

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

Present:	Cllr Alan Revell (Chairman)	Cllr Ray Ellis
	Cllr Edwina Galloway	Cllr Pam Garratt
	Cllr Tim Roberts	Cllr John Pulham
	Cllr Chris Burslem	Cllr Claire Buttle
	Cllr Keith Dickerson	Cllr Carolyn Taylor
	Cllr David Baker	

In attendance: District Cllrs Fisher & Dunnett and County Cllr Gower. There were 7 members of the public present.

**Welcome by the Chairman**

10390. Public Forum

A member of the public stated that himself and 5 other local residents had attended the meeting in order to raise concerns regarding Planning Application DC/17/0994. He stated the objections raised in respect of this application were as follows:-

The land has been designated as part of historic parkland

The site lies outside the village boundary

The land indicates separation zone between the two parishes Kelsale and Carlton

Provision has been made for 30 new homes and SCDC has stated the preferred site is the Land south of Ambleside

It was felt if permission was given for one bungalow then further applications would be submitted for further dwellings on this site

Another access onto Carlton Rd was not desired or suitable

The Chairman thanked the member of the public for his comments. Cllr Pulham provided further details regarding this application and stated it had been agreed at an open public meeting that no further development should be approved for Carlton Rd.

A member of the public reported she had attended the meeting in order to ask if the Parish Council would consider looking into erecting some horse riding warning signs at either end of Rosemary Lane. She stated that herself and 9 others own horses along this lane which is narrow, winding with blind corners. There were **No Objections** to this request. The Chairman asked the Clerk to make enquires to SC Highways in respect of this matter.

10391. Reports

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

County Cllr Gower reported on the forthcoming elections and advised due to these that activity was quiet. He asked the Clerk to copy him into the correspondence regarding the horse riding warning signs at Rosemary Lane. Finally, County Cllr Gower reported on a recent Committee meeting in which he had attended regarding SCC's Pension Fund. The Chairman thanked County Cllr Gower for his report.

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

District Cllr Fisher reported on the Enabling Community Budget and urged the Parish Council to apply for some of this funding towards any future projects. The Chairman thanked District Cllr Fisher for his report.

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

District Cllr Dunnett had submitted a written report to which he gave details. He also reported on the electric recycling point at Saxmundham and confirmed the Enabling Community Budget had now increased to £6.5k per Councillor. He reported he had recently attended a meeting with Dr Dan Poulter, MP regarding local broadband issues to which he gave details. Finally, District Cllr Dunnett encouraged the Parish Council to develop their own Neighbourhood Plan. The Chairman thanked District Cllr Dunnett for his report.

**The Chairman formally opened the meeting at 7:35pm**

1909.

10392. To receive apologies for absence  
Apologies were accepted from Cllrs Lumb and Major.

10393. Declarations of Interest

There were none.

**a) To consider any dispensations**

None received.

10394. To consider the Approval of the draft minutes of the Parish Council meeting held on Wednesday 22nd February 2017

The draft minutes of the Parish Council meeting held on Wednesday 22<sup>nd</sup> February 2017 had been circulated to all Councillors prior to the meeting. These were Proposed for **Approval** by Cllr Roberts, Seconded by Cllr Pulham. **10 in Favour, 1 Abstention**. The minutes were duly signed by the Chairman as a true record.

10395. Parish Clerk's Report

The Clerk reported the forthcoming Annual Parish Meeting had been advertised within the latest edition of the New Oasis. She confirmed herself along with Cllrs Major and Buttle would serve tea and coffee and Cllr Roberts advised he would ask Pear Tree Café to provide the refreshments for a reasonable cost.

The Clerk reported she had recently sent a VAT Reclamation to HMRC for £1575.15.

She gave details regarding a letter in which she had received from a local resident regarding untidy verges and footpaths within the Parish.

Finally, the Clerk read a letter in which she had received from a pupil at Kelsale Primary School regarding much needed repairs to the swimming pool at the school.

10396. Matters arising from the Clerk's report

Further to the letter received from a local resident Cllr Baker raised concerns regarding the overgrown skirting next to the Recreation Ground hedge along Main Road and stated this was now restriction the amount of pavement available to be walked on. It was agreed the Clerk would contact David Chenery at SC Highways in order to point out to him that Bob Clench had stated this work would be carried out.

**Cllr Taylor declared a Pecuniary Interest.** Further to the letter received from Kelsale Primary School the Clerk gave details regarding the remaining funds available from the bonfire proceeds. The Chairman suggested the Parish Council could give a donation of £1500.00 as to date no other requests had been received and he felt this was for a very good cause. **Approval** for a donation of £1500.00 to be given was Proposed by Cllr Revell, Seconded by Cllr Dickerson. **All in Favour. Cllr Taylor did not vote.** District Cllrs Dunnett and Fisher stated they were also happy to donate £750.00 each from their Enabling Community Budgets towards this project. Cllr Taylor thanked the Parish Council along with District Cllrs Fisher and Dunnett.

10397. Matters arising from the Parish Council meeting held on Wednesday 22<sup>nd</sup> February 2017

Cllr Roberts reported there had been no interest from East Green Energy to buy the infra- red camera from the Parish Council. He suggested that Power 4 KCC could remind Parishioners that this equipment was available for use at the forthcoming Annual Parish Meeting.

10398. Parish Council Matters

**(a) Low Road Car Park updated lease**

The Clerk confirmed she had now received the updated lease but unfortunately the break clause was still included. She advised that she had asked Cllr Pulham to look over the new lease and had also spoken to Gayle Hart at SCDC whom has agreed this clause had been left in in error and would be removed. The Clerk reported she had applied for £3.5K funding from Suffolk Community Foundation and stated she would also be applying for funds from the SC Highways Budget and the SCDC Enabling Community Budget in April 2017 towards the resurfacing of the Low Rd Car Park.

**(b) Increased noise from traffic on the A12**

Cllr Buttle stated she had been asked by several of her neighbours in Curlew Green to raise the matter of increased road noise on the A12. Cllr Buttle circulated a map in which had been marked with the main problem areas and suggested the existing bund could possibly be upgraded and extended to which she gave details. Cllr Buttle asked if this matter could be looked into by the Parish Council and stated if necessary a survey could be carried out. There was a brief discussion and concerns were raised as to whom would fund this project. Cllr Buttle stated that quieter surfacing had not been put down when the resurfacing work took place and in her view this work should have been carried out. It was agreed the Clerk would contact David Chenery in order to ask if he would attend a site visit at Curlew Green to discuss this matter further. It was also agreed that Cllr Buttle would inform the local residents affected that the Parish Council were willing to look into this matter and request that a site visit is to be carried out.

10399. Planning Matters

(See separate Planning Appendix).

**Planning Ref: DC/17/0994/OUT**

Address: Land south of Carlton Rd, Kelsale-cum-Carlton

Proposal: Outline application – Erection of single-storey detached dwelling and garage (and associated works).

The Chairman asked members of the Planning Group for their views in respect of this application and it was **Unanimously Approved** that the Planning Group would recommend the Parish Council to Object to this application. It was agreed the Clerk would circulate the draft response to SCDC to all members of the Planning Group. District Cllr Dunnett urged the Parish Council to stick to planning grounds when responding and focus on the fact this land is designated Historic Parkland.

10400. Financial Matters

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

**Income/Receipts**

Nil

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

BT (Monthly line rental) £ 27.00  
Jo Jones Salary £ 514.55

**Bank Balances:**

Current Account as at 28<sup>th</sup> February 2017 **£16,662.92**  
Business Saver Account as at 28<sup>th</sup> February 2017 **£12,049.39**

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

Jo Jones Expenses £ 49.77  
Patrick Norman Wages (Litter Collector) £ 85.00  
HMRC (Jo Jones) £ 101.60  
Kelsale Village Hall (Hire) £ 30.00  
Contribution towards half of VH Insurance Renewal £ 658.15  
Norbury Park Wood Products (finger post signs Low Rd car park) £ 178.50  
LCPAS (New Cllr Training Session) £ 150.00  
Kelsale Primary School (Buffet for Cllr Training Session) £ 30.00  
Kelsale Primary School (Donation from Bonfire Proceeds – Pool) £ 1,500.00  
Community Heartbeat Trust (Annual Subscription) £ 151.20

**TOTAL £ 2,934.22**

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

**(c) To carry out a review of the Parish Council's Standing Orders**

A copy of the updated document had been circulated to all Councillors prior to the meeting. **Approval** was Proposed by Cllr Roberts, Seconded by Cllr Taylor. **All in Favour.**

**(d) To carry out a review of the Asset Register**

Subject to a minor amendment **Approval** was Proposed by Cllr Pulham, Seconded by Cllr Baker. **All in Favour.**

**(e) To carry out the Annual Review of the Internal Financial Control System**

The Clerk informed Councillors that Kelsale-cum-Carlton had been selected randomly by BDO the external auditors to submit an intermediate audit. The annual review was carried out and **Unanimously Approved.**

**(f) To carry out the Annual Review of the Effectiveness of the Internal Audit**

The annual review was carried out and **Unanimously Approved**.

**(g) Clerk’s Pension**

Cllr Galloway had circulated a paper regarding this matter to all Councillors to which herself and the Chairman provided details. It was agreed the Parish Council would pay 4% of the Clerk’s gross salary per annum into the Nest Pension Scheme once set up. **Approval** was Proposed by Cllr Galloway, Seconded by Cllr Revell. **All in Favour**. The Clerk thanked Parish Council members. Cllr Roberts suggested that going forward a portfolio holder for Employment could be implemented. It was agreed this matter would be included at the AGM in May.

10401. To receive a report from the Village Centre Enhancement Group

Cllr Dickerson advised that now it had been confirmed the break clause had been included within the new lease in error that he would call a further meeting. He confirmed the finger post at the Low Rd Car Park had now been collected and this would be erected soon.

10402. To Receive Reports from Portfolio Holders and Liaison Representatives

**Biodiversity Plan**

Cllr Dickerson confirmed it was hoped that a meeting would be held in the near future.

**Kelsale Primary School**

Cllr Taylor gave details regarding complaints received in respect of parking outside the school. She confirmed this was not her responsibility and therefore she had rung 101. Cllr Taylor reported a Police Constable had visited the school to which she gave details. She confirmed a letter was also due to go out to parents after half term in respect of this matter.

**Emergency Officer**

Cllr Roberts reported on the Suffolk Resilience meeting recently held. He gave details regarding the deficiencies found for the Village Hall being used as a rescue centre and reported if some funding could be sought these deficiencies could be put right to enable the Village Hall to be used as a rescue centre.

**Power 4 PCC**

Cllr Roberts confirmed the AGM was due to be held on Wednesday 19<sup>th</sup> April 2017 prior to the APM.

**3 Communities Cycle Path**

Cllr Burslem provided an update on the proposed scheme.

**Neighbourhood Plan**

It was agreed the Chairman would include an item within his report at the APM regarding the proposed Neighbourhood Plan and to ask for volunteers to join a Steering Group.

10403. Correspondence

The Clerk confirmed she had received correspondence from SCDC stating the Local Plan had now been adopted.

10405. Any Other Matters Arising (For information only)

There were none.

10406. Date of next Meeting

The Annual Parish Meeting will be held on Wednesday 19<sup>th</sup> April 2017 and the next Parish Council meeting will be held on Wednesday 26<sup>th</sup> April 2017.

There being no further discussion the Chairman thanked the Parish Council for their attendance and formally closed the meeting at 9:25pm.

Signed: ..... Chairman

Dated: .....

**Planning Appendix (29<sup>th</sup> March 2017)**

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

**Planning Ref: DC/17/0994/OUT**

Address: Land south of Carlton Rd, Kelsale-cum-Carlton

Proposal: Outline application - Erection of single-storey detached dwelling and garage (and associated works).

This application is being considered by the Planning Group.

**Planning Ref: DC/17/0721/FUL**

Address: Hillview Cottage, Curlew Green, Kelsale-cum-Carlton

Proposal: Construction of a single storey, flat roof extension to rear of property to include internal alterations.

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/17/0250/FUL**

Address: Land formerly part of Grove Farm, Rendham Rd, Kelsale

Proposal: Proposed new cattle building and extension to existing.

The Planning Group had **No Objections** to this application. This application has been **Granted** by SCDC with 4 Conditions.

**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/16/3259/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.

**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.