

**Kelsale-cum-Carlton Parish Council**  
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MINUTES OF THE PARISH COUNCIL MEETING HELD ON WEDNESDAY  
25<sup>TH</sup> JANUARY 2017 AT 7:00PM IN KELSALE VILLAGE HALL, COMMITTEE ROOM

Present: Cllr Alan Revell (Chairman)                      Cllr Ray Ellis  
          Cllr Pam Garratt                                      Cllr Edwina Galloway  
          Cllr Susan Major                                    Cllr Tim Roberts  
          Cllr John Pulham                                   Cllr Chris Burslem  
          Cllr Claire Buttle  
          Cllr Martin Lumb

In attendance: District Cllr John Fisher and County Cllr Gower. There were no members of the public present.

**Prior to the Parish Council meeting there was a discussion regarding Stage 2 of EDF's Consultation for Sizewell C. Nicky Corbett (EDF Energy) in attendance.**

A discussion and question and answer session was held and the following matters were raised:-

- Clarification regarding the proposed routes onto site.
- Increased traffic volumes due to the proposed park and ride site.
- Concerns regarding the necessary improvements to the road networks.
- Impact on infrastructure – doctors etc. lack of data provided at this state of consultation.
- It was suggested that Rock Barracks would be available and therefore a campus site could be sited there
- Concerns were raised regarding pressures on the GP surgery and it was confirmed a medical centre will be available on site.
- Concerns regarding noise on A12 through the Parish due to additional traffic volumes were raised and it was suggested that measures should be taken to reduce noise reduction.
- Concerns were raised regarding ambulances being called to the site. The Chairman confirmed Sizewell B had its own ambulance station. It was confirmed this matter will be consulted on at Stage 3.

The Chairman thanked Nicky Corbett for attending the meeting. Nicky confirmed the response to this consultation needed to be submitted by 5pm on 3.2.17. She also urged Councillors to respond as individuals too.

**Welcome by the Chairman**

10358. Public Forum

There were no members of the public present.

10359. Reports

**(a) Report by County Cllr Michael Gower**

County Cllr Gower reported on Stage 2 of the Sizewell C consultation and SCC's response. He also urged the Parish Council to copy their response to Dr Therese Coffey, MP. The Chairman thanked County Cllr Gower for his report.

**(b) Report by District Cllr John Fisher**

Apologies were received from District Cllr Fisher.

**(c) Report by District Cllr Philip Dunnett**

District Cllr Dunnett was not present.

**The Chairman formally opened the meeting at 7:50pm**

10360. To receive apologies for absence

Apologies were accepted from Cllrs Dickerson, Baker and Taylor.

10361. Declarations of Interest

There were none.

**a) To consider any dispensations**

None received.

10362. To consider the Approval of the draft minutes of the Parish Council meeting held on Wednesday 14<sup>th</sup> December 2017

The draft minutes of the Parish Council meeting held on Wednesday 14<sup>th</sup> December 2017 had been circulated to all Councillors prior to the meeting. These were Proposed for **Approval** by Cllr Roberts, Seconded by Cllr Pulham. **All in Favour.** The minutes were duly signed by the Chairman as a true record.

10363. Parish Clerk's Report

The Clerk advised she had now received confirmation from Wil Gibson at SCDC that District Cllr Dunnett had allocated £1000 from is Enabling Community Budget towards the replacement chairs for the Village Hall. She gave details regarding a letter in which she had received from the Forget me not Club asking for a donation from the bonfire proceeds to which she gave details.

10364. Matters arising from the Clerk's report

It was agreed a donation of £150.00 should be given to the Forget me not Club. **Approval** was Proposed by Cllr Major, Seconded by Cllr Garratt. **All in Favour. Action: Clerk to send Cllr Pulham a copy of the letter received.**

10365. Matters arising from the Parish Council meeting held on Wednesday 14<sup>th</sup> December 2016

Concerns were raised regarding the delayed siting of the VAS sign. The Chairman confirmed the posts on Carlton Rd were now in place. **Action: Clerk to chase Westcotec for sign.**

10366. Parish Council Matters

**(a) Stage 2 of EDF Consultation for Sizewell C – To consider response to be sent**

Cllr Galloway had circulated a copy of the draft response to all Councillors. She also as per Nicky Corbett instructions urged Councillors to send in their own responses. Cllr Pulham proposed **Approval** for the response to be sent, Seconded by Cllr Roberts. **All in Favour.** On behalf of the Parish Council the Chairman offered sincere thanks to Ian and Edwina Galloway for compiling this response. Cllr Pulham suggested he could draft a separate letter regarding the proposed link road and include this as an addendum to the response. **All in Favour of this action. Action: Cllr Pulham to compile and circulate separate addendum to be sent.**

Cllr Galloway confirmed she had asked the SPLG not to include comments from Kelsale-cum-Carlton Parish Council within their response.

**(b) Proposed Neighbourhood Plan – To consider implementing a plan**

Cllr Burslem had tabled a paper for all Councillors. The Clerk gave details regarding comments received from Saxmundham in respect of their proposed plan and confirmed no boundary details to include Kelsale-cum-Carlton had been sent to SCDC, to date. County Cllr Gower recommended the Parish Council ask Mr Phil Corbett from Wenhaston PC for advice as they have recently completed a Neighbourhood Plan. It was agreed the Parish Council should advise Saxmundham PC that their decision to join their NP Steering Group was on hold and in the meantime the Clerk and Cllr Burslem could look into the proposed costings. Cllr Roberts suggested Mr Corbett from Wenhaston could be invited to come and speak at the February or March PC meeting. **Action: Clerk to ask Phil Corbett to attend February or March PC meeting and Chris to look into costings.**

**(c) – Proposed Conservation Area – To receive details of recent survey carried out and to consider next steps**

Cllr Galloway tabled a detailed paper regarding the responses to the recent consultation carried out to which she provided details. She advised the way forward is for the Parish Council to vote that they are in favour of taking this matter forward to the Second stage of consultation to which she provided further information.

Cllr Galloway also gave details regarding the area considered to be included. It was agreed Kelsale-cum-Carlton PC after consultation with its residents in 2016/17 continue to support the possible designation of a Conservation Area and therefore ask SCDC to consider the possible designation of Kelsale. **Approval** was proposed by Cllr Galloway, Seconded by Cllr Pulham. **All in Favour. RESOLVED.** On behalf of the Parish Council the Chairman thanked Cllr Galloway for all her hard work.

**(d) Low Rd Car Park Lease – To receive an update on the recent meeting held with SCDC**

Cllr Pulham confirmed himself, Cllr Dickerson and the Clerk had recently met with Gayle Hart from SCDC regarding the PC's options available in respect of the lease for this land. He reported on the meeting held and confirmed previously if this land was to be sold at full development value this land would be worth £400K but advised that SCDC have no desire to develop this land and they would consider selling this land to the PC at a much reduced rate. He gave details regarding the current lease and break clause included and confirmed as a result of this meeting a new lease with a period of six years with no break clause with a possible option to divest/sell to PC within or at the end of this lease was to be compiled. He provided details regarding the Landlords and Tenants Act and confirmed the new lease would be protected by this act.

**(e) New Councillor Training**

The Clerk confirmed she had contacted Jayne Cole at LCPAS and the date available for training to be carried out was Wednesday 22<sup>nd</sup> March 2017 from 7-9pm at the cost of £150.00. There was a brief discussion and it was agreed the Clerk should also ask Jayne for some available daytime dates. Cllrs Pulham and Major also volunteered to attend this session. **Action: Clerk to liaise with Jayne Cole.**

10367. Planning Matters

(See separate Planning Appendix).

10368. Financial Matters

**(a) Financial Statement since last meeting**

**Income/Receipts**

Nil

**Expenditure: (Direct Debits/Standing Orders)**

BT (Monthly line rental)	£ 25.44
Jo Jones Salary	£ 514.55

**Bank Balances:**

Current Account as at 31 <sup>st</sup> December 2016	<b>£23,072.26</b>
Business Saver Account as at 31 <sup>st</sup> December 2016	<b>£12,049.39</b>

**(b) To Consider/Approve the following cheque payments:-**

Jo Jones Expenses (including salary increase)	£ 96.26
Patrick Norman Wages (Litter Collector)	£ 70.00
HMRC (PAYE - Jo Jones)	£ 101.60
Clare Nessling (SNIPS Competition Prize)	£ 5.00
Mrs E. Denny (SNIPS Competition Prize)	£ 5.00
Anne Brown (SNIPS Competition Prize)	£ 5.00
Suffolk Flora Preservation Trust (Annual donation)	£ 100.00

**TOTAL £ 382.86**

**Approval** for the above payments was Proposed by Cllr Garratt, Seconded by Cllr Lumb. **All in Favour.**

It was agreed the fee to advertise articles within the New Oasis could possibly rise. The Chairman asked the Clerk to include this as a formal agenda item at the February meeting. It was also agreed the Clerk's pension should also be an agenda item at the February meeting.

**(c) To carry out a review of the Parish Council Risk Assessment**

The Clerk had tabled a copy of the risk assessment for all Councillors. **Approval** was Proposed by Cllr Garratt, Seconded by Cllr Lumb. **All in Favour.**

10369. To receive a report from the Village Centre Enhancement Group

The Chairman stated as a result of the meeting held with SCDC there was a feeling of encouragement to go ahead with the work to resurface the Low Rd Car Park. It was agreed funding applications would be made to SCC and SCDC. The Chairman gave details regarding the proposed work to be carried out.

10370. To Receive Reports from Portfolio Holders and Liaison Representatives

**2017 Bonfire Event**

Cllr Garratt confirmed she had now handed over the file to Cllr Buttle who would be co-ordinating the 2017 event.

**Village Hall Management Committee**

There was a brief discussion and it was agreed it would be beneficial if a further member of the Parish Council was a key holder. Cllr Major Proposed the Parish Council ask permission from the VHMC for them to purchase a further set of keys, Seconded by Cllr Revell. **All in Favour.**

Cllr Major confirmed that a Film Show was due to be held on Saturday 4<sup>th</sup> February 2017 at 7pm. Cllr Major asked the Clerk if she could write formerly to the VHMC in order to advise them that Cllr Martin Lumb would be replacing her as Liaison Officer.

**Tree Warden**

Cllr Buttle advised she had received a quotation from Fran at Conservation Works to carry out yearly maintenance at Spinney Pocket Park at the cost of £450.00 plus VAT. **Approval** to engage in the services of Conservation Works to carry out this work annually was Proposed by Cllr Buttle, Seconded by Cllr Roberts. **All in Favour.**

**Recreation Ground.**

Broken gate post & fencing – It was agreed the Chairman would look into obtaining a quotation for the necessary repairs to be carried out.

**Defibrillator**

Cllr Galloway reported that Cllr Baker had recently experienced problems when trying to access the defibrillator to which she gave details and confirmed she had now looked into this matter.

**Emergency Officer**

Cllr Roberts confirmed he was due to attend a training session.

**Power 4 KCC**

Cllr Roberts gave details on the recent meeting held. He advised with permission from the Parish Council it had been suggested they could hold their AGM on the same night as the Annual Parish Meeting on 19.4.17 at 6pm. There were **No Objections** to this request.

10371. Correspondence

None received.

10372. Any Other Matters Arising (For information only)

The Chairman provided details regarding an e-mail in which he had received from Flagship Homes regarding parking at Carlton Green. He gave details regarding the car parking issues that were occurring and stated that there had been previous discussion between residents whereby they had confirmed they were not willing to give up some of their front garden to provide additional parking spaces. The Chairman stated therefore Flagship Housing had asked if it would be possible to use some of the play area for additional parking to which he gave details of his response.

In Cllr Baker's absence the Clerk reported he had suggested the Parish Council could sell the thermal imaging camera in order to assist in raising funds towards the Village Hall Lighting project. 1903.

10373. Date of next Meeting

The next meeting of Kelsale-cum-Carlton Parish Council will be held on Wednesday 22<sup>nd</sup> February 2017 at 7:00pm in Kelsale Village Hall, Committee Room.

There being no further discussion the Chairman thanked the Parish Council for their attendance and formally closed the meeting at 9:40pm.

Signed: ..... Chairman

Dated: .....

**Planning Appendix (25<sup>th</sup> January 2017)**

**(a) Planning Applications received since the last meeting:-**

**Planning Ref: DC/16/4868/COU**

Address: Unit 6, Carlton Park Industrial Estate, Ronald Lane, Carlton

Proposal: Change of use from B8 to D2 to provide a gymnasium.

The Planning Group had **No Objections** to this application. No decision has been made by SCDC, to date.

**Planning Ref: DC/16/5141/FUL**

Address: Daisy Cottage, 3 Bridge St, Kelsale

Proposal: Rear Extension

The Planning Group had **No Objections** to this application. No decision has been made by SCDC, to date.

**(b) Planning decisions confirmed since the last meeting:-**

**Planning Ref: DC/16/3259/FUL**

Address: Part Land North of Kelvin, Rosemary Lane, Kelsale-cum-Carlton

Proposal: The proposal is to seek detailed planning permission for 4 dwellings situated in the land adjacent to Kelvin Cottage. Outlined planning for 4 dwellings has already been granted to the site under the references: DC/15/2683/OUT and DC/14/2744/OUT. The dwellings consist of 4no. 4 bedroom houses with a mix of integral and separate double garages. They are split into two house types with two of each situated on the site. The access road meanders throughout the site to allow a more interesting placement of the dwellings along the site to be more in keeping with the rural setting. The Planning Group **Strongly Objected** to this application. No decision has been made by SCDC, to date.

**Planning Application: DC/14/1728/CLE**

Location: Carlton Meres Country Park, Carlton Lane, Kelsale-cum-Carlton

Proposal: Application for lawful use for the (2 storey) mobile home on land at the existing mobile home park.

The Planning Group **Strongly Objected** to this application. No decision has been made by SCDC, to date.