

**Kelsale-cum-Carlton Parish Council**  
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**MINUTES OF THE MEETING HELD ON  
WEDNESDAY 30<sup>th</sup> OCTOBER 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 Claire Buttle	Cllr Mark Stewart
Cllr Simon Ransome	Cllr Sarah Courage
Cllr Rob Holden	Cllr Laura Gwynne
Cllr Caroline Harker	Cllr Traci Weaver

**In attendance:** The Clerk and 1 member of the public.

**Welcome by the Chair.**

**12268 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 representative of the Biodiversity Group presented some information regarding the status of the group, this is now independent of the PC and has its own constitution. The constitution has been signed by 5 members of the group, the bank account has three members as signatories.

Cllr Galloway wished to confirm that the Biodiversity Group are independent of the PC.

The representative confirmed that as of today the Biodiversity Group are independent of the PC. The penultimate copy of the Action Plan was circulated to the PC, this would be sent on as a Google Drive link and any further comments to be made by the PC should be done so as soon as possible as the final proofread will take place on the 11<sup>th</sup> November. The plan has taken 7 years to complete, and a lot of work has gone into this.

Cllr Weaver commented that the plan looks very complete, there are various DCO's coming through, could this document be used for reference?

The representative commented that the new link road is mentioned in the document.

Cllr Harker arrived at 7.08pm.

The representative mentioned that the cost of the printing of the document is £360 for 50 copies or £484 for 100 copies. A donation of £250 has been received from Richard Smith, but more donations are required.

Cllr Gwynne asked if there could be a form of sponsorship.

Cllr Weaver asked if people could give a donation when they received a copy.

Julia Ewart said that there are some environmental grants available which could assist with the costs of printing.

Cllr Gwynne said that the document could be used as a resource, could it be passed to neighbouring villages.

Cllr Harker thought that the School would like a couple of copies.

Cllr Galloway wished to thank the Biodiversity Group, Cllr Revell also thanked the Biodiversity Group for all their input into this document.

## 12269 Reports

### **Report by County Councillor Richard Smith**

Richard Smith said that a meeting at the SCC was held on Tuesday to discuss the 2<sup>nd</sup> quarter of the yearly expenditure. This is online with where it should be. The budget for next year is already under discussion as this will need to be ready for 13<sup>th</sup> February 2025. There is a budget gap of £18.5m, which sounds a lot, but it is not really. Devolution – the SCC leader was summonsed to Whitehall. The various structures of Council are a bit of a mess. The result of the meeting will be in the public domain in the near future. There maybe a Mayor in the future, but there is a long way to go with this idea, more information may be known this time next year. The government budget – the country is in difficult times with the employers hit badly. The NIC is going to be a problem. The Chancellor announced the growth of 2% per year. The cost of NIC to SCC is likely to be an increase of £2.2m over the next two years. An additional amount of money has been given to Sizewell C, £2.75bn, this is a total of £5.5bn.

Cllr Galloway asked if Richard Smith had the opportunity to drive around the village yet.

Richard Smith said that he would drive around with the new Highways Engineer, Jo Kerridge in the near future.

ACTION: Richard Smith to contact the Clerk with available dates for the coffee morning, when he is free to attend to meet with residents from Low Road. Richard Smith to drive around the village to look at East Green with the Highways Engineer.

### **Report by District Councillor Ewart**

Julia Ewart apologised for not being able to attend many meetings, but as a rule this meeting coincides with the ESC meeting. Julia sits on the Strategic Planning Committee and the NSIP committee. She asks questions about the power projects. It is important that the parishes work together on this. Foxen Cottage on the A12 are concerned about the water from the A12 and the nearby fields. The air quality is being looked at from Stratford St Andrew, this should monitor the traffic along the A12. Housing - the social stock should be better maintained. Families are finding it hard; the Ease the Squeeze campaign is running again this year. There is also a Winter Fuel Allowance for those who are struggling to heat their homes. Flooding remains a concern both here and in neighbouring villages. SCC has been asked to ensure the drains are cleared. CIL money, there is a large pot of funds which the PC may call upon the District CIL pot to assist with a project. The Village Hall could apply for some of this funding as well. The constituencies have been broken down into wards, and these have community partnerships within them, there is talk of a bus service from Peasenhall through Kelsale-cum-Carlton to Saxmundham and back. As a thank you to all the Councillors and Clerks there is to be a Cake-off held in Huntingfield on the 18<sup>th</sup> January 2025, between 3.30 and 5.30pm.

Richard Smith left the meeting at 7.36pm.

### **The Chair formally opened the meeting at 7.37pm.**

**12270 To receive apologies for absence** – Cllr Reynolds

**12271 To accept apologies for absence** – Accepted.

**12272 To record absence without apologies** – None

**12273 Declarations of Interest** – None

**12274 To consider any dispensations** – None

### **12275 To consider the Approval of the draft minutes of the Parish Council meeting held on 25<sup>th</sup> September 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 Weaver, Seconder Cllr Ransome, all in favour with 1 abstention.

### **12276 Parish Clerk's Report**

Policies – there is one policy to re-adopt and that is the GDPR Risk Assessment. Anglian Water and UK Power Networks - the Sizewell C Community Fund has been applied to for this, thanks to Cllr Buttler and Cllr Galloway for completing this. Coffee Morning – the Rural Coffee Caravan is to attend

the coffee morning on the 20<sup>th</sup> November. A resident approached me at the coffee morning as they are concerned about the flooding into their property from the A12. I have circulated this concern to SCC Highways, Richard Smith and Julia Ewart. Car Park - this repair work has not been completed yet. Remembrance service – this is to be held in Saxmundham. CIL – there is a payment for £1724. VAT refund – there is a refund of £1035.76. Payment received – a payment was received in error from CRASL, this has been refunded. Budget – a start has been made on the budget for 2025-26. Meeting dates – please note these. Thank you - a thank you has been received from a resident for clearing the pavement alongside the recreation ground. Bonfire Event – after some complications with St Johns, and alternative First Aid company has been found.

#### **12277 Clerk's Report on urgent decisions**

None

#### **12278 Matters arising from the Clerk's report.**

Cllr Revell thanked Cllr Buttle and Cllr Galloway for completing the application form for the Sizewell C Community Fund. The coffee caravan date has been noted. Chase Carl Ruth regarding the car park repairs. The Remembrance Service parade leaves the car park at 14.40, so meet in the Market Square at 14.15. The budget and the meeting dates appear as an item on the agenda.

#### **12279 Matters arising from the Parish Council meeting held on Wednesday 25 September 2024.**

##### **10.1 Power Projects – Cllr Weaver submitted a written report.**

Cllr Weaver commented that there is a community forum to be held on the 9<sup>th</sup> November. This is relating to the Sizewell Link Road. 2 hours was spent with a representative of Sizewell C and it is still properly not understood. It would be good to invite a representative to talk to the PC or have a separate meeting where members of the public could be invited. This could be in early January.

Cllr Galloway said that she has spoken with concerned residents who will live opposite the contractor's compound. The temporary homes and toilet block will be opposite a very nice holiday let.

Cllr Gwynne said that she is devastated by all what's happening, the farm where she lives is at the centre of all the development. This is peoples well being that is being affected.

Cllr Weaver asked if it would help to meet with a representative.

Cllr Stewart said that a lot of the work has started, a local farmer has the work going right through the centre of his land.

Cllr Weaver said that the workers compound is going to be more temporary, but the relief road is more permanent. The questions for the next Northern Transport Forum on the 6<sup>th</sup> Nove are due to be submitted tomorrow.

Cllr Gwynne commented how difficult it was for her to join the A12 from her road.

Cllr Weaver said it would be useful to see the traffic monitoring data. A couple of questions will be submitted on behalf of the PC. SAND has a march to be held on the 2<sup>nd</sup> November at 10.00am in Saxmundham.

Cllr Revell thanked Cllr Weaver for all her work on the Power Projects.

**10.2 Carlton Meres –** Cllr Revell commented that about a year ago the issues around the entrance to the Carlton Meres were raised. There should not be markings on the road, but kerbing. There has been no further update from Mr Blackmore. The local lanes are being destroyed by lorries. All the units on the site are being occupied before the other groundwork has been completed.

Julia Ewart reported that she will contact a representative from SCC and ask him to look at the traffic situation around Carlton Meres, contact will also be made with the enforcement team at ESC to see what progress has been made regarding the site conditions.

ACTION: Julia Ewart to chase the various teams at SCC and ESC regarding progress at the Carlton Meres site.

**10.3 Highway Signage –** This item is ongoing.

ACTION: To await further information from Richard Smith.

**10.4 Speeding on Main Road –** Cllr Weaver said that the information from the strip that was placed on the Main Road should be available soon.

Cllr Holden said that there was further information available from a strip near Tiggins Lane, but one set of data should be sufficient.

ACTION: Cllr Weaver to pass on the data from the speed strips when available.

**10.5 Recreation Ground –** Ongoing, to place on the next agenda.

ACTION: Cllr Holden and Cllr Buttle to report back to the PC regarding the play inspection report.

**10.6 Village Hall Proposals** – Cllr Revell reported that discussion around the forecourt continues.

ACTION: To continue to place on the agenda.

**10.7 Bonfire Night** – Cllr Revell reported that the card readers are working ok, everything else is in place. Alternative First Aid cover has been found. The Fireworks have been delivered. Some metal posts will be put in to support the fencing.

#### **12280 Parish Council Matters**

**11.1 Kelsale Village Hall:** Cllr Harker reported that there is to be a Wreath Making evening held on the 6<sup>th</sup> December. The Christmas Fayre is to be held on the 23<sup>rd</sup> November.

Cllr Ransome reported that the refurbishment in the main hall is going well. The new kitchen will be fitted at Christmas. There has been a new suggestion around the lift, there is room to place one in the committee room and a disabled toilet. There may be a need to spend £900 on a structural engineers report to check the beams. The toilets upstairs could be rearranged. The only problem may be storage in the committee room.

Cllr Revell said that it had been agreed to use the CIL funding to support the necessary refurbishment work.

Julia Ewart said that there may be alternative funding available for the disabled lift.

**11.2 To re-adopt the GDPR Risk Assessment** - It was agreed by all Councillors attending to re-adopt the risk assessment.

**11.3 Meeting dates 2025** – Cllr Holden proposed that the meeting dates for 2025 are agreed, this was seconded by Cllr Ransome and agreed by all present.

#### **12281 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/24/3691/FUL – Sunnyside, Main Road, Kelsale-cum-Carlton, IP17 2NS

Construction of a detached garage.

All the Council are in support of this application.

ACTION: Clerk to notify ESC of the Council's decision.

DC/24/3464/FUL – Peakhill Farm, Honeygot Lane, Kelsale-cum-Carlton, IP17 4TG.

Change of use from Caravan Club Certified Location site to a 10 pitch all year-round caravan site.

It was agreed that the Councillors would take a look at the application and provide feedback to the Clerk.

#### **Notifications:**

#### **12282 Financial Matters**

**13.1 Financial Statement since the September meeting. See Updated Finance Report of 30<sup>th</sup> October 2024.**

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

**13.2 To approve and sign the bank statements:** The Bank Statement to 30<sup>th</sup> September 2024 plus financial reconciliations were presented to the Council and signed by the Chair.

##### **13.3 To consider any projects for the 2025-26 Budget.**

Cllr Revell said that there is a need to add the possible utility costs for the recreation ground onto the budget, this would be for the standing charge. Electric may be from Octopus, and water from Anglian Water. Also the fence around the recreation ground and the traffic management surveys.

##### **13.4 To note the 2<sup>nd</sup> Quarterly Accounts.**

Cllr Revell said that there is some reserves building from the bank interest which may be useful to have for future projects.

##### **13.5 Clerk's salary.**

The Clerk reported that the recommended hourly rate from NALC had been received. This payment is due to be backdated to April 2024. The increase is 63p per hour.

The increase in Clerk's salary was agreed by all the Council.

**12283 To Receive Reports from Portfolio Holders and Liaison Representatives**

**B7: Trees and Green Spaces**

Cllr Holden said that the unveiling of the bench had taken place on the recreation ground. A formal email of thanks should be sent to the 'Legend on the Bench Charity'. It was also agreed to send a donation of £100 to the Charity.

Cllr Buttle commented that she has erected some new signs on the recreation ground regarding dog owners clearing up after their dogs.

Cllr Harker reported that the metal liner from the litter bin on the recreation ground has been taken.

**E1: Biodiversity Group**

Cllr Gwynne said that the 'Wild About Kelsale' should be taking place next year on the 8<sup>th</sup> June outside the Carlton Church.

**D1: Quarterly Newsletter**

Cllr Galloway said that the editor would like some assistance with the organisation of the Community News.

**F: Christmas Trees**

Cllr Buttle has ordered the Christmas Trees, the one for the Village Hall is £161. New lights will be required this year, which Cllr Buttle will organise the purchase of them.

**A10: KcC Schools**

Cllr Harker informed the Council that the Head of Carlton Primary School is leaving, there will be an interim head from January until Easter, when they hope to reappoint.

**12284 Items for consideration for inclusion on the next agenda**

As appears in the minutes, draft budget

**12285 Correspondence**

**12286 To consider excluding the public and press.**

No considerations were necessary.

**12287 Excluded items**

There were none.

**12288 Date of the next meeting**

The next Parish Council Meeting is to be held on the 27<sup>th</sup> November 2024 at 7pm.

The Chair closed the meeting at 9.25pm.

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