

Kelsale-cum-Carlton Parish Council
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**MINUTES OF THE MEETING HELD ON
WEDNESDAY 27th AUGUST 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	Cllr Tim O'Neill

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

Welcome by the Chair.

12480 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.

12481 Reports

Report by County Councillor Richard Smith

Richard Smith provided a brief update. Answers should be provided at the end of this week regarding the extensive 30mph sections on the A12. The Wickham Market bypass has 4 miles of single file traffic but there is only road works for 200 yards of that area. It is acceptable that road safety must be considered, but this is too far. The Darsham turn off from the A12 is worse than before. Sizewell C is the cause of all of this disruption. August overall is a quiet month for SCC but work continues with the Local Government Reorganisation. A business plan of 120 pages has been written and amended; this will need to be submitted to the government in September. The document itself will be in the public domain from the 8th September. ESC continues to support the 3 boundaries, but SCC supports the single option. The mayoral elections will take place on the 6th May 2026, Tim Passmore is one candidate for this. More details will be given in October regarding this role.

Cllr Revell commented that the Police Crime Commissioner will form part of the role for the Mayor. A new mayor will not have the same knowledge as Tim.

Richard commented that the Economic Growth is another part of the Mayors role. There is a lot of work to be done in relation to this, it will take about 2 years to be in place, they are aiming for 1st April 2028.

Cllr Revell said that the PC is concerned that there will be a lack of support or contact.

Richard said that there will be items in place to continue to support the PC.

Cllr Galloway commented that at the recent Northern Transport Forum meeting, it became clear that there will be additional HGV's using Town Farm Lane.

Richard said that he will mention this meeting on Friday. There will be 2-3yrs of difficulties with the road conditions from now on.

Report by District Councillor Ewart

Julia Ewart submitted a report and her apologies.

The Chair formally opened the meeting at 7.11pm.

12482 To receive apologies for absence – Julia Ewart, Cllr Stewart and Mark Carnt

12483 To accept apologies for absence – Accepted.

12484 To record absence without apologies – None

12485 Declarations of Interest – None

12486 To consider any dispensations – None

12487 To consider the Approval of the draft minutes of the Parish Council meeting held on 30th July 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 Galloway, Seconder Cllr Ransome, all in favour with 0 abstentions.

12488 Parish Clerk's Report

Policies – there is one policy to re-adopt Data Protection Statement. Website - there is no update for the website from KADWAG. External Audit – The report has been received, and this appears as an item on the agenda. Coffee morning – the Police continue to make a regular presence; the residents present shared their concerns about the speeding traffic. Letter – no response has been received from the resident near to the Village Hall. Layby – a report has been received from a resident regarding more litter in the layby. River Fromus – no response has been received from the Environment Agency concerning the broken bricks on the riverbank. UK Power Networks have inspected the site and it is not their responsibility. A detailed map of the site has been sent to Clarke and Simpson as they appear to be the letting agency for this property. Martyn's Law – this law is now official and will come into force in 2 years. This will relate to public events held by the Parish Council. Any updates will be shared with the PC. Spinney Pocket – an email received from a resident state that there are some overhanging branches over their garden. Nobby said that he will cut the branches back when he has time.

12489 Clerk's Report on urgent decisions

None

12490 Matters arising from the Clerk's report.

Cllr Revell said that he has heard the speeding motorcycles on the A12 from Saxmundham to Carlton Road. This seems to be early weekends. It is good that the Police are aware of this. The rubbish has been collected from the layby and dealt with.

12491 Matters arising from the Parish Council meeting held on Wednesday 30 July 2025.

10.1 Power Projects – Cllr Revell thanked Cllr Galloway for attending the Northern Transport Forum. Cllr Galloway said that the question raised by the PC was answered. The traffic around the area is building up so additional sites are being put in place. A question was asked about car share, what is in place for this, the response was that there will be 1.1 person per car! A point was made about exiting Town Farm Lane onto the A12; one of the representatives did understand that it is important to keep the residents in that area safe, as well as the employees of Sizewell C. It is important that the PC keeps an eye on situations that affect KcC. It has become apparent that people are self-routing and will avoid the areas of road works and find alternative routes.

10.2 Carlton Meres – No further updates.

10.3 Village Hall Proposals – Cllr Ransome reported that there will be a Harvest Supper held on the 20th September, this will be a joint fundraiser with the Church. The lamp on the outside of the building was broken so a new one has been put up. A draft letter has been written to send to the resident next to the village hall, as no response has been received to the previous letters. The main point is the vehicle will need to be uplifted, not sure where to, but the cost of the removal would be down to the KVH.

Cllr Buttle asked if the vehicle could be placed on the Highway?

Cllr Ransome said the vehicle could then be moved back.

Cllr O'Neill asked if there could be something to block the area to ensure the vehicle cannot be returned.

Cllr Ransome said if it was put on the Highway, it could be moved next to the flowers which would be

visually worse. There is evidence that this area of land belongs to the VH. If the vehicle was put on the road then a bollard could be put in its place.

Cllr O'Neill asked if the letter would need to be written by a legal company.

Cllr Ransome replied that this has been tried, with no reply.

Richard Smith commented that if there was an issue with the VH moving the vehicle, and this went to court, it would not be followed through.

Richard Smith left the meeting at 7.44pm.

Cllr Ransome said that there needs to be an additional meeting with Highways department to discuss the forecourt proposal.

ACTION: To continue to place on the agenda. Clerk to contact Richard Smith to organise a meeting with the Highways Department regarding the forecourt proposal.

10.4 Noticeboard Quote – It was agreed to remove this item from the agenda.

10.5 Utilities – Cllr Revell reported that a second quote was received for the placing of the electrical sockets in the cabinet on the recreation ground. This quote was more expensive and therefore the go ahead had been given to the cheaper quote. The tap etc has been put in place ready for the water connection, which should be taking place in September. Hopefully everything will be in place for the bonfire event.

ACTION: Place on the next agenda

10.6 Quote to repair the recreation ground fence. – Ongoing.

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

10.7 Generator – Cllr Holden reported that he has taken photographs of the generator, but it currently has no battery.

Cllr Revell commented that he has the battery, but a new one will be required.

ACTION: Cllr Revell to obtain a new battery for the generator.

10.8 Tree Warden – ongoing

ACTION: Place on the next agenda.

10.9 Community Partnership – It was agreed to remove this item from the agenda.

10.10 Highways signage – The Clerk reported that there was no response from the highways department regarding the advertising signage.

ACTION: Place on the next agenda.

10.11 Layby – Cllr Revell commented that the best solution to prevent the litter dumping in the layby is to place some concrete bollards in the edge. Cllr Revell will make some of the bollards when he has the time, this will be inexpensive.

12492 Parish Council Matters

11.1 To re-adopt the Data Protection Statement – It was agreed by all present to re-adopt the above policy.

11.2 Bonfire Event – Cllr Revell said that the first meeting went well. The First Aid is in place. The next meeting is to take place on the 22nd September. There is a rota in place to watch the erection of the bonfire.

12493 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/25/2786/LBC – Oak Tree Farm, Clay Hills Road, Kelsale-cum-Carlton, IP17 2PW

Listed building consent – removal of the top of eastern chimney stack above the roof line to allow for urgent repair to collapsed chimney mid-feathers and reconstruction of the top of the chimney stack.

It was agreed by all present to support this application.

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

Notifications

The Clerk commented that the planning application for Mallard Moat Farm - Annex building accommodation for family member has been withdrawn.

Cllr Ransome reported that there was a property which backs onto Low Road, that has had a large wooden structure built in the back garden. Was there any planning application submitted for this?

Cllr Revell commented that this could be part of permitted development.

ACTION: Cllr Ransome to pass the address of the property to the Clerk so that the Planning Officer could be asked about the building.

12494 Financial Matters

13.1 Financial Statement since the July meeting. See Updated Finance Report of 27th August 2025.

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

It was agreed by all that the invoice for the electrical work could be paid straight away, when it is received by the Clerk.

13.2 To approve and sign the bank statements: The Bank Statement to 31st July 2025 plus financial reconciliations were presented to the Council and signed by the Chair.

13.3 To note the External Audit: The External Audit report stated that there were no matters for concern.

12495 To Receive Reports from Portfolio Holders and Liaison Representatives

A4: KADWAG Group Representative

Cllr Gwynne reported that the Himalayan balsam along the River Fromus has been removed. There would be an article for the Community News from Farmer John and possibly Maple Farm as well.

D1: Quarterly Newsletter

Cllr Galloway reported that a suggestion of each Councillor writing a small paragraph about their role on the Parish Council could be placed in the Newsletter.

B7: Trees and open spaces

Cllr O'Neill commented that there was a hornet's nest on the recreation ground.

Cllr Revell reported that he had placed a poster near to the site of an old dead log, but it appears that the nest has gone.

Cllr Galloway commented that the Clerk had agreed to support the Church with the administration work for the Allotments.

A10: KcC Schools

Cllr Reynolds said that she would make contact with the Primary School next week and introduce herself.

12496 Items for consideration for Inclusion on the next agenda

As appears in the minutes, Litter Pick,

12497 Correspondence

12498 To consider excluding the public and press.

No considerations were necessary.

12499 Excluded items

There were none.

12500 Date of the next meeting

The next Parish Council Meeting is to be held on the 24th September 2025 at 7pm.

The Chair closed the meeting at 8.46pm.

Signed: Chairman Dated: