

Kelsale-cum-Carlton Parish Council
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**MINUTES OF THE MEETING HELD ON
WEDNESDAY 30th JULY 2025
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 Helen Reynolds	Cllr Claire Buttle
Cllr Simon Ransome	Cllr Laura Gwynne
Cllr Rob Holden	

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

Welcome by the Chair.

Item 11.1 Co-option of a Councillor

It was agreed by the Councillors present to co-opt Tim O'Neill. Cllr Revell welcomed him to the Council.

12459 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 present.

12460 Reports

Report by County Councillor Richard Smith

Richard Smith provided a brief update. On the 6th July the last service was held at the Methodist Chapel in the village, this was attended by about 40 people. There are currently many issues on the roads around the area, the A12 has an extremely long stretch of 30mph, and why are some of them in place. The head of Highways promised to look into this but nothing has happened yet. There was also to be a meeting with the head of Sizewell C but nothing has happened. This is not logical or fair what is happening in this area. There is a need to know the justification around these speed limits and road closures, although most of them are present in the DCO. If Richard has no response, he may take it to the press. There are average speed cameras between Theberton and Middleton, drivers should be able to drive to the conditions. Next Wednesday there is the Northern Transport Forum, where there will be a huge variety of questions from nearby parishes. High Lodge could be housing 1000 employees of Sizewell C. EDF consulted with Darsham PC first, and they shared the information with surrounding villages likely to be affected by this. Local Government Reorganisation – proposals for this need to be submitted by September. SCC are in favour of 1 unitary council and ESC suggest 3. The proposed boundaries of those three have been shared with the SCC. The Minister of State will make the decision. There are to be Mayoral elections on the 7/5/26. Richards party has a shortlist of 3 candidates, but 1 will need to be chosen to put forward. The SCC budget has started; there is a £33m gap which will need to be found as there must be a balanced budget set.

Cllr Galloway commented that she has been given a summary of the history of the Chapel, and she hopes to place some of this in the Community News.

Report by District Councillor Ewart

Julia Ewart submitted her apologies.

The Chair formally opened the meeting at 7.19pm.

12461 To receive apologies for absence – Julia Ewart and Cllr Stewart.

12462 To accept apologies for absence – Accepted.

12463 To record absence without apologies – None

12464 Declarations of Interest – None

12465 To consider any dispensations – None

12466 To consider the Approval of the draft minutes of the Parish Council meeting held on 25th June 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 Holden, Seconder Cllr Buttle, all in favour with 0 abstentions.

12467 Parish Clerk's Report

Policies – there are three policies to re-adopt, Subject Access Request Form, Subject Access Policy and the Subject Access Procedure. Website - there is no update for the website from the Social Club and KADWAG. Recreation ground utilities – the inspection of the water pipe has taken place, and connection should take place in September. Advertising Revenue – both outstanding invoices have been paid. External Audit – confirmation of receipt of the documents have been received, a question was raised and has been answered, when the report is available this will be presented to the full Council. Coffee Morning – a visit has taken place from the local policeman. Devolution and Local Government Reorganisation – there continues to be information from SCC, ESC and SALC. Planning Forum – the Clerk attended this and found it to be very informative. Letter – a letter has been sent to the neighbouring property of the forecourt, as in their letter received a response was due to be received from them at the end of June. Carlton Meres – an update has been received from Park Holidays. Layby – the layby at the A12/Carlton Road/Peasenhall Road junction has litter being left in it. Clerk's Laptop – there is a special offer at the moment of £399 plus £56 set up fee. Annual Leave- the Clerk is on leave from the 6th – 17th August.

12468 Clerk's Report on urgent decisions

None

12469 Matters arising from the Clerk's report.

Cllr Revell commented he and Cllr Holden met with the water company, and the inspection went well, but there is a need to have a tap put in place asap. There has been one quote regarding the required electrical work on the recreation ground, this is for £440, another quote is to be sourced. There have been some keys cut for the cabinet on the recreation ground. Cllr Holden, Buttle and Revell are to have a key. The letter was delivered to the resident last week. Carlton Meres is ongoing. The layby was blocked off with stakes and ropes, this appears to have been removed. The PC does not wish to spend too much money on this, we will monitor the litter.

Cllr Ransome suggested that plastic bucket size lumps of concrete are placed in the layby, these could be painted white.

Cllr Gwynne said that the stakes could be replaced.

Cllr Revell commented that the resident who was interested in the purchase of the generator, is not any more, this will need to be re-advertised.

ACTION: Cllr Revell to obtain another quote for the electrical work on the recreation ground. Cllr Revell to obtain a quote for the stakes for the layby. Cllr Holden to place the generator advert on Facebook.

Richard Smith left the meeting at 7.48pm.

12470 Matters arising from the Parish Council meeting held on Wednesday 25 June 2025.

10.1 Power Projects – Cllr Revell reported that there is currently no portfolio holder for this project. There is no change from the last meeting.

Cllr Buttle said that there is a resident who is assisting with a generic response for the PC which may be slightly tweaked when needed. This is based on the document given by Cllr Galloway.

Cllr Revell thanked the resident for their work on this.

Cllr Gwynne reported that she is not getting any response regarding the fencing alongside the road on the A12 junction with Town Farm Road. It is sitting in the line of sight of any driver trying to exist Town Farm Road.

Cllr Galloway suggested that this could form a question to be presented at the next Northern Transport Forum.

ACTION: To place on the agenda. Clerk to submit a question to the Northern Transport Forum on behalf of the PC.

10.2 Carlton Meres – Covered in the Clerks report.

10.3 Village Hall Proposals – Cllr Ransome reported that the architect has modified the ideas for a new lift. It would be good to place the plans on display in the Committee Room, maybe put a notice in the Community News advertising this as an open day. A couple of Councillors could go to the residents who have recently moved into the village and invite them to come and see the plans, but also to see what the PC does.

Cllr Buttle reported that the advert by Cllr Galloway in the Community News attracted 1 new Councillor. Cllr O'Neill said that there has been changes to the Social Club and the village hall, an open day is a good idea.

Cllr Reynolds said that she would be happy to assist Cllr Ransome with an open day.

Cllr Ransome reported that three members of the Village Hall Committee attended a meeting with the Sizewell Community Fund team. There was a list of different headings that information was written, such as what is the space used for, what are the challenges of the building, and the need for updating. It was reported that some of the work had been completed thanks to the CiL funding. The need to prove how the village is being impacted by Sizewell C, the mental health of some of the residents. If the work is put in place, the village hall could be registered as an Emergency Centre, although there is a need for the electrics to be updated. The estimated cost of all the work is £185,000. There was a good response from the Sizewell C team, but they thought that there was not enough going on in the village hall. They may only commit to 50% of the full cost. There is a need to finalise the costings for the lift, kitchen and the electrical upgrade.

Cllr Revell said that it seems to be a good start, it would be useful to have the Emergency Centre.

Cllr Buttle asked when they would know if they are successful.

Cllr Ransome said that there is a lot of work that needs to be done before October, which is when the next round of funding takes place. The kitchen, lift and forecourt were the important things that the residents picked.

Cllr Galloway suggested that an article in the community news could ask people what they value now.

ACTION: To continue to place on the agenda. Cllr Galloway to place an article in the next edition of the Community News requesting responses from the residents about the important items on the village hall.

10.4 Noticeboard Quote – The Clerk confirmed that Julia Ewart is sourcing funding and said that she would complete the application form.

ACTION: Clerk to contact Julia regarding the approved funding for a noticeboard.

10.5 Utilities – Covered in Clerks report

ACTION: Place on the agenda

10.6 Quote to repair the recreation ground fence. – Cllr Holden said that there were no quotes yet, hopefully this would be done before the Bonfire.

ACTION: Cllr Holden to obtain quotes to repair the fence.

12471 Parish Council Matters

11.1 Kelsale Village Hall: No further updates

11.2 co-option of a Councillor – Covered at the start of the meeting.

11.3 Community Partnership representative: Cllr O'Neill agreed to be a representative on the Community Partnership.

ACTION: Clerk to forward information regarding the Community Partnership to Cllr O'Neill.

11.4 To re-adopt the Subject Access Request Form, Subject Access Policy, and the Subject Access Procedure – It was agreed by all present to re-adopt the above policies.

11.5 Local Cycling and Walking Project Benhall to Saxmundham – After some discussion it was agreed that the PC thought this was a good idea and would consider contributing some of the CiL funding to this project if it came to Kelsale-cum-Carlton.

ACTION: Clerk to respond to ESC.

11.6 Bonfire Event – Cllr Revell said that the date for the Bonfire Event this year is the 1st November. The first committee meeting is to be held on the 11th August. They will need more volunteers this year as some people are not available.

12472 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/25/2661/FUL – 1 Southview, Carlton Road, Kelsale-cum-Carl, IP17 2PH

Conversion of garage into annex, including insertion of new windows/dormer and velux roof light. It was agreed to support this application.

ACTION: Clerk to contact ESC and inform them of the Council's decision.

DC/25/2770/VOC – Land adjacent to Farm View, Curlew Green, Kelsale-cum-Carlton, IP17 2RA

Variation of Condition No.2 of DC/23/4871/FUL – Construction of one detached dwelling – to allow for the erection of a new detached garage within the existing consent. All other features will remain unaltered.

It was agreed by the full council to have no objection to this application.

ACTION: Clerk to contact ESC and inform them of the Council's decision.

DC/25/2640/LBC – Kelsale Village Hall Bridge Street, Kelsale-cum-Carlton, IP17 2PB

Listed building consent – provide ventilated timber enclosure to house battery. Painted in terracotta/brick colour. Located in the passageway to entrance of building between exterior wall of the village hall and adjoining building (The Cottage, Bridge Street). To provide extraction flue between top of hob in first floor kitchen and exterior.

Cllr Galloway asked if there had been a comment from the insurance company about the battery.

Cllr Ransome said that he would speak with the insurance company. It is to be sitting beside a brick wall. It could be flooded so it could be placed off the ground.

It was agreed by the full Council to support this application.

ACTION: Clerk to contact ESC and inform them of the Council's decision.

Notifications

Cllr Revell commented that notification from Julia Ewart had been received regarding the proposal for the 9 houses development off Main Road. It was mentioned at the committee meetings that the PC comments are not listened to, but the Planning Officer said that the comments are considered. Cllr Revell reported that there is a lot of work being done on the Town Farm Road.

It was mentioned that there appears to be a lot of advertising signs in that area, and have these been approved by the Highways department.

ACTION: Clerk to check with Highways regarding the placement of the advertising signs.

12473 Financial Matters

13.1 Financial Statement since the June meeting. See Updated Finance Report of 30th July 2025.

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 30th June 2025 plus financial reconciliations were presented to the Council and signed by the Chair.

13.3 To note the quarterly accounts: The quarterly accounts were noted by all the Councillors present.

13.4 NALC recommended increase in the Clerks salary: The Clerk reported that the pay increase for April 2025 to March 2026 had been agreed. This is equal to an additional 44p per hour. The increase was agreed by all the Councillors present.

12474 To Receive Reports from Portfolio Holders and Liaison Representatives

A4: KADWAG Group Representative

Cllr Gwynne reported that as part of her farming reports for the Community News she is following Maple Farm. KADWAG are busy removing Himalayan Balsam. They are raising funds to be able to do water monitoring on the River Fromus. The Fromus Reserve is re-opening.

ACTION: Cllr Gwynne to investigate whether the village already has a tree warden.

D1: Quarterly Newsletter

Cllr Galloway reported that the newsletter has been delivered, there has been no offer of assistance with the editing of this yet. It may have to go to Leiston Press in the future.

B7: Trees and open spaces

Cllr Buttle confirmed that funding is being sought for a drinking fountain on the recreation ground. There is a large Ash tree that has died. Paul Bush has taken a look and said it is safe but will need to be monitored. The flowerbed has been enlarged. Thanks to the groundsman for making the recreation ground look very neat and tidy.

Cllr Revell commented that the groundsman had agreed to remove some of the lower branches in the recreation ground ahead of the bonfire event.

12475 Items for consideration for Inclusion on the next agenda

As appears in the minutes, Litter Pick,

12476 Correspondence

12477 To consider excluding the public and press.

No considerations were necessary.

12478 Excluded items

There were none.

12479 Date of the next meeting

The next Parish Council Meeting is to be held on the 27th August 2025 at 7pm.

The Chair closed the meeting at 9.15pm.

Signed: Chairman Dated: