

**Kelsale-cum-Carlton Parish Council**  
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**MINUTES OF THE MEETING HELD ON  
WEDNESDAY 25<sup>th</sup> JUNE 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 Rob Holden	

**In attendance:** 1 member of the public and the Clerk, Marie Backhouse

**Welcome by the Chair.**

**12438 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 member of the public wished to mention the side of the River Fromus between the bridge on Bridge Street and the bridge on Church Lane. There are two sycamore trees that appear to be pushing the brick work out of the side.

ACTION: Clerk to report this to the Environment Agency.

**12439 Reports**

**Report by County Councillor Richard Smith**

Richard Smith submitted his apologies.

**Report by District Councillor Ewart**

Julia Ewart submitted her apologies.

**The Chair formally opened the meeting at 7.09pm.**

**12440 To receive apologies for absence – Julia Ewart, Richard Smith and Cllr Courage.**

Cllr Revell reported that an email had been received from Cllr Courage which stated her resignation due to the Energy Project portfolio. It was agreed to contact Cllr Courage and explain that she should not feel pressured to have this portfolio and it is more important that she stays on the PC and that the portfolio remain vacant.

It was suggested that a standard response should be generated, and this could be tweaked to suit which ever project it is. The Clerk is to register with any application to ensure the PC is able to comment. If anyone has a paragraph that could be put together to form a response, this could be passed onto the Clerk so that it may be collated and then submitted.

**12441 To accept apologies for absence – Accepted.**

**12442 To record absence without apologies – None**

**12443 Declarations of Interest – None**

**12444 To consider any dispensations – None**

**12445 To consider the Approval of the draft minutes of the Parish Council meeting held on 28<sup>th</sup> May 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 Reynolds, Seconder Cllr Ransome, all in favour with 1 abstention.

#### **12446 Parish Clerk's Report**

Policies – there are four policies to adopt, these are the Complaints Policy, Data Retention Policy, Data Breach Policy and the Donations Policy. Website – there is still no updated information from KADWAG or the Social Club for the website. Recreation Ground Utilities – following on from a phone call the PC must pay the additional fee for the re-inspection of the site by the water company. A donation has been received towards this additional cost. Advertising revenue – there is one outstanding amount, this has been chased on several occasions. Email addresses – most of the new emails are now in place. The Google Drive form for planning does not like the new emails, and having spoke with the IT advisor, he will try to sort an alternative way to achieve this. Clerk's laptop – the IT advisor undertook a check on the laptop, and this revealed that it is not compatible with Window 11, and this would mean that the Clerk would require a new laptop at a cost of around £500. External Audit – acknowledgement of receipt of the documents have been received. A report will be brought to the meeting when available. Website – after some contact with Melbek, the accessibility has now been sorted, this followed on from a webinar that the Clerk attended. Coffee morning - a couple of residents approached me about the footpath near the recreation ground and the Main Road which had become overgrown. This has now been sorted. Devolution and Local Government Reorganisation – a webinar run by ESC was attended, this was quite informative and the notes have been shared with all. Power Projects – Julia Ewart attended a coffee morning to inform me that the PC needed to make a representation to the Sea Link consultation. Unity Trust bank – currently there are 3 signatories, another person would be an advantage. Postage – a letter was received from the resident of the property near the forecourt. Wayleave – a cheque has been received as rent from a pole on Carlton Road. Spinney Close – an overgrown footpath was reported and this has been cleared.

#### **12447 Clerk's Report on urgent decisions**

None

#### **12448 Matters arising from the Clerk's report.**

Cllr Revell commented that the PC must pay again for an inspection of the site on the recreation ground by the water company, this follows a failed inspection in April. Fortunately, the PC has photos of the area before the trench was filled in. The trench was filled in as it is near a children's play area and it was safer to fill the trench in than to leave it open. A donation towards the cost of another inspection has been received, the total was £160.80. It was agreed by all that this payment should be made, the PC will need to pay is £69. Cllr Revell will contact an electrician to quote for some sockets. Cllr Holden is to arrange for some additional keys to be cut for the utility box. There are three Councillors still to change to the new email address. The Clerk is to look at the budget for this year to see if there is sufficient funding for a new laptop for the Clerk. Cllr Revell is to be the new signatory on the bank account. If there has been no further communication from the resident near to the Village Hall, then a chasing letter should be sent at the beginning of July,

ACTION: Letter to be written to the resident near the Village Hall. Clerk to look at budget regarding funding for a laptop. Cllr Holden to have some more keys cut for the utility box. Clerk to arrange adding Cllr Revell as a signatory on the bank account. Cllr Revell to obtain a quote for the electrical work on the recreation ground.

#### **12449 Matters arising from the Parish Council meeting held on Wednesday 28 May 2025.**

**10.1 Power Projects** – Cllr Gwynne commented that she had been communicating with SZC because of the lack of visibility when driving from Town Farm Lane onto the A12. There has been no change in 6 days, so further communication is to be made. There has been trees and hedges taken out because of the site lines, and these are replaced by signs and fences. There is a lot of new signage, which looks awful.

ACTION: To place on the agenda. Clerk to write to SZC regarding the visibility on Town Farm Lane.

**10.2 Carlton Meres** – No update.

Cllr Buttle asked what should be placed on the road opposite the proposed new kerbing, there should be signage stating no access to Carlton Meres.

**10.3 Village Hall Proposals** – Cllr Ransome reported that a meeting had taken place with the

architect technician who had changed the placing of the proposed new lift to the back of the cupboard in the recess, which was create less complications in the upstairs area. When the plans are received, these will be taken to the VHC first and then brought to the PC for approval. The plan is to place the large battery back up pack in the passageway.

ACTION: To continue to place on the agenda.

**10.4 Noticeboard Quote** – The Clerk confirmed that Julia Ewart is sourcing the funding for a noticeboard.

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

**10.5 Utilities** – Cllr Revell will obtain a quote for the electrical work.

ACTION: Cllr Revell to bring a quote regarding the electrical work to the next PC meeting.

**10.6 Email Addresses** – The Clerk arranged for the IT advisor to attend a coffee morning to sort the email addresses.

**10.7 Portfolio vacancies** – Cllr Revell went through the list of vacancies and updated it. An updated list may be found on the website.

#### **12450 Parish Council Matters**

**11.1 Kelsale Village Hall:** No further updates

**11.2 Quote to repair the recreation ground fence** – Cllr Holden reported that he and Cllr Buttle had been to the recreation ground and looked at the fence, it requires 12 new posts, and the childrens play area requires 8 new posts. The main gate requires a new post. The gully at the far side of the recreation ground needs to be cleared. The Bench in the play area requires fixing. There is a tree that requires looking at, as it appears to be dead. Cllr Buttle is to enlarge the flower bed.

ACTION: Cllr Holden and Cllr Buttle to obtain various quotes to be obtained for the work on the recreation ground.

**11.3 To adopt the Complaints Policy, Data Retention Policy, Data Breach Policy and the Donations Policy:** Cllr Ransome proposed that the PC adopts the above listed policies, this was seconded by Cllr Holden and agreed by all present.

#### **12451 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/25/2262/FUL – Mallard Moat Farm, East Green, Kelsale-cum-Carlton, IP17 2PH**

Annex building accommodation for family member.

It was agreed by a majority of the Council to support this application providing this is in the curtilage of Mallard Moat Farm, and the property is kept for a family member as stated in the application.

ACTION: Clerk to contact ESC and inform them of the Councils decision.

#### **Notifications**

#### **12452 Financial Matters**

**13.1 Financial Statement since the May meeting. See Updated Finance Report of 25<sup>th</sup> June 2025.**

**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 31<sup>st</sup> May 2025 plus financial reconciliations were presented to the Council and signed by the Chair.

#### **12453 To Receive Reports from Portfolio Holders and Liaison Representatives**

##### **A4: KADWAG Group Representative**

Cllr Gwynne reported that the Crafty Picnic was a successful event and enjoyed by many. KADWAG is doing well but would benefit from some additional funding for water monitoring.

##### **D1: Quarterly Newsletter**

Cllr Galloway reported that the draft newsletter will go to print on Friday and be delivered next week.

**12454 Items for consideration for Inclusion on the next agenda**

As appears in the minutes, portfolios,

**12455 Correspondence**

Cllr Revell commented that the Clerk had researched the cost of the generator when the PC purchased this new in 2016. The cost was £835. It was agreed by the Council that if the generator is to be brought by a resident as it is no longer needed, the amount to be asked for would be £500. Cllr Reynolds to inform the resident of the price.

**12456 To consider excluding the public and press.**

No considerations were necessary.

**12457 Excluded items**

There were none.

**12458 Date of the next meeting**

The next Parish Council Meeting is to be held on the 30th July 2025 at 7pm.

The Chair closed the meeting at 9.02pm.

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