

Kelsale-cum-Carlton Parish Council
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**MINUTES OF THE MEETING HELD ON
WEDNESDAY 30th APRIL 2025
AT 7:00PM IN THE COMMITTEE ROOM OF THE VILLAGE HALL**

Present at the meeting:

Cllr Alan Revell (Chair)	Cllr Rob Holden
Cllr Helen Reynolds	Cllr Claire Buttle
Cllr Simon Ransome	Cllr Laura Gwynne
Cllr Sarah Courage	Cllr Mark Stewart

In attendance: 0 members of the public and the Clerk, Marie Backhouse

Welcome by the Chair.

12394 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.

No members of the public.

12395 Reports

Report by County Councillor Richard Smith

Richard Smith wished to thank Mary Clarke for the beautiful tubs outside the village hall. Richard had also attended the methodist chapel and was given a very warm welcome. This would be closing shortly, and the congregation would need to go to Theberton. At present SCC is focusing on local government reform. During summer there will be some consultations with PC's. September should be the date that the data is to be submitted to the government. In 1 years' time there will be the election of the mayor to take place. Sizewell C traffic is increasing, and the work is well underway. There is to be a report on the 11th June regarding the funding of Sizewell C, Lion Link, etc.

Cllr Revell wished to thank Richard Smith for his support with the Carlton Meres issue. He also wished to thank the Clerk for a very well written email.

Richard Smith commented that the important thing is that the Highways and the ESC Enforcement Team should communicate and the pressure should be put on to ensure this happens.

Report by District Councillor Ewart

Julia Ewart submitted her apologies.

Richard Smith left the meeting at 7.11pm.

The Chair formally opened the meeting at 7.12pm.

12396 To receive apologies for absence – Julia Ewart, Cllr Galloway and Cllr Harker.

12397 To accept apologies for absence – Accepted.

12398 To record absence without apologies – None

12399 Declarations of Interest – None

12400 To consider any dispensations – None

12401 To consider the Approval of the draft minutes of the Parish Council meeting held on 26th March 2025 and the Annual Parish Meeting held on the 2nd April 2025.

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 Buttle, all in favour with 2 abstentions. Cllr Ransome proposed the Annual Parish Meeting minutes, this was seconded by Cllr Reynolds and agreed by all who attended.

12402 Parish Clerk's Report

Policies – there are a couple to re-adopt, the New Model Standing Orders and the Finance & Governance Risk Assessment. VAT - a refund of £2669.32 has been received this is up to the end of March. Website – there is still no update from the Social Club or KADWAG. Recreation Ground Utilities – quotes are being collated for the cost of the electricity supply to the recreation ground. Unfortunately, the quotes have not arrived so this will not form part of the agenda. Notice has been erected to state that the work will be completed on the 6th May, I am unsure if this is both utilities or just UK Power Networks. Broken Signage – several broken road signs have been reported to SCC. Carlton Meres – an email has been received from the Principal Transport Development Matter, and they will be liaising with ESC Enforcement Team. Advertising Revenue – a response has been received from the outstanding advertiser; the payment should be arriving shortly. CIL – the PC has received a CIL payment of £1,224.50. Precept – the first precept payment has arrived this is £13,654. Recreation Ground – as you can see there are a couple of emails from residents regarding the wildlife area on the recreation ground. Email addresses – it has been recommended that the PC changes emails to '.gov.uk'. This is to ensure security. A couple of quotes have been obtained and the cost per year is £347 or £210. Melbek have agreed to update the website. Internal Audit – the paperwork will be completed this evening for the internal audit, this will be submitted to SALC shortly. Bank Holiday – there are two Bank Holidays in May and the Clerk will be taking those days off.

12403 Clerk's Report on urgent decisions

None

12404 Matters arising from the Clerk's report.

Cllr Revell commented that a member of the Bonfire Committee would be assisting with the selection of sockets for the recreation ground. It was agreed by all that the Parish Council would opt for the cheapest quote for the change to 'gov.uk.' email addresses. This was Suffolk Cloud. Melbek would update the website for the PC.

Cllr Stewart asked where the broken quiet lane sign was. If it was at North Green then if it replaced too close to the edge of the road, it will just be knocked over again. If the PC does not have to pay for the replacing of the sign then it should be done.

12405 Matters arising from the Parish Council meeting held on Wednesday 26 March 2025 and the Annual Parish Meeting held on the 2nd April 2025.

10.1 Power Projects – Cllr Courage said that she had contacted the EADT as they had printed a statement which said that the cabling work for the electricity was going ahead. This is not the case. An email was sent, and an apology was printed in the EADT with the correct information. SEAS and SANDS wish to distribute leaflets around the village. There is the Norther Transport Forum on the 7th May if anyone is available to attend.

Cllr Revell commented that there is a definite increase in traffic on the A12, with wide loads being escorted by the Police. The wide loads however are not as wide as some of the mobile homes that are transported, and these do not have an escort.

Cllr Holden reported that Sizewell C are paying for an additional 14 Police Officers.

Cllr Courage said that the amount of tree felling is a concern.

Cllr Stewart replied that this is all connected to Health & Safety, when Sizewell B was built this was not such an issue.

Cllr Gwynne reported that she had attended the meeting held at Snape Maltings. The event was long but very interesting. SALC are trying to have a paid person who would interpret all the DCO documents that are submitted and sent a simplistic report to the PC. Kelsale-cum-Carlton is not being represented at these meetings at the moment.

Cllr Courage agreed to become the representative for the PC.

It was agreed that SALC should have someone to assist the PC's with responding to these power projects.

Cllr Gwynne said that there are many members of the public who are not able to access information about the power projects. Parish Council groups should put out information for the residents. Some residents do not really understand what is happening around them. How do we provide this information.

Cllr Revell said that regular reports are placed in the Community News. No members of the public contact the Clerk for further information.

Cllr Ransome proposed that the PC suggest to SALC the need for an independent person to translate all the information provided by the different power projects, this was agreed by all.

ACTION: Clerk to suggest to SALC the need for an independent person to provide information regarding the local power projects.

10.2 Carlton Meres – Already covered in 12395.

10.3 Village Hall Proposals – Cllr Ransome reported that discussion with the structural engineers have taken place, and now this has been moved onto a meeting with an architect. A copy of his letter has been circulated to all with the costings. Cllr Ransome proposed that 50% of the total cost is paid in advance, this was seconded by Cllr Stewart and agreed by all in attendance. A final draft of the letter regarding the forecourt is ready to be sent. The solicitor has stated that in a planning application dated 1993 for the house to the side of the forecourt, does not show the area in front of the village hall.

Cllr Stewart said if the PC has firm proof, then the draft letter should be approved and sent.

Cllr Revell did comment that the parking of the vehicle at the edge of the forecourt may be conceded.

Cllr Ransome stated that the PC are trying to be reasonable. The ownership of the area should be sorted for future Councillors, this does need to be properly recorded.

Cllr Revell said that the resident does have access across the forecourt to his property. The solicitors have agreed, with the assistance of the Land Registry, that the area belongs to the Village Hall. The resident may be granted a lease to park a vehicle on the edge near his property. There has been a lot of support from the solicitors, and this has been greatly appreciated.

Cllr Ransome commented that there has been a lot of support regarding the forecourt proposal, to make the junction to Low Road more angular to slow vehicles down. It may be worth sending a leaflet to the residents of Low Road to gain more support. It was agreed by all to send this leaflet to Low Road residents.

ACTION: To continue to place on the agenda.

12406 Parish Council Matters

11.1 Kelsale Village Hall: No further updates

11.2 Notice board quote: Cllr Ransome said that Julia Ewart said she could support this from her budget of last financial year, but nothing has been sorted and that would have finished on the 31st March. Could it be possible to ask if she would finance this from this year's allocation.

ACTION: Cllr Ransome to forward a copy of the quote to Julia Ewart.

11.3 Quote to repair the recreation ground fence – Ongoing.

11.4 To adopt the Finance & Governance Risk Assessment and the New Model Standing Orders: It was agreed by all the Councillors present to adopt the above policies.

11.5 Portfolio vacancies – It was agreed to take the list of Portfolio Vacancies to the next meeting.

ACTION: To place on the next agenda.

11.6 Email Addresses – The Clerk reported that there is a need for the PC to change to '.gov.uk'. Two quotes had been obtained and the cheapest was Suffolk Cloud.

Cllr Ransome proposed that the PC approves the cheapest quote to change the email addresses to '.gov.uk', this was seconded by Cllr Buttle and agreed by all present.

12407 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/24/4267/FUL – The Cottages, Bridge Street, Kelsale-cum-Carlton, IP17 2PB

Single-storey rear extension, replacement of a rear bedroom's window for a French-style door and creation of a terrace over the proposed extension.

It was agreed by the Councillors present to support this application.

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

DC/24/4526/FUL – Land to the rear of Alderlee, Main Road, Kelsale-cum-Carlton, IP17 2NS

Erection of 9no. new dwellings with cart lodges and new shared vehicular access and driveway. It was agreed by the Councillors present to object to this application as it is outside the village envelope.

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

DC/25/0590/FUL – Land at North Green, Town Farm Lane, Kelsale-cum-Carlton, IP17 2RL

Retrospective Application – Retention of field access, track and erection of timber fence.

It was agreed by the Councillors present to have no objection to this application.

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

DC/25/1230/ARM – Carlton Park Industrial Estate, Ronald Lane, Kelsale-cum-Carlton

Approval of Reserved Matters of DC/21/5742/OUT – Outline – Erection of 10 no. commercial unit consisting of Class E (offices, light industrial and cafes), B2 (general industrial) and B8 (storage and distribution) with access, layout and landscaping to be considered – Appearance and Scale – Section 6.0 Conditions 1, 15, 16, Access, Landscaping and Layout – Section 5.0 Conditions 13, 17, 27, Ecology – Conditions 4, 6, 11, Additional – Section 7.0 Conditions 18, 19, 24.

It was agreed that whilst the Council has no objections to these proposals, there are serious reservations about the design and position of the food outlet.

Notifications

12408 Financial Matters

13.1 Financial Statement since the March meeting. See Updated Finance Report of 28th April 2025.

Cllr Reynolds 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 31st March 2025 plus financial reconciliations were presented to the Council and will be signed by the Chair at the next :

13.3 End of year accounts: The end of year accounts were noted and agreed by the full Council.

13.4 AGAR: The full Council considered the questions in the AGAR and approved the figures. The document was duly signed by the Chair and the RFO.

13.5 Utility Provider: It was agreed by the Council to take this forward, the Clerk reported that the company who should have provided a comparison sheet of electricity suppliers had not delivered the document. It was agreed that the Chair should contact a couple of suppliers.

13.6 Insurance renewal: The Clerk reported that the renewal had been received, last year the cost was £467.97, the budget had £480 but this year was £524.37.

Cllr Ransome proposed that the PC accepts this renewal quote, this was seconded by Cllr Buttle and agreed by all present.

12409 To Receive Reports from Portfolio Holders and Liaison Representatives

A4: KADWAG Group Representative

Cllr Gwynne reported that KADWAG now has 70 members. Wild About Kelsale requires some funding for some posters, £31 for 50 posters. There was some talk about pond dipping, it was agreed that this would need to have a separate risk assessment. It would need to follow the same rules as a school with an adult to child ratio.

It was agreed that this event should go ahead as planned on the recreation ground.

B7: Trees and Green Spaces

Cllr Holden reported that the sculptures on the recreation ground would need to be treated. It was agreed by the full Council that £52 should be spent on paint for this.

12410 Items for consideration for Inclusion on the next agenda

As appears in the minutes

12411 Correspondence

Hire of the football pitch – An email had been received from someone wishing to use the football pitch on Sunday mornings through August. It was agreed to obtain more information about this and

also speak with Mr Mann.

Recreation ground wildlife area – A couple of emails have been received from residents who live near to the recreation ground wildlife area. It seems that children are playing in the wildlife area which are upsetting the birds etc. The area is being ruined by flowers being picked.

It was agreed by the Council to obtain further information and consider a response to the residents.

12412 To consider excluding the public and press.

No considerations were necessary.

12413 Excluded items

There were none.

12414 Date of the next meeting

The next Parish Council Meeting is to be held on the 28th May 2025 at 7pm.

The Chair closed the meeting at 9.16pm.

Signed: Chairman Dated: