

**Kelsale-cum-Carlton Parish Council**  
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**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 some 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: .....