.

ACTION: Clerk to contact ESC requesting more information on this proposal.

Notifications

12431 Financial Matters

15.1 Financial Statement since the April meeting. See Updated Finance Report of 28th May 2025.

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

15.2 To approve and sign the bank statements: The Bank Statement to 30th April 2025 plus financial reconciliations were presented to the Council and signed by the Chair.

15.3 Internal Audit report: The Clerk reported that there were a few things to note; it is important at the Annual Meeting to make the election of Chair the first item; when selecting the internal auditor the letter of engagement should be approved as well; and the website should meet WCAG 2.2 regulation. The Clerk reported that SCRIBE is holding a webinar relating to websites and she will be attending this.

12432 To Receive Reports from Portfolio Holders and Liaison Representatives

Cllr Ransome reported that the end of the bus shelter had been kicked out and he managed to repair the side and reinforce it with some plywood. There was an issue with the River Fromus and sewage. Anglian Water were contacted, and they came out and cleared it. The sewer along Bridge Street will need relining.

A4: KADWAG Group Representative

Cllr Gwynne reported that KADWAG had held their AGM. The Wild About Kelsale event is to take place on the 8th June on the recreation ground.

Cllr Buttle said that she would speak with Mr Mann to clear the footpaths in the wild area on the recreation ground.

A2/A3: Community, Energy & Health

Cllr Reynolds said that she had attended a PPG meeting on the 14th May, at the meeting it was revealed that there are some staffing changes at the medical centre, and this has meant some additional appointments have become available.

D1: Quarterly Newsletter

Cllr Galloway reported that the deadline for articles for the Newsletter is the 20th June. It was agreed that an article should be placed in the newsletter asking for some assistance with various vacancies in the village, e.g. the SID's need someone to assist with battery changing, the Village Recorder wishes to handover to some one else, and there are three vacancies on the PC. It was agreed by all present that this would be a good article.

12433 Items for consideration for Inclusion on the next agenda

As appears in the minutes, portfolios,

12434 Correspondence

Cllr Revell commented that some one has offered to purchase the generator that the PC has for the

bonfire event. As there is now an electrical connection, this would not be required.

Cllr Holden offered to research the possible cost of a second hand generator and bring this information to the next PC meeting to be approved by the Council.

Resident Carlton Road – Cllr Revell reported that he had received a letter from a resident in Carlton Road who is concerned with the speed of vehicles in the road, and some of the parking of vehicles near to the Green.

Cllr Galloway suggested that this information was given to the Highways Engineer.

ACTION: Clerk to respond to the resident, and to pass the information on to the Highways Engineer.

12435 To consider excluding the public and press.

No considerations were necessary.

12436 Excluded items

There were none.

12437 Date of the next meeting

The next Parish Council Meeting is to be held on the 25th June 2025 at 7pm.

The Chair closed the meeting at 8.46pm.

Signed: Chairman Dated: