

KELSALE-CUM-CARLTON PARISH COUNCIL



Chairman: Cllr Alan Revell
Parish Clerk: Marie Backhouse
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42nd Meeting of Kelsale-cum-Carlton Biodiversity Group 7pm on Monday 11 November 2024 The Cottages, Bridge Street, Kelsale, IP17 2PB

1. Welcome and apologies

Attending: Keith Dickerson (KD, Chair), Laura Gwynne (LG notes), Jem Adams (JA), Jerry Bowdrey (JB), Chris Colchester (CCol), Martin Colchester (MC)

Apologies: David Edgerley (DE), Janet Barnes (JxB)

2. Notes and Actions from 41st meeting on 21 October 2024

The minutes of the 41st BAP meeting were approved.

JB to ask Peter or Juliet Freeman whether Tiggins Meadow is already a designated County Wildlife Site or Private Nature Reserve (PNR) or what their plans are to protect it in the longer term.

JA reported that SWT will be visiting Acorn Wood to advise on whether it would be eligible to become a PNR or a County Wildlife site.

Peter Hobson (Anglia Ruskin University) visited the Fromus Reserve with KD to write a chapter for the 2024 SFPT book. He said there is unlikely to be sufficient woodland in Meremeade (behind the dam) to accommodate a beaver colony. There are also too many cattle on the reserve and this is hindering biodiversity. These issues will be addressed by the SFPT Management Group who will draw up a management plan to improve biodiversity on the reserve.

3. Biodiversity Action Plan

KD attended the Parish Council on 30 October to present V7 of the BAP and had offered to incorporate any final amendments if received before 18 November. None had been received and so the BAP will be taken as adopted by the PC and will be submitted for publication on the PC web site.

KD had also provided a signed copy of the KADWAG constitution to the Parish Council on 30 October (attached). The PC had agreed that this would be the final meeting of the BAP Group as KADWAG had been set up to implement the recommendations. The BAP Group as a subgroup of the PC is therefore dissolved.

The PC declined to fund the BAP printing costs but Julia Ewart (District councillor) had provided a list of potential sources of funding for this.

JA had proofread the BAP and returned comments to KD for incorporation. KD had accepted the comments and uploaded the resulting V7.1 to Google Drive.

All edits to BAP V7 have been completed apart from:

- putting a colour photo (or group of colour photos) on the cover (instead of the current black and white image). KD to ask DE if he had a colour version of the current image.

Action: KD, DE

- replacing Fig. 2 (with the red circles) with an O.S. map and adding a reference to the Tithe Map.

KD send V7.1 to Peter Hobson for his comments. **Action: KD**

KD to draft a summary of the BAP as an article for the Xmas issue of KcC Community News (deadline 13 December) as well as inviting parishioners to the KADWAG launch event (see below). **Action: KD**

4. Kelsale-cum-Carlton Wildlife Group (KADWAG)

KD and JA (as account signatories) have added JB as a 3rd signatory on the Lloyds KADWAG account. JB to confirm that he can now access the account. **Action: JB**

According to the KADWAG constitution (attached) we need to hold an AGM before 30 October 2025. We also need to amend the constitution to clarify that KADWAG can update the BAP.

It was agreed to hold a KADWAG launch event upstairs in Kelsale Village Hall at 7pm on 22 January. Actions:

- ~ KD to book the Village Hall.
- ~ JA to design membership forms.
- ~ We need to decide a membership fee (£10 per year?).
- ~ Advertise in KcC Community News, Kelsale and Carlton notice boards, Facebook page, Nextdoor, Saxmundham News, Yoxford sailor mag, in Westleton, Middleton, Darsham, etc.
- ~ MC to make cupcakes.
- ~ JA to provide drinks.
- ~ JB to create the new logo.

JA had received a quote from Anglia Print Ltd for printing 100, 250 or 500 A4 copies of the BAP finished as a paperback (PUR binding) with full colour photos as follows:

Description: A4 book with 4 page cover + 56 page text
Size: A4 portrait
Colour: 4 colour process throughout (GM free vegetable oil based inks)
Paper: Cover: 250gsm uncoated 100% recycled
Text: 120gsm uncoated 100% recycled
FSC: Recycled Credit
FSC Certificate No: SA-COC-004750
Repro: From files supplied ready for use, to output 1 set of pdf proofs for your approval
Finish: PUR bind and trim to size
Packing: Carton packed in suitable quantities
Delivery: To 1 address UK mainland (standard delivery)
Schedule: TBC

Quantity:	100	250	500
Price:	£484.00	£1,055.00	£1,961.00

LG and MC will draw up a list of potential recipients of the BAP. **Action: LG, MC**

We agreed to print 100 copies of the BAP at a cost of £484 to cover the range of recipients we are likely to include on the distribution list. As the cost was significantly higher than the amount currently in the KADWAG account, we would need grant funding to cover the balance. KD will now request the whole of Richard Smith's remaining SCC grant (£250) to cover the BAP printing costs and will find a source of funding to cover the balance. JB suggested that SBIS (suffolkbis.org.uk) would be an appropriate source of additional funding and will supply details to KD. **Action: KD**

Before printing, KD will attempt to reformat the BAP to US letter (2/3 A4) size so it can be published in the same (smaller) size as the annual SFPT Adult Education booklets. This was considered to be easier to handle than an A4 size publication.

Funding will also be needed to cover:

- A license so we can include OS maps in our publications – likely to be around £50 if 1:10,000 maps are included. **Action: JA**
- Setting up a website for KADWAG – possibly with Malbek. **Action: KD**
- Access to Land Registry searches. KD to find out how much these would cost. **Action: KD**

5. Report back to KcC Parish Council

The Parish Council have now adopted the BAP. All PC members will be invited to the KADWAG launch meeting on 22 January.

LG to reply to Rob Holden (PC) to say yes to trees on the Recreation Ground, but not too many and that JB, JA, KD, MC and CC are fine to help position and help plant.

6. AOB

1st Meeting of KADWAG: 7pm on Monday 6 January 2025 at The Cottages, Bridge Street, Kelsale to prepare for the KADWAG launch meeting.

LG to invite Amy Rayner and Laura Bonnet to the KADWAG launch meeting to discuss cooperation on the Fromus. **Action: LG**

Annex A – KADWAG Constitution



CHARITY COMMISSION
FOR ENGLAND AND WALES

Kelsale and District Wildlife Action Group (KADWAG)

Constitution

1 Name

The charity's name is **Kelsale and District Wildlife Action Group**

The purposes of the charity are:

- (1) The identification of the species present and the suitable wildlife habitats within Kelsale-cum-Carlton parish and surrounding areas.
- (2) The creation of suitable wildlife habitats within Kelsale cum Carlton parish and surrounding areas.
- (3) To support the purchase and management of suitable wildlife habitats within Kelsale cum Carlton parish and surrounding areas.
- (4) Providing advice on the management of suitable wildlife habitats within Kelsale cum Carlton parish and surrounding areas.

2 Trustees

The charity shall be managed by a committee of trustees who are appointed at the Annual General Meeting (AGM) of the charity.

3 Carrying out the purposes

In order to carry out the charitable purposes, the trustees have the power to:

- (1) raise funds, receive grants and donations
- (2) apply funds to carry out the work of the charity
- (3) co-operate with and support other charities with similar purposes
- (4) do anything which is lawful and necessary to achieve the purposes

4 Membership

The charity shall have a membership. People who support the work of the charity and are aged 18 or over, can apply to the trustees to become a member at an annual subscription to be determined from time to time by the trustees. The trustees will keep an up-to-date membership list.

The trustees may remove a person's membership if they believe it is in the best interests of the charity. The member has the right to be heard by the trustees before the decision is made and can be accompanied by a friend.

5 Annual General Meeting - AGM

- (1) The AGM must be held every year, with 14 days' notice given to all members telling them what is on the agenda. Minutes must be kept of the AGM.
- (2) There must be at least 5 members present at the AGM.
- (3) Every member has one vote.
- (4) The trustees shall present the annual report and accounts.
- (5) Any member may stand for election as a trustee.
- (6) Members shall elect 4 trustees to serve for the next year. They will retire at the end of the next AGM but may stand for re-election.

6 Trustee meetings

- (1) Trustees must hold at least 3 meetings each year. At their first meeting after the AGM they will elect a chair, treasurer and secretary. Trustees may act by majority decision.
- (2) At least 3 trustees must be present at the meeting to be able to take decisions. Minutes shall be kept for every meeting.
- (3) If trustees have a conflict of interest they must declare it and leave the meeting while this matter is being discussed or decided.
- (4) During the year, the trustees may appoint up to 2 additional trustees. They will stand down at the next AGM but may stand for election.
- (5) The trustees may make reasonable additional rules to help run the charity. These rules must not conflict with this constitution or the law.

7 Money and property

- (1) Money and property must only be used for the charity's purposes.
- (2) Trustees must keep accounts. The most recent annual accounts can be seen by anybody on request.
- (3) Trustees cannot receive any money or property from the charity, except to refund reasonable out of pocket expenses.
- (4) Money must be held in the charity's bank account. All cheques must be signed by 2 trustees.

8 General meetings

If the Trustees consider it is necessary to change the constitution, or wind up the charity, they must call a General Meeting so that the membership can make the decision. Trustees must also call a General Meeting if they receive a written request from the majority of members. All members must be given 14 days' notice and told the reason for the meeting. All decisions require a two thirds majority. Minutes must be kept.

- (1) **Winding up** - any money or property remaining after payment of debts must be given to a charity with similar purposes to this one.
- (2) **Changes to the Constitution** - can be made at AGMs or General Meetings. No change can be made that would make the organisation no longer a charity.
- (3) **General Meeting** - called on written request from a majority of members.
- (4) Trustees may also call a General Meeting to consult the membership

9 Setting up the charity

This constitution was adopted on 30 October 2024 by the people whose signatures appear below.

They are the first members of the charity and will be the trustees until the AGM, which must be held within one year of this date.

Signed

Print name and address

[Signature]

JEREMY ADAMS
ACORN COTTAGE, KESALE

[Signature]

SAXMUNDHAM, IP17 2QY
KEITH DICKERSON
THE COTTAGES, BRIDGE STREET
KESALE, SAXMUNDHAM, IP17 2PB

[Signature]

JEREMY PAUL BOWDRY
HILL COTTAGE, 10, DENNY'S LANE
KESALE, SAXMUNDHAM IP17 2PD

[Signature]

Farmers House,
Bridge Street, Kesale IP17 2PE

CHRISTOPHER H.M. COLCHESTER

[Signature]

The Walnuts, Doreleys Lanner
Kesale IP17 2QZ

This constitution has been developed and promoted with the following organisations:

