

Kelsale-cum-Carlton Parish Council
21 Ferry Road, Orford, Woodbridge, Suffolk, IP12 2NR,
Tel:07595757380 E-mail: clerkkelsalepc@gmail.com

**MINUTES OF THE MEETING HELD ON
WEDNESDAY 29th JANUARY 2025
AT 7:00PM IN THE COMMITTEE ROOM OF THE VILLAGE HALL**

Present at the meeting:

Cllr Edwina Galloway (Vice-Chair)	Cllr Traci Weaver
Cllr Helen Reynolds	Cllr Mark Stewart
Cllr Simon Ransome	Cllr Laura Gwynne
Cllr Rob Holden	

In attendance: 0 members of the public.

Welcome by the Vice-Chair as apologies received from the Chair.

12331 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.

12332 Reports

Report by County Councillor Richard Smith

Richard Smith reported that the SCC budget after 9 months is where it is expected to be. Next years budget is underway with a final meeting to be held on the 13th February. Council tax is set to be increased by 4.99%, this will show the need for support from the government. 2% of the income will be spent on social care and 2.99% on general expenditure. £300m per year in Suffolk is spent on Social Care. There was a meeting held on the 9th January following on from the Governments request to discuss the new unitary council proposal, with a mayor. This will remove the County and District Councils as they currently are. This will make some monetary savings. If this is granted, then the SCC elections will be postponed this year. If the unitary council goes ahead there will be changes to policies, although these are unknown at the moment. More details will be available in a few days.

Cllr Gwynne asked if the Mayor would have a political stance.

Richard Smith said that the mayor will be independent, the Mayor may co-ordinate Norfolk and Suffolk.

Cllr Ransome reminded Richard of the request for a meeting with the residents of Low Road.

Richard Smith said that once the Clerk has returned, he will get together with her and find a suitable coffee morning date for the meeting.

Richard Smith left the meeting at 7.43pm.

Report by District Councillor Ewart

Julia Ewart submitted her apologies and a written report.

The Vice-Chair formally opened the meeting at 7.45pm.

12333 To receive apologies for absence – Cllr Harker, Cllr Courage, Cllr Buttle, Cllr Revell, the Clerk and Julia Ewart.

12334 To accept apologies for absence – Accepted.

12335 To record absence without apologies – None

12336 Declarations of Interest – None

12337 To consider any dispensations – None

12338 To consider the Approval of the draft minutes of the Parish Council meeting held on 11th December 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 Galloway, Seconder Cllr Holden, all in favour with 0 abstentions.

12339 Parish Clerk's Report

There is no report due to the Clerk being off work following an operation.

12340 Clerk's Report on urgent decisions

None

12341 Matters arising from the Clerk's report.

None

12342 Matters arising from the Parish Council meeting held on Wednesday 11 December 2024.

10.1 Power Projects – Cllr Weaver reported that Sea Link and Lion Link are in the pre-application mode. A letter regarding the road was sent, but nothing can be done yet. The PC can register to give representations on these applications. Anxiety counselling has been offered for residents affected by Sizewell C, this is available in Saxmundham.

Cllr Galloway commented that the PC should be aware of other groups using the Sizewell C Link Road. 80% of the traffic will be sent along the A12 to the Link Road. Lots of traffic will be rumbling past the village. The parish will be severed from Rendham Road, it will make it difficult to move or get anywhere.

Cllr Weaver said that the proposed access for the converters is up the B1121, through Benhall and Sternfield, this does relieve Kelsale-cum-Carlton. It would be a nightmare if it is piggy-backed off the Link Road. The PC must be wary of this.

Cllr Galloway commented that when the DCO is gained, if they cannot operate within the limits, they would then go back again for an alternative.

Cllr Gwynne asked that as a PC, objection will be sent regarding Sea Link.

Cllr Weaver commented that the Sizewell Link Road has not been submitted as part of the National Grid plans.

Cllr Gwynne suggested that the PC needs to protect Kelsale-cum-Carlton by saying no to the other proposals.

10.2 Carlton Meres – Cllr Galloway stated that there is something happening, but not sure what yet, this was given from an email.

10.3 Highway Signage – Cllr Galloway reported that she had taken part in a drive around the village with Richard Smith and the Highways Engineer. There was a couple of suggestions for Rendham Road and East Green. More information is to be sent through regarding the suggestions, and this will be reported on at the next meeting. Every issue was discussed and raised with the Highways Engineer. It may be good to have the word 'SLOW' painted on the road, this may assist with the speed of the traffic.

The cost of this will be sent to the PC for further discussion. There has been siting of the Police on the Main Road undertaking speed watch. These maybe the Sizewell police.

The meeting between Richard Smith and the residents of Low Road is ongoing.

ACTION: To discuss the cost of the 'SLOW' painting on the roads when received.

10.4 Village Hall Proposals – Cllr Ransome reported that the new kitchen has been fitted. The next project is the lift. The structural engineer is coming back next week to look more closely at the village hall. At a meeting on the 18th Jan, Sam Kenward from ESC attended and he advised that there are some pots of money that may be available. District CIL which has been used by other area such as Lowestoft, may also be used for local villages. If the lift costs in the region of £60,000, then the PC could provide £30,000 and the rest could be matched from District CIL. This would be fantastic. The entrance to Low Road has been mentioned, and the possibility of extending the forecourt out the front of the village hall to an agreed place, this may slow down the traffic so there would be no need for a 20mph limit. Funding may be available and Sam may have some useful contacts to assist with this. If there was to be a survey completed in the village this would assist with the evidence and funding. Some drawings were done some time ago, but these would need to be tidied and then placed in the Community News. Cllr Ransome reported that he has been given some useful documents which show the boundaries of the village hall.

ACTION: To continue to place on the agenda. Cllr Galloway to pass the local Highways Engineer details to Cllr Ransome.

10.5 Recreation Ground – Cllr Galloway reported that the Clerk wished to know if the PC wanted red dog waste bins and agreed the additional cost of £1.25 per new bin per empty from East Suffolk Services.

The Councillors agreed the colour red for the dog waste bins and the payment for the emptying service.

ACTION: Clerk to proceed with the dog waste bins.

12343 Parish Council Matters

11.1 Kelsale Village Hall: Cllr Ransome reported that there is a quiz to take place on the 8th Feb, please attend if possible. This is to take place in the Main Hall, and it is to raise funds for the Village Hall.

11.2 Notice board quote – Cllr Ransome reported that this was ongoing as he had not received any quotes.

11.3 Quote to repair the recreation ground fence – Cllr Holden said that this item is ongoing.

11.4 To re-adopt the Privacy Notice, the Social Media Protocol, the Discipline & Grievance Policy, and the Pre-planning consultation protocol. It was agreed by all the Councillors present to approve the re-adoption of the policies listed above.

11.5 To consider a speaker for the Annual Parish Meeting – Cllr Galloway asked if anyone had a suggestion for a speaker for the APM.

Cllr Gwynne is aware of a novelist who writes about gardens, and she lives in Yoxford.

Cllr Holden said that the new Biodiversity plan could be linked into this.

It was agreed by the Councillors for Cllr Gwynne to contact the novelist.

ACTION: Cllr Gwynne to contact the novelist regarding the APM in April.

12344 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/25/0069/ADI – Carlton Meres Holiday Park, Carlton Lane, Kelsale-cum-Carlton

Illuminated Advertisement Consent – Retrospective Advertising Consent Application for a proposed single sided, freestanding, illuminated advertisement sign.

Cllr Holden reported that this sign is in place.

Cllr Weaver said that the blue light does not fit in with the local environment.

It was agreed by all the Councillors present to object to this application.

ACTION: Clerk to notify ESC of the Councils decision.

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

Erection of 9no. new dwellings with cart lodges and new shared vehicular access and driveway.

Cllr Stewart commented that this is a plot near the new housing estate. Planning permission has been sought on this site before.

Cllr Galloway reported that approval was sought for 10 dwellings last time but this was refused due to it being outside the physical limits of the village, its in the countryside, unsustainable etc. This may have been the third application.

Cllr Stewart said that this is too many dwellings on this site.

Cllr Gwynne agreed that this is too many dwellings, plus the cart lodges.

Cllr Holden said that the cart lodges are to be used as garages.

Cllr Galloway said that there are no changes in this application since the previous application.

Cllr Holden said that there are many sites similar to this one in the village, if the PC agrees that could be more of this kind of application around the village.

It was agreed by a majority of the Councillors to object to this application.

ACTION: Clerk to notify ESC of the Councils decision.

Notifications

12345 Financial Matters

13.1 Financial Statement since the December meeting. See Updated Finance Report of 29th January 2025.

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

13.2 To approve and sign the bank statements: The Bank Statement to 31st December 2024 plus financial reconciliations were presented to the Council and will be signed by the Chair at the next meeting.

13.3 To note the quarterly accounts to the end of December 2024. The quarterly account was noted by all the Councillors present.

13.4 Approval of the internal auditor for 2024-25. It was agreed by all the Councillors present to continue to use SALC.

12346 To Receive Reports from Portfolio Holders and Liaison Representatives

B7: Trees and Green Spaces

Cllr Holden reported that the fencing has been looked at, as some needs repairing.

Cllr Buttle has some flower plants that she would like to plant on the recreation ground near to the play area and the benches. The idea is to start small and see whether it is damaged or walked over.

Cllr Gwynne said that there is an initiative from the RHS to have community gardens. This will be investigated.

Cllr Holden said that 28 small trees have also been planted on the recreation ground. These are spread around the area, but they will take three to five years to become established.

A2 & A3: Community, Energy & Health

Cllr Reynolds reported that meetings of the PPG are still being held and attended. The film sessions continue to be well supported. The surgery has employed some new staff. The information days are not well supported so a way of advertising these is being sought.

Cllr Gwynne commented that she had attended a 'Cake Off' organised by Julia Ewart. There was some useful information, which needs to be passed onto the residents, how should this be achieved. This was a good meeting held with other Councils. There is some information to be placed on the website.

12347 Items for consideration for Inclusion on the next agenda

As appears in the minutes, January meeting – noticeboard costs,

12348 Correspondence

12349 To consider excluding the public and press.

No considerations were necessary.

12350 Excluded items

There were none.

12351 Date of the next meeting

The next Parish Council Meeting is to be held on the 26th February 2025 at 7pm.
The Vice-Chair closed the meeting at 8.30pm.

Signed: Chairman Dated:

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**MINUTES OF THE MEETING HELD ON
WEDNESDAY 26th FEBRUARY 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 Caroline Harker

In attendance: 0 members of the public.

Welcome by the Chair.

12352 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.

12353 Reports

Report by County Councillor Richard Smith

Richard Smith reported that the amount of traffic is increasing due to Sizewell C. Lion Link is to come ashore at Walberswick. The cables will pass through Saxmundham on their way to Friston. This is likely to be approved even though people are objecting. The Solar Park in the west of the area was given the go ahead even though SCC objected. The SCC budget has been agreed, after 8 months of working on it. There will be a meeting taking place regarding the proposed unitary council. Some reports regarding this will be submitted to the government. There would be a mayor elected in 2026. They will take over the responsibility of Suffolk & Norfolk Fire and Rescue, the local Police and also economic development. The contract for the Suffolk Libraries is ending, this will be taken back by SCC. A group called LVEP which is linked to tourism will be led by a representative from Adnams will work to enhance tourism in Suffolk and Norfolk.

Report by District Councillor Ewart

Julia Ewart submitted a written report. ESC wishes to have smaller groups rather than one unitary council, Julia enjoys visiting all the smaller councils within her ward. Sizewell C is a big part of the work that is happening at the moment, but there are a few other items that she has been made aware of. There is a homeowner on the edge of the A12 who is very concerned with what is happening on the A12, and the impact on their life. There has been no communication to them from Highways or Sizewell C. Flooding of their property is an issue. Hopefully this will be resolved. Sea Link is underway, responses from SCC and ESC will be submitted. 2 people from the Planning Department in ESC are leaving. These will be replaced shortly. Many people are applying for Solar Farms, ESC are producing a policy relating to this.

Cllr Galloway commented that there was an application for a solar farm in North Green about three years ago.

Julia commented that the applications are being carefully looked at.

Cllr Galloway asked if the safety of the solar farms are being considered due to the batteries.

Julia said that the ESC are required to have their own policies to ensure the safety of these sites. Please can the PC be aware of these applications, as several are being presented to ESC. Housing – there is a problem with housing as young people are being taken from houses which they rent to allow Sizewell C workers to live there. The insufficient numbers of houses need to be addressed with Flagship. There are also not enough houses for larger families. Is there any land within the village that could be used for social housing? Could the PC please think about this carefully. Cllr Ransome is working with the Community Partnership to source funding to be used for the Village Hall. The bicycle plan is back on track, this is the 3 Communities Link from Benhall to Kelsale. There is a need to have a representative from the PC on this panel, there is a report for the website.

Cllr Gwynne asked if the issue with housing was because of the increase in rent prices.

Julia commented that this is the case, it appears that the people working at Sizewell C are able to pay the higher rental prices. There are only 500 beds at the Pontins site but this is not enough.

Cllr Gwynne said that there is always the promise of affordable housing when developments are built but it is rarely the case.

Julia reported that large developments should provide affordable housing. ESC has the power to build social housing if there is available land. There are families in this village who are not living in the right properties. A village could have their own houses.

Cllr Buttle would there be something in place to prevent those houses being taken

by second home owners.

Julia replied, yes definitely, these properties would be for social housing only. Flagship are currently selling properties that require significant work when tenants vacate.

Cllr Ransome asked how long a tenant would have to be living in a property before they have the right to buy.

Julia replied that the right to buy is not happening at the moment. There should also be a policy to ensure new developments have solar panels on the roofs. There is an ongoing query regarding the funding for Sizewell C. A fence has just been replaced on the edge of the A12, which has been ongoing for several years. The emissions level in this area is to be checked.

Richard Smith added that a pumping station at Benacre is very exposed and vulnerable, this needs to be replaced. This would cause flooding if it should stop working. The Environment Agency, SCC and Sizewell C are working together to create a new area for wildlife and a new pumping area. This work should start in March.

Representative of the Speed Indicator Device.

CL commented that he had printed out some copies of the data recorded by the SID, this shows the speeders.

Cllr Revell thanked CL for looking after the SID for many years. Taking account of the speeders in the village is very important especially with the increase in traffic.

CL commented that the SID job entails changing the batteries and charging them every three weeks or so. It may be good to consider a solar powered SID. A new battery has just been purchased. The SID does not flash if a vehicle goes over 50mph, but it does register the speed. There is one recording of a vehicle speeding at 65mph.

Cllr Revell said the highest recorded on Carlton Road is 40mph.

CL said that there is a criteria for where the SID may be placed. Would it be possible to have some assistance with the SID.

Cllr Revell said that the PC should be able to assist with finding an assistant.

CL said that he is happy to continue to look after the SID at this time.

Richard Smith commented that there are some speed cameras that go around the area, and if you are caught speeding you receive a letter.

ACTION: Notification of an assistant to aid CL with the SID to be placed in the Community News.

CL left the meeting at 7.58pm.

Cllr Revell wished to send best wishes to the Clerk and her husband, for a speedy recovery. Thank you Cllr Galloway for Chairing the last PC meeting. Doug Ireland passed away and he was a member of the PC for a long time.

The Chair formally opened the meeting at 7.50pm.

12354 To receive apologies for absence – Cllr Courage, the Clerk, Cllr Weaver and Cllr Stewart.

12355 To accept apologies for absence – Accepted.

12356 To record absence without apologies – None

12357 Declarations of Interest – None

12358 To consider any dispensations – None

12359 To consider the Approval of the draft minutes of the Parish Council meeting held on 29th January 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 Gwynne, all in favour with 3 abstentions.

12360 Parish Clerk's Report

There is no report.

12361 Clerk's Report on urgent decisions

None

12362 Matters arising from the Clerk's report.

None

12363 Matters arising from the Parish Council meeting held on Wednesday 29 January 2025.

10.1 Power Projects – Cllr Weaver had circulated a report.

Cllr Galloway thanked Cllr Weaver for the report. Sizewell C are trying to persuade parents of the children at local schools to share positive comments about Sizewell C. It is undertaken in a formal way, with a letter being sent to the parents about this. This appears quite an odd thing to do. The letter states it welcomes parents and carers to join the Friends of Sizewell C group.

Cllr Harker asked why they are cutting down hedges to put in fences.

Cllr Revell said that many people are asking the same question. It appears that they are digging up meadows to recreate another meadow just to tick a box, so that the team may say we have created a meadow.

Cllr Gwynne attended the Northern Transport Forum. The fences are in place for security. A predicted picture of how the area will look in 10 years' time, what all the new planting will look like, but other attendees believe this will be more like 50 years' time. A very old tree on the village boundary has been removed. There is not enough accountability being done, relating to the destruction of the trees. The section of the Link Road is a 2.5-year project. If there are bats in the trees, they cannot continue, this is why the trees are being removed now. People's wellbeing should be considered. A copy of the Biodiversity Booklet has been given to Sizewell C. A request for a talk about why they are doing the trees should be given to residents.

Cllr Revell commented that not everyone is heavily interested in nature, but they are all being impacted by what is happening to prepare for Sizewell C.

10.2 Carlton Meres – Julia Ewart commented that the application for the illuminated sign at Carlton Meres was given permission. Having spoken to Joe Blackmore about this it was apparent that because the sign was already in place, it was agreed.

Cllr Revell said that the Carlton Meres owners are very good at stating they will do something but do not give a date for completion. When Joe Blackmore visited the site, he could not see an issue with the devastation around the lanes. There is no follow up of the things that have not been done, which have formed part of a planning condition. Cllr Galloway commented that the new Highways Engineer is aware of the condition of the lanes.

10.3 Highway Signage – The meeting between Richard Smith and the resident of Low Road is ongoing and will take place on the Clerks return.

Cllr Gwynne said that she has requested a 50mph limit for the section of the A12 where there is a turning to Town Farm Lane.

Richard Smith commented that this needs to be reported using the SCC online reporting tool. The letter received from a resident regarding the layby off the A12 which forms part of the access to her property, the email has been circulated to all.

Cllr Revell said that this layby has been in place for many years, and it has been used by lorry drivers when they are required a break.

Richard Smith said that this layby does form part of the SCC Highway.

Cllr Revell said that the management of the problem with the resident and SCC Highways may be the way forward.

Richard Smith left the meeting at 8.20pm.

10.4 Village Hall Proposals – Cllr Ransome reported that the kitchen in the main hall is complete. The structural engineers have looked at the site in the village hall where the lift may go. This will form part of a written report which will be passed to the architect. There is some money available to assist with the installation of a lift from the Community CIL, which may mean that not all of the CIL money from the PC is required. The Quiz Pudding Night was a success.

Cllr Harker reported that there is to be an Easter Flower Arranging evening in early April.

Cllr Ransome said that an email regarding the possible proposal for the change of angle of the junction of Bridge Street and Low Road, outside the village hall was circulated to all. The change would be achieved by enlarging the forecourt and creating a sharper turn. This proposal will be placed in the Community News to gain comments and support from residents. This may be covered by CIL funding. This would also create an outside hub with benches and trees. The junction currently being so wide leads to speeding cars along Low Road.

Cllr Revell said that this would look more appealing and enhance the village hall. Another meeting has taken place with the solicitors regarding the forecourt, a further letter has been draft, but there is one alternative route that may be taken as it is in a conservation area.

Cllr Ransome said that it is worth speaking to SCC and ESC to see if they are able to assist.

ACTION: To continue to place on the agenda. Julia Ewart to send an email to Mr Scrimgeour to see if he will make a site visit to look at the forecourt.

10.5 Speaker for the APM – Cllr Gwynne said that the previously mentioned speaker is unable to attend.

ACTION: Councillors to consider a speaker for the APM.

12364 Parish Council Matters

11.1 Kelsale Village Hall: Covered in 10.4.

11.2 Notice board quote – Cllr Ransome reported that the noticeboards cost around £1000, but they come in various designs. They are made from recycled materials, which would not rot and the PC require 2. A sample has been ordered but has not arrived yet.

Julia Ewart commented that she may be able to offer £1000 towards this from her locality budget.

ACTION: Julia Ewart to send the application form for the funding to Cllr Ransome, Cllr Revell, Cllr Galloway and the Clerk.

11.3 Quote to repair the recreation ground fence – Cllr Holden said that this item is ongoing, he will try to walk around the fence with Cllr Buttle.

Cllr Buttle reported that the work has been started on the trench for the electric and water connection, and it has been left very tidy.

Cllr Holden said he will take another look at the trench work as there is more work to be completed on it. All the required specification information has been passed to the contractor.

11.4 To re-adopt the Standing Orders, the Financial Regulations, and the Electronic Communications & Social Media Policy. It was agreed by all the Councillors present to approve the re-adoption of the policies listed above.

11.5 Proposal changes to the Low Road/Bridge Street junction – Covered in 10.4

12365 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/25/0474/FUL – 2 Riverview, Low Road, Kelsale-cum-Carlton, IP17 2NU

Single storey rear extension, and single storey infill extension to link existing front/side extension.

Cllr Holden reported that this is an extension to be placed on the back of the property.

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

ACTION: Clerk to notify ESC of the Councils decision.

DC/25/0538/FUL – Thistledown, Rosemary Lane, Kelsale-cum-Carlton, IP17 2QS

Two storey/part first floor side extension, single storey front extension and alterations including garage conversion.

Cllr Holden reported that this was a big extension but no close neighbours.

It was agreed by a majority of the Councillors to support this application.

ACTION: Clerk to notify ESC of the Councils decision.

Notifications

DC/23/4675/FUL – Dorleys Corner, Kelsale-cum-Carlton

Change of use of agricultural land with pond and landscaping.

To be heard at the ESC Planning Committee North on the 11th March 2025 at 1pm.

The Councillors said that there is a concern for setting a precedence in that area and this land is agricultural so why does it require a change of use to place a pond on it.

By changing the land to amenity, this could open it up for other applications to be proposed.

Julia Ewart left at 9.00pm.

12366 Financial Matters

13.1 Financial Statement since the January meeting. See Updated Finance Report of 26th February 2025.

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

13.2 To approve and sign the bank statements: The Bank Statement to 31st January 2025 plus financial reconciliations were presented to the Council and will be signed by the Chair at the next meeting.

13.3 Annual Subscription to CPRE: It was agreed by the Councillors present to continue with the subscription to CPRE at the cost of £60.

12367 To Receive Reports from Portfolio Holders and Liaison Representatives

A2 & A3: Community, Energy & Health

Cllr Reynolds reported that meetings of the PPG and they are trying to connect with the Rural Coffee Caravan to try and combat loneliness.

Cllr Gwynne said that work towards the 'Wild About' event is ongoing, this is to be held in June.

Cllr Galloway commented that the Community News deadline is to be on the 14th March for the next edition.

Cllr Buttle said that the flower border has been completed on the recreation ground.

This could be a community plot if anyone has some spare plants.

Cllr Harker left the meeting at 9.08pm.

12368 Items for consideration for Inclusion on the next agenda

As appears in the minutes, litter pick date.

12369 Correspondence

SARS – It was agreed by the Council to support the SARS with a donation of £75.
Resident regarding layby – This item was covered earlier. The concerns will be taken on board by

12370 To consider excluding the public and press.

No considerations were necessary.

12371 Excluded items

There were none.

12372 Date of the next meeting

The next Parish Council Meeting is to be held on the 26th March 2025 at 7pm.
The Chair closed the meeting at 9.15pm.

Signed: Chairman Dated:

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WEDNESDAY 26th MARCH 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 Traci Weaver	Cllr Mark Stewart

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

Welcome by the Chair.

12373 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.

12374 Reports

Report by County Councillor Richard Smith

Richard Smith reported that the Local Government Reform is going ahead. SCC are in favour of one unitary Council. A business plan needs to be in place by September. There will be a Mayor of Norfolk and Suffolk. The Mayor will be a member of the Council of Nation and Region. The libraries takeover has been controversial, this will be in house from the 1st June. All 45 libraries are to stay as they are. There is to be an update of the mobile libraries, and the suggestion is that the libraries will become a community hub. A report has been submitted for the APM. The Energy Projects, thank you Cllr Weaver for a useful report, Sizewell C is underway with lots of earth moving even though the final funding has not been confirmed yet. SCC is encouraging any VE Day celebrations. Road closures for the event will have the fee waived.

Cllr Revell asked if there will be representatives at the meetings when the reform is finalised.

Richard Smith said that the visits will continue, although there will be more clarification later in the year.

Report by District Councillor Ewart

Julia Ewart reported that there may be as many as 54 parishes per Councillor should the unitary Council go ahead. Coastal Erosion is important, but it is difficult to gain funding for this. The libraries take over is contradictory. NSIP's, thank you for your report, Cllr Weaver. There may be a reservoir built to gather much needed water for the Sizewell construction. There is a meeting at Sizewell next Wednesday which she hopes to attend. The air quality survey, they have asked for the whole of the A12 to be monitored. More traffic is expected. Two members of the senior planning team at ESC have left, there will be another team put in place. When the PC responds to a planning application, could you ensure that there is more comments put on response not just no or yes.

Cllr Revell commented that there is some pollution in Sandy Lane again.

Julia Ewart reported that the Environmental Agency is involved, and planning will hopefully be involved too to do some further investigation and find a solution to this problem.

Cllr Ransome said that the pro-forma invoice was submitted for the new notice board.

Julia Ewart agreed to look into the payment for this.

The Chair formally opened the meeting at 7.50pm.

12375 To receive apologies for absence – Cllr Courage, Cllr Holden and Cllr Harker.

12376 To accept apologies for absence – Accepted.

12377 To record absence without apologies – None

12378 Declarations of Interest – None

12379 To consider any dispensations – None

10.2 Carlton Meres

Cllr Revell reported that this item has been brought forward as some assistance is needed from ESC and SCC. A resident has asked about the progress of the Carlton Meres site road works. There has been no action on the hard kerbing front. Whilst writing the APM report for this year, last years appeared, and the same item continues to be placed regarding the solution for the Carlton Meres. If it is not possible to sort this problem, then it will need to be taken further to higher departments. The residents of Rendham Road deserve to have some help. Julia Ewart agreed to write to Joe Blackmore for some updates. The work is collaborative with SCC.

Richard Smith reported that he would speak with the Highways Engineer about this, and ask that they liaise with Joe Blackmore.

Cllr Revell commented that the road side verges are being broken down.

Cllr Galloway reported that when she undertook a drive around the village with the Highways Engineer, this problem at Carlton Meres was highlighted.

Richard Smith agreed to speak with the Highways Engineer and encourage another site visit.

Cllr Galloway said that this issue is part of a planning enforcement report.

Cllr Revell said that this issue has not been followed through for many years, but it will continue.

Julia Ewart left at 7.33pm.

12380 To consider the Approval of the draft minutes of the Parish Council meeting held on 26th February 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 2 abstentions.

12381 Parish Clerk's Report

Policies – there are a couple to re-adopt, the Internal Control Statement and the New Model Financial Regulations. Car park – the repairs have been completed and the invoice received. VAT – a refund of £2272.81 has been received, this was up to the end of December. Website – updated information has been requested from the Village Hall, KADWAG and Kelsale Social Club. Recreation Ground Utilities – following on from funding from the Sizewell C Community Fund, there is progress on the connection of the water and electric to the recreation ground. Dog waste bins – these have been ordered. Phone Call – a call was received from a resident who lives near the A12 and has a layby in front of their property which is used by lorries as a place for a break. Ordnance Survey Data Hub – the PC has now joined this at no additional cost to the PC. Coffee Morning – a representative from Community Action Suffolk visited to undertake a survey about what is good about rural life and what is not good about rural life. This information would be taken back to ESC. Advertising revenue – there are a couple of outstanding payments. Annual Parish Meeting – there has been two response and reports so far. CIL – there has been expenditure of £26,879.52 this year, which leaves £40,707.87 to carry over to next year.

12382 Clerk's Report on urgent decisions

None

12383 Matters arising from the Clerk's report.

Cllr Revell reported that one of the dog waste bins would be fitted on Monday. The A12 layby, some lorries do use this for breaks, although it was good news that Sizewell C vehicles would not be stopping there.

Richard Smith said that this area does function as a layby, drivers do need to take breaks. Marlesford has the same issue.

Cllr Ransome asked if the resident owns the layby.

Cllr Revell said that the land would form part of the highway, and the entrance to the property is at the end of the area.

Cllr Ransome suggested that the resident could place a sign near her property stating that 'please do not park in front of the access'.

12384 Matters arising from the Parish Council meeting held on Wednesday 26 February 2025.

10.1 Power Projects – Cllr Weaver had circulated a report. There is a Community

Forum taking place, this would be good to attend. There is a Main Development Site Forum on the 2nd April. The East Suffolk Community Energy Partnership is to be held on the 10th April at Snape Maltings, this again would be a good meeting to attend. There are signs about the new solar park, which has started. The peak deliveries are set to be between June and August. It is unsure how this will connect to the grid.

Cllr Stewart said it will connect to the grid on the main road.

Richard Smith said it would be good to ask for the work to cease whilst Latitude takes place.

Cllr Weaver said that Sea Link is still awaiting the DCO. SEAS have some useful information. Lion Link is to come shore at Walberswick. The Sizewell C Link Road is going ahead.

Cllr Weaver announced that this evening was her last meeting, and the power project portfolio would be vacant.

10.2 Carlton Meres – Already covered.

10.3 Highway Signage – Richard Smith will send a couple of suitable dates for a meeting with the residents of Low Road.

10.4 Village Hall Proposals – Cllr Ransome reported that there has been some debate with the structural engineers, which has resulted in more information needing to take place. There was a good meeting with Richard Scrimgeour. He has no issues with the proposed work. The Improvements undertaken are very good.

Cllr Stewart said that the proposed lift would cost £70,000. Why cannot the site of the lift be moved, or the existing stair lift be improved.

Cllr Ransome stated that the alternative site for the lift is not suitable.

Cllr Revell said that it is important to have public building accessible for all.

Richard Smith said it is important for the building to be accessible, otherwise in the future grants may not be applied for.

Cllr Ransome said that it is hoped to have disabled toilets upstairs and down.

ACTION: To continue to place on the agenda.

10.5 Speaker for the APM – Cllr Reynolds reported that Dr Havard would be speaking at the APM.

Richard Smith left the meeting at 8.05pm.

12385 Parish Council Matters

11.1 Kelsale Village Hall: No further updates

11.2 Notice board quote: Already covered.

11.3 Quote to repair the recreation ground fence – Ongoing as Cllr Holden submitted his apologies for the meeting.

11.4 Refreshments for the APM: Cllr Weaver and Gwynne agreed to make some refreshments. KADWAG has a meeting before the APM so they will put up the chairs and tables. Cllr Buttle and Weaver will provide the coffee, tea etc.

Cllr Galloway said that the Community News needs to be circulated before the meeting as there is a large advert about the event inside. It was agreed to place an advert on social media.

11.5 To adopt the New Model Financial Regulations – Cllr Weaver proposed that he PC adopts the New Financial Regulations, this was seconded by Cllr Galloway and agreed by all present.

12386 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/25/0590/FUL – Land at North Green, Town Farm Lane, IP17 2RL

Retrospective application – Retention of access track and erection of timber fence. It was agreed by all the Councillors present have no objection to this application. ACTION: Clerk to notify ESC of the Councils decision.

DC/25/1058/TCA – Bell View, Church Lane, Kelsale-cum-Carlton, IP17 2NX

1 no. Ash – fell

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

ACTION: Clerk to notify ESC of the Councils decision.

DC/25/1089/FUL & 1090/LBC – Kelsale Social Club, Bridge Street, IP17 2PB

Retrospective permission for retention of external condenser unit on 1960's extensions.

It was agreed by all the Councillors to have no objection to this proposal.

ACTION: Clerk to notify ESC of the Councils decision.

Notifications

12387 Financial Matters

13.1 Financial Statement since the February meeting. See Updated Finance Report of 19th March 2025.

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

13.2 To approve and sign the bank statements: The Bank Statement to 28th February 2025 plus financial reconciliations were presented to the Council and will be signed by the Chair at the next meeting.

13.3 Asset register: The asset register was noted by the full Council.

13.4 Internal Control Statement: The full Council approved the internal control statement.

12388 To Receive Reports from Portfolio Holders and Liaison Representatives

A4: KADWAG Group Representative

Cllr Gwynne reported that KADWAG now has 60 members, and there have been two meetings. The River Fromus is one project that is being taken forward. Saxmundham are having their first Biodiversity meeting soon to create their own plan.

D1: Quarterly Newsletter

Cllr Galloway reported that a new Editor is being sought for the Community News.

12389 Items for consideration for Inclusion on the next agenda

As appears in the minutes, litter pick date, Editor of the Community News.

12390 Correspondence

Duke of Edinburgh – The Clerk reported that an email had been received from a couple of girls who wished to do a litter pick for an hour a week in Kelsale as part of their Duke of Edinburgh Award.

It was agreed to accept the offer of litter picking and to ask them to place the rubbish at the back of the Social Club where it would be cleared away.

Brave Futures – It was agreed by all not to offer a donation at this present time.

12391 To consider excluding the public and press.

No considerations were necessary.

12392 Excluded items

There were none.

12393 Date of the next meeting

The next Parish Council Meeting is to be held on the 30th April 2025 at 7pm. APM on the 2nd April 7pm.

The Chair closed the meeting at 8.55pm.

Signed:Chairman Dated:

Kelsale-cum-Carlton Parish Council

21 Ferry Road, Orford, Woodbridge, Suffolk, IP12 2NR,

Tel:07595757380 E-mail: clerkkelsalepc@gmail.com

**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:

Kelsale-cum-Carlton Parish Council
21 Ferry Road, Orford, Woodbridge, Suffolk, IP12 2NR,
Tel:07595757380 E-mail: clerk@kelsalecumcarlton-pc.gov.uk

**MINUTES OF THE ANNUAL MEETING HELD ON
WEDNESDAY 28th MAY 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 Sarah Courage	Cllr Rob Holden

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

Welcome by the Chair.

12415 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.

12416 Reports

Report by County Councillor Richard Smith

Richard Smith reported that at the end of the financial year SCC had underspent by £7m. This is the first time in 8 years. £803.7m is expected to be the expenditure this year. The planning for the next financial years budget will start in June. A decision is expected from Sizewell C regarding funding on the 11th June. It is stated that one in five children in school have a special need. Plans for the regarding finances are reviewed each month

Richard submitted his apologies for the next meeting.

Report by District Councillor Ewart

Julia Ewart submitted her apologies.

The Chair formally opened the meeting at 7.05pm.

12417 Election of Chair for 2025/26 and signing of Declaration of Acceptance of Office Form

The Clerk asked for nominations for Chair. Cllr Ransome proposed that Cllr Revell remained as Chair, this was seconded by Cllr Buttle and agreed by all.

Cllr Revell was duly elected as Chair. The Declaration of Acceptance of Office Form was duly signed.

12418 Election of Vice-Chair for 2025/26 and signing of Declaration of Acceptance of Office Form

Cllr Revell asked for nominations for Vice-Chair. Cllr Buttle proposed that Cllr Galloway remained as Vice-Chair, this was seconded by Cllr Reynolds and agreed by all.

Cllr Galloway was duly elected as Vice-Chair. The Declaration of Acceptance of Office Form was duly signed.

12419 To receive apologies for absence – Julia Ewart, Cllr Stewart and Cllr Harker.

Cllr Revell confirmed that a letter of resignation had been received from Cllr Harker. The Council wished to thank her for her support and hard work whilst on the Council.

12420 To accept apologies for absence – Accepted.

12421 To record absence without apologies – None

12422 Declarations of Interest – None

12423 To consider any dispensations – None

12424 To consider the Approval of the draft minutes of the Parish Council meeting held on 30th 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 1 abstention.

12425 Parish Clerk's Report

Policies – there is one policy to re-adopt and that is the Suffolk Code of Conduct. Website – there is still no update from the Social Club or KADWAG. Recreation Ground Utilities – an electricity provider has been sourced. Communication is continuing with Essex & Suffolk Water, as the site inspection failed. An email referring to the fact that the connections were being paid for by funding and that there was no additional money for a second inspection was sent. A follow up phone call stated that they are waiting for information from the technician as to whether the costs could be waived. Carlton Meres – a couple of chasing emails have been sent to Joe Blackmore regarding the progress with the highways work near Carlton Meres. Advertising Revenue – a response has been received from the outstanding advertiser; the payment should be arriving shortly. Email Addresses – the process of changing the emails has begun. The link to the website will begin when all the emails are set up. Internal Audit – the paperwork has been submitted and the report received. All the required documents are now with the external auditor. Coffee morning – there was a visit from 3 Police Officers at the coffee morning held on the 14th May. Devolution - a recent webinar attended was very informative. It is thought that there will be a gap between the Councils. Some of the district assets may be transferred to the PC. Power Projects – Julia Ewart has offered to assist the PC with writing responses regarding the various projects. Postage – a recent letter was sent to a resident registered delivery, but the door was not answered so the letter has been returned. Annual Leave – the 4th June.

12426 Clerk's Report on urgent decisions

None

12427 Matters arising from the Clerk's report.

Cllr Revell commented that the Social Club will be submitting some information for the website shortly. The electricity supplier for the recreation ground will be EON. It is estimated the cost will be £150 per year. The meter has been installed. Next years budget will need to include a sum of money for water and electricity. It was disappointing that the inspection of the water pipe had failed, but the pipe is now in place. Some keys will be cut for the cabinet, this will be a small expenditure. A member of the Bonfire Committee has agreed to assist with the socket allocation, then an electrician will be required to fit them and a consumer unit.

Carlton Meres, the response received from ESC states that the highways work may be started in September.

Richard Smith commented that it does look like some work is going to take place at the entrance in Sept. He will speak with Highways nearer the time to ensure this is progressing.

Cllr Revell said that if the advertising revenue is not received by the next edition, then this advert will be removed. Devolution – it is noted that there may not be any contact with the members of the unitary council. Julia Ewart has kindly offered to assist with the writing of responses to the power projects.

Cllr Gwynne stated that she does not wish to anything with the energy projects.

Cllr Courage said that she will attend the meetings as and when she can.

Cllr Revell said that the letter that was returned will be posted with a video/photograph taken when it is done.

ACTION: Cllr Revell to obtain a quote for the necessary electrical work and bring this to the next PC meeting.

Richard Smith left the meeting at 7.29pm

12428 Matters arising from the Parish Council meeting held on Wednesday 30 April 2025.

12.1 Power Projects – The Clerk confirmed that an email had been sent to SALC requesting the need for an independent person to provide information about the local power projects. This was noted by SALC.

ACTION: To place on the next agenda.

12.2 Carlton Meres – Already covered in 12425.

12.3 Village Hall Proposals – Cllr Ransome reported that he had met with the architect, who was now going to produce some plans.

ACTION: To continue to place on the agenda.

12.4 Noticeboard Quote – Cllr Ransome confirmed that a copy of the quote for a noticeboard had been sent to Julia Ewart. It was agreed to write to Julia again.

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

12.5 Email Addresses – The Clerk reported that the email addresses and the passwords had been sent to each Councillor. Some of the Councillors require assistance with this, and it was agreed for the IT support person to be contacted and asked if he would attend a coffee morning and assist all those who needed it.

ACTION: Clerk to contact the IT person to assist with the emails.

12429 Parish Council Matters

13.1 Kelsale Village Hall: No further updates

13.2 Quote to repair the recreation ground fence – Ongoing.

13.3 To adopt the Code of Conduct: It was agreed by all the Councillors present to adopt the above policy.

13.4 Portfolio vacancies – It was agreed to bring a total list of all the portfolios to the next PC meeting and check everyone is happy with their current portfolio and try to reallocate those that currently do not have a representative.

Cllr Revell commented that a lot of work has been completed on the Power Projects, this is a large portfolio, and thanks must go to Cllr Galloway and Traci Weaver for this.

Cllr Gwynne asked if support could be gained from SALC and Julia Ewart to enable a good representation on the Power Projects from the PC.

ACTION: To place on the next agenda. Clerk to forward a list of all the Portfolios and vacancies ahead of the meeting.

Cllr Gwynne commented that the Empowering Nature document from Saxmundham Town Council was a very good idea. All the suggestions included in the document were positive, a cycle lane, flower meadow, boardwalk along the Fromus, etc. It is good to try and have some positive outcomes from all the various power projects in the area. Cllr Courage said that none of this work will take place until the convertor stations are built. Who will pay for this work to be completed?

Cllr Gwynne said that a response could be written to Saxmundham Town Council, it is important to support this.

Cllr Galloway stated that there are to be 3 convertor stations, and not all these are linked to Sea Link. These proposals are looking along way ahead.

Cllr Revell said that the proposals in the document are good, even though they may not come to fruition.

ACTION: It was agreed by a majority of the Council to write to Saxmundham Town Council showing support for the 'Empowering Nature' project.

Cllr Courage left the meeting at 8.07pm.

12430 Planning Matters

14.1 Planning Report - The Planning Report had been circulated in advance and there was no change since the circulation.

14.2 New planning applications since the last meeting:

DC/25/1813/FUL – Maples Park, Rendham Road, Kelsale-cum-Carlton, IP17 2QN

Change the use of land to provide an Equine Facilitated Therapy (EFL) by the Community Interest Company P.L.O.T.

Cllr Ransome said that this proposal would increase the traffic on Rendham Road.

Cllr Revell said that the residents at Rendham Road already have a lot of traffic passing by, how much will this be increased by this proposal.

ACTION: Clerk to contact ESC Planning Officer for additional information, as it was felt there was insufficient information to enable the Council to make a decision.

DC/25/1984/TCA – Cordwood, Church Lane, Kelsale-cum-Carlton, IP17 2NZ

1no. Honey Locust (in front garden) - fell

It was agreed by Council to request more information as it was not clear why this was being cut down.

ACTION: Clerk to contact ESC requesting more information on this proposal.

Notifications

12431 Financial Matters

15.1 Financial Statement since the April meeting. See Updated Finance Report of 28th May 2025.

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

15.2 To approve and sign the bank statements: The Bank Statement to 30th April 2025 plus financial reconciliations were presented to the Council and signed by the Chair.

15.3 Internal Audit report: The Clerk reported that there were a few things to note; it is important at the Annual Meeting to make the election of Chair the first item; when selecting the internal auditor the letter of engagement should be approved as well; and the website should meet WCAG 2.2 regulation. The Clerk reported that SCRIBE is holding a webinar relating to websites and she will be attending this.

12432 To Receive Reports from Portfolio Holders and Liaison Representatives

Cllr Ransome reported that the end of the bus shelter had been kicked out and he managed to repair the side and reinforce it with some plywood. There was an issue with the River Fromus and sewage. Anglian Water were contacted, and they came out and cleared it. The sewer along Bridge Street will need relining.

A4: KADWAG Group Representative

Cllr Gwynne reported that KADWAG had held their AGM. The Wild About Kelsale event is to take place on the 8th June on the recreation ground.

Cllr Buttle said that she would speak with Mr Mann to clear the footpaths in the wild area on the recreation ground.

A2/A3: Community, Energy & Health

Cllr Reynolds said that she had attended a PPG meeting on the 14th May, at the meeting it was revealed that there are some staffing changes at the medical centre, and this has meant some additional appointments have become available.

D1: Quarterly Newsletter

Cllr Galloway reported that the deadline for articles for the Newsletter is the 20th June. It was agreed

that an article should be placed in the newsletter asking for some assistance with various vacancies

in the village, e.g. the SID's need someone to assist with battery changing, the Village Recorder wishes to handover to some one else, and there are three vacancies on the PC. It was agreed by all present that this would be a good article.

12433 Items for consideration for Inclusion on the next agenda

As appears in the minutes, portfolios,

12434 Correspondence

Cllr Revell commented that some one has offered to purchase the generator that the PC has for the bonfire event. As there is now an electrical connection, this would not be required.

Cllr Holden offered to research the possible cost of a second hand generator and bring this information to the next PC meeting to be approved by the Council.

Resident Carlton Road – Cllr Revell reported that he had received a letter from a resident in Carlton Road who is concerned with the speed of vehicles in the road, and some of the parking of vehicles near to the Green.

Cllr Galloway suggested that this information was given to the Highways Engineer.

ACTION: Clerk to respond to the resident, and to pass the information on to the Highways Engineer.

12435 To consider excluding the public and press.

No considerations were necessary.

12436 Excluded items

There were none.

12437 Date of the next meeting

The next Parish Council Meeting is to be held on the 25th June 2025 at 7pm.

The Chair closed the meeting at 8.46pm.

Signed: Chairman Dated:

Kelsale-cum-Carlton Parish Council
21 Ferry Road, Orford, Woodbridge, Suffolk, IP12 2NR,
Tel:07595757380 E-mail: clerk@kelsalecumcarlton-pc.gov.uk

**MINUTES OF THE MEETING HELD ON
WEDNESDAY 25th JUNE 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: 1 member of the public and the Clerk, Marie Backhouse

Welcome by the Chair.

12438 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 member of the public wished to mention the side of the River Fromus between the bridge on Bridge Street and the bridge on Church Lane. There are two sycamore trees that appear to be pushing the brick work out of the side.

ACTION: Clerk to report this to the Environment Agency.

12439 Reports

Report by County Councillor Richard Smith

Richard Smith submitted his apologies.

Report by District Councillor Ewart

Julia Ewart submitted her apologies.

The Chair formally opened the meeting at 7.09pm.

12440 To receive apologies for absence – Julia Ewart, Richard Smith and Cllr Courage.

Cllr Revell reported that an email had been received from Cllr Courage which stated her resignation due to the Energy Project portfolio. It was agreed to contact Cllr Courage and explain that she should not feel pressured to have this portfolio and it is more important that she stays on the PC and that the portfolio remain vacant.

It was suggested that a standard response should be generated, and this could be tweaked to suit which ever project it is. The Clerk is to register with any application to

ensure the PC is able to comment. If anyone has a paragraph that could be put together to form a response, this could be passed onto the Clerk so that it may be collated and then submitted.

12441 To accept apologies for absence – Accepted.

12442 To record absence without apologies – None

12443 Declarations of Interest – None

12444 To consider any dispensations – None

12445 To consider the Approval of the draft minutes of the Parish Council meeting held on 28th May 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 Reynolds, Seconder Cllr Ransome, all in favour with 1 abstention.

12446 Parish Clerk's Report

Policies – there are four policies to adopt, these are the Complaints Policy, Data Retention Policy, Data Breach Policy and the Donations Policy. Website – there is still no updated information from KADWAG or the Social Club for the website. Recreation Ground Utilities – following on from a phone call the PC must pay the additional fee for the re-inspection of the site by the water company. A donation has been received towards this additional cost. Advertising revenue – there is one outstanding amount, this has been chased on several occasions. Email addresses – most of the new emails are now in place. The Google Drive form for planning does not like the new emails, and having spoke with the IT advisor, he will try to sort an alternative way to achieve this. Clerk's laptop – the IT advisor undertook a check on the laptop, and this revealed that it is not compatible with Window 11, and this would mean that the Clerk would require a new laptop at a cost of around £500. External Audit – acknowledgement of receipt of the documents have been received. A report will be brought to the meeting when available. Website – after some contact with Melbek, the accessibility has now been sorted, this followed on from a webinar that the Clerk attended. Coffee morning - a couple of residents approached me about the footpath near the recreation ground and the Main Road which had become overgrown. This has now been sorted. Devolution and Local Government Reorganisation – a webinar run by ESC was attended, this was quite informative and the notes have been shared with all. Power Projects – Julia Ewart attended a coffee morning to inform me that the PC needed to make a representation to the Sea Link consultation. Unity Trust bank – currently there are 3 signatories, another person would be an advantage. Postage – a letter was received from the resident of the property near the forecourt. Wayleave – a cheque has been received as rent from a pole on Carlton Road. Spinney Close – an overgrown footpath was reported and this has been cleared.

12447 Clerk's Report on urgent decisions

None

12448 Matters arising from the Clerk's report.

Cllr Revell commented that the PC must pay again for an inspection of the site on the recreation ground by the water company, this follows a failed inspection in April. Fortunately, the PC has photos of the area before the trench was filled in. The trench was filled in as it is near a children's play area and it was safer to fill the trench in than to leave it open. A donation towards the cost of another inspection has been received, the total was £160.80. It was agreed by all that this payment should be made, the PC will need to pay is £69. Cllr Revell will contact an electrician to quote for some sockets. Cllr Holden is to arrange for some additional keys to be cut for the utility box. There are three Councillors still to change to the new email address. The Clerk is to look at the budget for this year to see if there is sufficient funding for a new laptop for the Clerk.

Cllr Revell is to be the new signatory on the bank account. If there has been no further communication from the resident near to the Village Hall, then a chasing letter should be sent at the beginning of July,

ACTION: Letter to be written to the resident near the Village Hall. Clerk to look at budget regarding funding for a laptop. Cllr Holden to have some more keys cut for the utility box. Clerk to arrange adding Cllr Revell as a signatory on the bank account. Cllr Revell to obtain a quote for the electrical work on the recreation ground.

12449 Matters arising from the Parish Council meeting held on Wednesday 28 May 2025.

10.1 Power Projects – Cllr Gwynne commented that she had been communicating with SZC because of the lack of visibility when driving from Town Farm Lane onto the A12. There has been no change in 6 days, so further communication is to be made. There has been trees and hedges taken out because of the site lines, and these are replaced by signs and fences. There is a lot of new signage, which looks awful.

ACTION: To place on the agenda. Clerk to write to SZC regarding the visibility on Town Farm Lane.

10.2 Carlton Meres – No update.

Cllr Buttle asked what should be placed on the road opposite the proposed new kerbing, there should be signage stating no access to Carlton Meres.

10.3 Village Hall Proposals – Cllr Ransome reported that a meeting had taken place with the architect technician who had changed the placing of the proposed new lift to the back of the cupboard in the recess, which was create less complications in the upstairs area. When the plans are received, these will be taken to the VHC first and then brought to the PC for approval. The plan is to place the large battery back up pack in the passageway.

ACTION: To continue to place on the agenda.

10.4 Noticeboard Quote – The Clerk confirmed that Julia Ewart is sourcing the funding for a noticeboard.

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

10.5 Utilities – Cllr Revell will obtain a quote for the electrical work.

ACTION: Cllr Revell to bring a quote regarding the electrical work to the next PC meeting.

10.6 Email Addresses – The Clerk arranged for the IT advisor to attend a coffee morning to sort the email addresses.

10.7 Portfolio vacancies – Cllr Revell went through the list of vacancies and updated it. An updated list may be found on the website.

12450 Parish Council Matters

11.1 Kelsale Village Hall: No further updates

11.2 Quote to repair the recreation ground fence – Cllr Holden reported that he and Cllr Buttle had been to the recreation ground and looked at the fence, it requires 12 new posts, and the childrens play area requires 8 new posts. The main gate requires a new post. The gully at the far side of the recreation ground needs to be cleared. The Bench in the play area requires fixing. There is a tree that requires looking at, as it appears to be dead. Cllr Buttle is to enlarge the flower bed.

ACTION: Cllr Holden and Cllr Buttle to obtain various quotes to be obtained for the work on the recreation ground.

11.3 To adopt the Complaints Policy, Data Retention Policy, Data Breach Policy and the Donations Policy: Cllr Ransome proposed that the PC adopts the above listed policies, this was seconded by Cllr Holden and agreed by all present.

12451 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/25/2262/FUL – Mallard Moat Farm, East Green, Kelsale-cum-Carlton, IP17 2PH

Annex building accommodation for family member.

It was agreed by a majority of the Council to support this application providing this is in the curtilage of Mallard Moat Farm, and the property is kept for a family member as stated in the application.

ACTION: Clerk to contact ESC and inform them of the Councils decision.

Notifications

12452 Financial Matters

13.1 Financial Statement since the May meeting. See Updated Finance Report of 25th June 2025.

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

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

12453 To Receive Reports from Portfolio Holders and Liaison Representatives

A4: KADWAG Group Representative

Cllr Gwynne reported that the Crafty Picnic was a successful event and enjoyed by many. KADWAG is doing well but would benefit from some additional funding for water monitoring.

D1: Quarterly Newsletter

Cllr Galloway reported that the draft newsletter will go to print on Friday and be delivered next week.

12454 Items for consideration for Inclusion on the next agenda

As appears in the minutes, portfolios,

12455 Correspondence

Cllr Revell commented that the Clerk had researched the cost of the generator when the PC purchased this new in 2016. The cost was £835. It was agreed by the Council that if the generator is to be brought by a resident as it is no longer needed, the amount to be asked for would be £500. Cllr Reynolds to inform the resident of the price.

12456 To consider excluding the public and press.

No considerations were necessary.

12457 Excluded items

There were none.

12458 Date of the next meeting

The next Parish Council Meeting is to be held on the 30th July 2025 at 7pm.

The Chair closed the meeting at 9.02pm.

Signed: Chairman Dated:

Kelsale-cum-Carlton Parish Council
21 Ferry Road, Orford, Woodbridge, Suffolk, IP12 2NR,
Tel:07595757380 E-mail: clerk@kelsalecumcarlton-pc.gov.uk

**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, IP172RA

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:

Kelsale-cum-Carlton Parish Council

21 Ferry Road, Orford, Woodbridge, Suffolk, IP12 2NR,
Tel:07595757380 E-mail: clerk@kelsalecumcarlton-pc.gov.uk

**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, Secunder 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:

Kelsale-cum-Carlton Parish Council
21 Ferry Road, Orford, Woodbridge, Suffolk, IP12 2NR,
Tel:07595757380 E-mail: clerk@kelsalecumcarlton-pc.gov.uk

**MINUTES OF THE MEETING HELD ON
WEDNESDAY 24th SEPTEMBER 2025
AT 7:00PM IN THE COMMITTEE ROOM OF THE VILLAGE HALL**

Present at the meeting:

Cllr Alan Revell (Chair)	Cllr Claire Buttle
Cllr Helen Reynolds	Cllr Tim O'Neill

Cllr Simon Ransome	Cllr Laura Gwynne
Cllr Mark Stewart	

In attendance: 2 members of the public and the Clerk, Marie Backhouse

Welcome by the Chair.

12501 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.

The first M of P reported that they were here to represent the Four Rivers Recovery Project. Work has started on the River Deben. They are working closely with ESC who are assisting with funding. Flood defences need to be improved, but part of the problem is the management of the water. Water quality is the main interest around here. There are four groups that meet regularly, this is the Alde & Ore, Deben, Blyth and Fromus. If possible, it would be great if the consumables used to check the water quality could be paid for by the local PCs.

The second M of P who represented KADWAG informed the PC that they were undertaking the cover of the River Fromus, up to Saxmundham. The water quality is being monitored on a regular basis. They are looking for a consumable contribution from the PC.

Cllr Revell reported that there was £100 in the budget that was available for biodiversity. There will be something built into the budget for next year.

Members of the public left the meeting at 7.16pm.

Cllr Buttle proposed that the £100 for the Biodiversity group was given to KADWAG for the consumables, Cllr Stewart seconded this, and it was agreed by all present.

12502 Reports

Report by County Councillor Richard Smith

Richard Smith provided a brief update. The Local Government Reorganisation has taken four months work and is now at an end. The 320-page document is to be submitted to the government tomorrow; this proposal is for a single unitary council. ESC is still proposing a three unitary council. The Council will hear back from the government later in the year, with a decision expected by the early part of next year. The County and District Council will cease in March 2028. One unitary council will save money. The mayor will be elected next May, and that person will take control of the Fire & Rescue Service and the Police for Suffolk and Norfolk. It is unsure if the election for the County Council will take place next May, this will be confirmed in January. There will be a great deal of change over the next 2 ½ years. Town and Parish Council's will hopefully have more powers. If there is one unitary Council, there will be 16 local committees. There will be a pot of £40m around market towns to assist them to thrive. Something else that has been taking up time this month is the road works on the A12. Complaints have been submitted about this and there has been promises of change. Sizewell C said that the A12 was as a result of SCC works. It adds significant time to a journey.

Cllr Revell commented that the length of the road works is too excessive. Emergency vehicles are struggling to get through.

Richard stated that the B1078 through Coddensham is being used by larger vehicles. Complaints have been sent to Sizewell C. There will be nighttime

closures when the Yoxford roundabout is connected.

Cllr Gwynne asked if Highways is SCC? The substation work in Friston has started, so it is not just the Sizewell C vehicles. How does the PC assist our parishioners? Using the small side roads is not a solution. Jenny Riddell-Carpenter held a surgery in Darsham, is this what Kelsale needs?

Richard said that Sizewell C say the road works are a necessity, traffic will move freely when the work is done. The DCO gives Sizewell C more power.

Cllr O'Neill commented that Sizewell C say that the roadworks is needed to improve safety, what about the community's safety.

Richard stated that the impact of this will take 12 years. SCC does not have the power to change

what Sizewell C are doing. The only challenge may be in court, and this would be very costly.

Cllr Gwynne asked if the 16 committees mentioned will work with PCs. Will the mayor be in charge?

Richard reported yes, the committees will work with the PCs. The mayor will form a committee,

and a cabinet will make the decisions. We will need to wait to find out what the various powers are. One unitary council will be stronger.

Richard Smith left the meeting at 7.48pm.

Report by District Councillor Ewart

Julia Ewart submitted her apologies.

The Chair formally opened the meeting at 7.48pm.

12503 To receive apologies for absence – Julia Ewart, Cllr Holden and Cllr Galloway

12504 To accept apologies for absence – Accepted.

12505 To record absence without apologies – None

12506 Declarations of Interest – None

12507 To consider any dispensations – None

12508 To consider the Approval of the draft minutes of the Parish Council meeting held on 27th August 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 O'Neill, Seconder Cllr Buttle, all in favour with 1 abstention.

12509 Parish Clerk's Report

Policies – there are two policies to adopt, and they are the Equality and Diversity and the Health and Safety Policy. **Letter** – it was decided that the new letter to be sent to the resident near the forecourt should not be sent, but more information should be sought. **River Fromus** – a phone call has been received from the owner of Bell View regarding the trees near to the Fromus. They believe that when UK Power Networks purchased the land for the substation, this included the small strip behind. The owner has informed me that a Tree Company has been out and completed a report for UKPN, and she hopes the trees will be removed. There has been a report of a tractor tyre in the river, this was reported to ESC who informed me that this was on private property and therefore they would not remove it. A phone call was made to the Environment Agency who will be sending the local team to retrieve the tyre. **Car park** – four abandoned vehicles have been reported to ESC. Having met the enforcement guy, he was in the process of contacting DVLA for the owners' details, these would be receiving notice to remove the cars. **Village Hall forecourt** – there is to be a meeting with the Highways Engineer tomorrow to discuss the proposal to change the junction and the

forecourt area. Bonfire Event – the TENS licence has been received, and the insurance cost appears on the payment sheet. Email addresses – two Councillors still have to change to the new email address. Community News Advertising – the Clerk confirmed that 6 invoices have been sent to local businesses, this will raise £425 towards the printing cost. Budget – work has begun on the budget, if anyone has anything that they would like added, please let the clerk know.

12510 Clerk's Report on urgent decisions

None

12511 Matters arising from the Clerk's report.

Cllr Revell said that the cars being abandoned in the car park are causing an issue. This reduces the spaces for the other users. If anyone has any suggestions for the budget, please let the Clerk know. The advertising revenue is important for the continuation of the Community News.

12512 Matters arising from the Parish Council meeting held on Wednesday 27 August 2025.

10.1 Power Projects – Cllr Buttle had circulated a generic document that could be used as a response to any power project consultation.

Cllr O'Neill said that the document was well written.

Cllr Gwynne asked if the Church and the School could be mentioned.

Cllr Buttle said that as the PC has no specific representative on the power projects, this document (with some tweaking) could be used as a response to any application.

Cllr O'Neill commented that we are a small community, could the energy companies show some respect to those of us living here.

Cllr Ransome said that this document gives the PC something to work with.

Cllr Revell thanked Cllr Buttle and Mr Buttle for their work on this document.

The document was agreed by all present.

10.2 Village Hall Proposals – Cllr Ransome reported that there is to be a meeting tomorrow with the Highways Engineer to discuss the forecourt proposals. A meeting took place last week with SALC. The legal route to have the vehicle removed from the forecourt would cost a fortune, and no one is able to remove the vehicle without the owner's permission. One solution may be to build a fence very close by to it, this would need to be as tight to the vehicle as possible and as high.

Cllr O'Neill said that the vehicle is an eyesore on land that belongs to the Village Hall.

Cllr Revell agreed that a fence around it could be an option.

Cllr Ransome said that if the fence was erected around the forecourt, then a parent and toddler group could be held in the committee room, which would be another income for the Village Hall. £300 was raised at the Harvest Supper. There is to be a bric-a-brac held on the 4th October. The final drawings have been received for the proposed lift. The next step is to complete a planning application and a listed building consent application. The architect will be working on the building regulations, then some quotes may be obtained from builders.

ACTION: To continue to place on the agenda. To await a response from the Highways regarding the forecourt.

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

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

10.4 Generator – Cllr Revell reported that a new battery had been purchased for the generator.

ACTION: Cllr Holden to advertise the generator on social media.

10.5 Tree Warden – Cllr Gwynne reported that the village does not have a tree warden at the moment

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

ACTION: Place on the next agenda.

10.7 Layby – Cllr Revell and Cllr Ransome are to liaise about the sizing of the bollards, it is thought that a bucket will be too large, it may be a flowerpot is better size.

ACTION: Cllr Revell to experiment with various tubs to gauge a better size.

12513 Parish Council Matters

11.1 To re-adopt the Equality & Diversity Policy and the Health & Safety Policy – It was agreed by all present to re-adopt the above policies.

11.2 Bonfire Event – Cllr Revell said there was a second meeting held this week, all the legal documents are now in place.

Cllr Gwynne asked if donations could be asked for from people who purchase items from the bar or the glowsticks, especially as people may only have a payment card on them and no cash.

Cllr Stewart asked if he could have a card machine on the gate. It was agreed to purchase another card machine.

Cllr Revell said that now the recreation has an electricity supply, there will be better lighting on the site, this includes the entrance gate. The next bonfire meeting is on the 20th October.

11.3 Saplings – Cllr Ransome reported that a resident had commented about some saplings growing on the verge at the end of Bridge Street and these could possibly be moved to the Recreation Ground to flourish. This is no longer a consideration as the mower has been around and cut them off.

11.4 Christmas Trees – It was agreed by all the Cllr Buttle would organise the Christmas Trees for the village and the Church.

12514 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:

Notifications

The Clerk commented that two planning application have now been permitted, this was the one for Kelsale Village Hall and 1 Southview.

12515 Financial Matters

13.1 Financial Statement since the August meeting. See Updated Finance Report of 24th September 2025.

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

It was agreed by all that the invoice for the removal of the tree on the recreation ground could be paid straight away, this was for £250, when it is received by the Clerk.

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

12516 To Receive Reports from Portfolio Holders and Liaison Representatives

A4: KADWAG Group Representative

Cllr Gwynne reported that it would be good if the PC could find some additional funding for KADWAG in the budget.

Cllr Revell said that the Clerk would be putting together a draft budget, and this could be considered.

A10: KcC Schools

Cllr Reynolds said that she had sent an email to the school and would be making a visit to introduce herself.

12517 Items for consideration for Inclusion on the next agenda

As appears in the minutes,

12518 Correspondence

12519 To consider excluding the public and press.

No considerations were necessary.

12520 Excluded items

There were none.

12521 Date of the next meeting

The next Parish Council Meeting is to be held on the 29th October 2025 at 7pm.

The Chair closed the meeting at 8.48pm.

Signed: Chairman Dated:

Kelsale-cum-Carlton Parish Council

*21 Ferry Road, Orford, Woodbridge, Suffolk, IP12 2NR,
Tel:07595757380 E-mail: clerk@kelsalecumcarlton-pc.gov.uk*

**MINUTES OF THE MEETING HELD ON
WEDNESDAY 29th OCTOBER 2025
AT 7:00PM IN THE COMMITTEE ROOM OF THE VILLAGE HALL**

Present at the meeting:

Cllr Alan Revell (Chair)	Cllr Claire Buttle
Cllr Helen Reynolds	Cllr Tim O'Neill
Cllr Simon Ransome	Cllr Laura Gwynne
Cllr Edwina Galloway (Vice-chair)	Cllr Rob Holden

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

Welcome by the Chair.

12522 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.

12523 Reports

Report by County Councillor Richard Smith

Richard Smith provided a brief update. The mayoral elections will take place next May, although the powers and responsibilities have not been sorted yet. The

County Council are also waiting to hear whether there will be elections next year, if there is they will only be elected for a term of 2 years. The Special Educational Needs Department (SEND) are waiting to hear from the government to see if there are to be changes – this may come through in January. The financial settlement is still awaited; this may be a three-year settlement, but no one knows yet. The County Council is trying to sort the budget, and they have until the end of the year. When the Local Government Reorganisation (LGR) is sorted, no one knows what form this will take yet, the core aim is to deliver services to the people of Suffolk. Richard is aware of the proposed changes to the junction in front of the Village Hall, and he has a meeting with the engineer on Friday. If it is possible to get the project started this financial year, then he will give £6,000 to assist with the expenditure.

Julia Ewart arrived at 7.04pm.

Report by District Councillor Ewart

Julia Ewart gave a brief summary. The residents who live near the roundabout are still suffering by water from the highway. The parking near the Poachers Pocket has been raised as a concern. At the Sea Link consultation next Thursday, Julia will be speaking for 6 minutes on behalf of the community. There needs to be an outcome to this. There is some CIL funding around, Benhall has just been awarded a lot of funding for a cycling and walking path. Kelsale-cum-Carlton was left out of this project even though a resident did a lot of work on a path through the village.

The Chair formally opened the meeting at 7.12pm.

12524 To receive apologies for absence – Cllr Stewart

12525 To accept apologies for absence – Accepted.

12526 To record absence without apologies – None

12527 Declarations of Interest – None

12528 To consider any dispensations – None

12529 To consider the Approval of the draft minutes of the Parish Council meeting held on 24th September 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 O'Neill, Seconder Cllr Ransome, all in favour with 2 abstentions.

10.2 Village Hall Proposal

Cllr Ransome reported that a meeting had taken place with the Highways Engineers. The proposal was explained, and this was met with a positive response. The land was measured, and it was agreed that an estimate of the cost would be given. The Clerk has chased for this information.

Richard Smith agreed that he would chase the estimate for the PC.

Cllr Ransome commented that the Police, local Council and lawyers have been asked for advice on how to remove the vehicle from the forecourt. It was suggested that when there is a date for the work to be started on the forecourt/junction, a letter could be sent to the vehicle owner and stating that this is the date the vehicle will need to be moved otherwise it will be removed using a professional company.

Cllr Revell said that the brief quote from the Highways Engineer was a lot less than thought to complete the work.

Cllr Ransome said that the PC would have funding to have this work completed.

Cllr O'Neill asked if one last chat with the vehicle owner may work. It was agreed by all the Council for Cllr O'Neill to approach the vehicle owner for an informal chat.

Richard Smith thought that the timeline for this work on the junction/forecourt would be

in the Spring, but more information would be available after Friday.
ACTION: To continue to place on the agenda.

Richard Smith left the meeting at 7.25pm.

12530 Parish Clerk's Report

Policies – there is one policy to adopt and that is the GDPR Risk Assessment. Car Park – the abandoned cars appear to have been moved slightly, a notification informed me that the Transit and the Volvo belong to the same person, and the Volvo is booked to have an MOT soon. It is hoped that the owner will find an alternative parking spot. The Vauxhall is being worked on as it does not work. The cars will continue to be monitored. Village Hall Forecourt – on advice received contact was made with ESC and the Police regarding the vehicle, but neither are able to assist. Bonfire Event – all the paperwork is completed, and the insurance is in place. Community News Advertising – there is one outstanding invoice. Budget – a draft budget appears as an item on the agenda. If there are any queries, please let me know, then this will be approved at the meeting in December. Remembrance Sunday – an invitation from Saxmundham Town Council has been received. Correspondence – an anonymous letter has been received regarding a property in Low Road. An email has been received from a resident who lives near Carlton Meres to ask if there are any updates. An email has been sent to Joe Blackmore who informs me that he will speak with the developer to give us an update. Highways – an email was sent to the Highways team regarding signage along the A12. It appears that this may not have been given permission by the Highways to be in place. A chasing email was sent to Charles Harrison to see if he had a quote for the proposal on the forecourt/junction. It is hoped that this will be with us shortly. CIL payment - a payment of £3138.08 has been received. VAT refund – a refund to the end of September has been received this is for £419.28. Spinney Close – a resident had asked for some branches to be cut away from their property, this work has been completed and the Clerk met with Mr Mann on site to look at the required work. Whilst there a water leak was spotted on the footpath and reported. Meeting with Julia Ewart – Julia has agreed to fund a replacement noticeboard. Website domain – the old website domain will expire on the 8th November. Utility Connections - a follow up from the grant received from Sizewell C requires completing. Clerks Laptop – this is unable to support Windows 11, a cost of a new laptop ranges from £399 to £449, and the set up fee is £56.

12531 Clerk's Report on urgent decisions

None

12532 Matters arising from the Clerk's report.

Julia Ewart agreed to assist with the advertising of the generator, if this income was to fund the new laptop for the Clerk.

Cllr Revell said that the anonymous letter received by the Clerk, is not able to be responded to. Spinney Close work has been completed.

Cllr Ransome agreed to gain a quote for the noticeboard, so that the funding may be applied for.

12533 Matters arising from the Parish Council meeting held on Wednesday 27 August 2025.

10.1 Power Projects – Cllr Galloway reported that the Northern Transport Forum is to take place on the 5th November. Has the meeting with the First Responders taken place?

Cllr Ransome asked if there is a set route for vehicles and if so, is this permanently or specific times only. Would it be possible to place the reporting number for vehicles not abiding to the rules, in the Community News.

ACTION: Clerk to chase whether a meeting has taken place with the First Responders, also chase a copy of the Code of Conduct from Sizewell C.

10.3 Quote to repair the recreation ground fence. – Cllr Holden is awaiting the quote.

ACTION: Cllr Holden to obtain a quote to repair the fence.

10.4 Generator – Cllr Holden is to advertise the generator and also send the advert to Julia Ewart.

ACTION: Cllr Holden to advertise the generator on social media.

10.5 Tree Warden – Cllr Gwynne reported that there is no tree warden. Item to be removed from the future agendas.

10.6 Highways signage – The Clerk reported that there was a request for some photos of the signage.

ACTION: Place on the next agenda.

10.7 Layby – Cllr Revell has not begun the process of making bollards yet.

ACTION: Cllr Revell to experiment with various tubs to gauge a better size.

12534 Parish Council Matters

11.1 To re-adopt the GDPR Risk Assessment – It was agreed by all present to re-adopt the above policy.

11.2 Bonfire Event – Cllr Revell reported that the forecast for the weekend is not settled. There will be an announcement to members of the public at the event, should the public area be moved on site. If the event is not going ahead Cllr Revell will inform the Clerk so that the information may be shared.

11.3 Meeting dates 2026 – The Clerk reported that the dates for the meetings in 2026 had been circulated and would appear on the website.

12535 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/25/3712/LBC – Kelsale Village Hall, Bridge Street, Kelsale-cum-Carlton, IP17 2PB

Provision of disabled access – a lift between ground and first floors. Provision of accessible toilets for disabled people on ground and first floors. Minor modifications to existing gents and ladies toilets on first floor.

The full Council was in support of this application .

Notifications

12536 Financial Matters

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

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

13.2 To approve and sign the bank statements: The Bank Statement to 30th September 2025 plus financial reconciliations were presented to the Council and signed by the Chair.

13.3 Quarterly accounts – The quarterly accounts to the end September 2025 were noted by all attendees.

13.4 Draft Budget 2026-27 – Cllr Revell reported that the draft budget had been proposed by the Clerk, the amount of precept requested would be considered at the next meeting, hopefully the letter from ESC would be received before then. Tree work – there has been no survey completed for a while, so the amount in that budget pot needs to be increased. Projects - if any projects are considered, they need to be funded from another source, not the PC budget.

Cllr O'Neill said that there needs to be some proper signage on the recreation ground regarding the need for dogs to be kept on leads. The ones that are in place at the moment are not visible enough.

Cllr Buttler suggested that large banners are purchased from Leiston Press, these could be colourful and big so that they are seen as people enter the field. These could be placed each end of the football field.

ACTION: Cllr Buttler to obtain quotes for the banners/posters.

Julia Ewart left the meeting at 8.24pm.

12537 To Receive Reports from Portfolio Holders and Liaison Representatives

A4: KADWAG Group Representative

Cllr Gwynne reported that KADWAG are holding a Christmas get together on the 10th December.

A10: KcC Schools

Cllr Reynolds said that she had continued to try and make contact with the school, she had left messages on the answer phone.

D1: Quarterly Newsletter

Cllr Galloway informed the PC that there would be an early deadline in December for the articles.

F: Christmas Tree

Cllr Buttler confirmed that the Christmas Tree has been ordered, this would be 17ft and cost £220. It will be delivered on the 1st December at 8am. The cost would be covered between a donation and the PC.

B7: Trees and Green Spaces

Cllr Holden reported that he would be collecting the free daffodil bulbs from ESC, could Cllrs decide where they would like these to be planted and let him know.

Cllr Revell reported that he would find a contact to speak with about the bench at the end of Carlton Road, which requires moving as currently it faces the hedge.

12538 Items for consideration for Inclusion on the next agenda

As appears in the minutes,

12539 Correspondence

ESC – Call for sites – Cllr Revell said that this was mentioned previously and the correspondence had been circulated.

Saxmundham Town Council – Cllr Revell said that an invite has been received from the Saxmundham Town Council for the Remembrance Parade which is to take place on the 9th November. The information has been circulated.

12540 To consider excluding the public and press.

No considerations were necessary.

12541 Excluded items

There were none.

12542 Date of the next meeting

The next Parish Council Meeting is to be held on the 26th November 2025 at 7pm.
The Chair closed the meeting at 8.41pm.

Signed: Chairman Dated:

Kelsale-cum-Carlton Parish Council
21 Ferry Road, Orford, Woodbridge, Suffolk, IP12 2NR,
Tel:07595757380 E-mail: clerk@kelsalecumcarlton-pc.gov.uk

**MINUTES OF THE MEETING HELD ON
WEDNESDAY 26th NOVEMBER 2025
AT 7:00PM IN THE COMMITTEE ROOM OF THE VILLAGE HALL**

Present at the meeting:

Cllr Alan Revell (Chair)	Cllr Claire Buttle
Cllr Helen Reynolds	Cllr Tim O'Neill
Cllr Simon Ransome	Cllr Laura Gwynne
Cllr Edwina Galloway (Vice-chair)	Cllr Rob Holden
Cllr Mark Stewart	

In attendance: 2 members of the public.

Welcome by the Chair.

Cllr Revell commented that there should have been a meeting with representatives from Essex & Suffolk Water this evening, but they have decided to run an event tomorrow evening with 25 other PCs. Having discussed this with Cllr Galloway, we have decided not to join the event, as we will not be able to get enough out of a meeting so big. Some of the residents in the village may be quite affected by this. The Clerk will be writing to E&SW, stating that the PC are disappointed with the lack of co-operation.

Cllr Ransome said that the maps in the large booklet produced by E&SW are useless the lines on the maps are too large, so he phoned them but they were no help at all.

Cllr Galloway said the map shows the pipeline going across Tiggins Lane, Dorley's Corner, that area.

12543 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.

MofP1 said that he had attended the meeting this evening to talk about Carlton Meres. Some of the new Councillors may not be aware of the issues. Both MofPs are residents of Rendham Road, this runs from B1119 to Peasenhall. This is a single-track road now registered as a quiet lane. In 2019 the MofP attended a meeting as a resident on behalf of the PC. The Managing Director, Planning Director and various consultants attended. The increase in traffic along the single-track lane was discussed. The road has now 'passing places' that have been created in the verges by vehicles breaking it down whilst trying to pass one another. There was a concern for pedestrians, horse riders etc using the road. The meeting was finished to allow people to find a solution. At that time the Meres was for tents and touring caravans, now there is static caravans. There are now 600 pitches, so what was discussed at the meeting and agreed was the Highways would be modified with a wider section from the Carlton Road junction, and a triangular raised area with signage to prevent vehicles turning left out and right from the Meres to the road. Signage would be agreed to show directions. This decision was agreed by all parties. In 2021 an application for a further 50 caravans, including a plan

of the site was presented. The Clerk was to do copies of these plans for the meeting this evening from the application DC/21/5027/DRS. Over the years, this highways work has been chased many times. There is less information from ESC planning, and there is now another application for 16 static caravans. Having looked on the site, there are more caravans being placed there. DC/25/3997/FUL – 16 caravans. The email from Park Holidays states that the Highways work is completed, yes, the road has been widened, with 5 white lines painted to prevent vehicles turning. This is total nonsense; the residents have waited 6 years for this! The resident is asking the Chair on behalf of the residents to contact ESC planning and ask who is responsible for this and why this has been done. There is no intention of appeasing the residents. There have been three vehicles stuck in ditches along the Rendham Road. The MofP has erected a fence outside his property to prevent people from going in the ditch. This was however reported to the Highways as it was said it was blocking the road, and a visit from two officers took place. Whilst erecting the fence, in a 15-minute space in summer there were 74 cars from Carlton Meres went past. The residents want the PC and ESC to investigate this and see what can be done, resurrect a solution. Hopefully Cllr Smith will also assist.

Cllr Revell said that this is very frustrating, the PC have tried to sort this, and this is where we are with Carlton Meres not co-operating. Not sure if this is Highways or ESC planning.

Richard Smith said that he has arranged for Highways to look at the site more than once and has also asked that Highways liaises with ESC. Enforcement and action need to be taken. Under planning conditions this should be raise, it is ESC not SCC. Richard cannot speak on behalf of ESC but this has gone on for a long time. It may be worth writing to the Chief Exec, a strong letter which may lead to a formal complaint.

Cllr Revell asked if the MofP had met with Julia Ewart, who has hard copies of the plans.

MofP stated that the District Cllr has agreed to meet.

Cllr Revell asked that the MofP reports back to the PC after that meeting has taken place.

MofP said that there needs to be a FOI question asked of ESC, on how the registration of this site allows for people to live there, it is not supposed to be a residential site. There are a number of questions to be raised and if there are no answers, a letter will go to the newspapers and Look East.

Cllr Revell asked that the PC is kept informed through the Clerk.

Cllr Buttle asked if the plans mentioned, does it state what materials are being used.

Cllr Revell replied that the plans show hard kerbing.

MofP also stated that there is a map of all the signage.

Cllr Ransome asked who issued the plans of the Highways.

Richard Smith said that it would have been Highways who drew the original plans.

MofP2 said that no one here lives on the Rendham Road, the summer months there is car after car.

Cllr Revell concluded that the PC sympathises with the residents, the buck stops with ESC enforcement, who have not been helpful.

Cllr Revell thanked the MofPs for attending.

MofPs left the meeting at 7.21pm.

12544 Reports

Report by County Councillor Richard Smith

Richard Smith provided a brief update. Most of his time is taken up with the setting up of a draft budget, SCC is set to spend £840m. There was not much about Local Government in the Chancellors budget, although there will be more information from the government the week before Christmas. ESC is not hopeful of any great

amount. It is said that both the CC and DC will lose out. ESC may lose £10m, that is a great amount. The government considers Suffolk to be a wealthy part of the Country. The budget must balance, and it has not done so yet, so there is more work to be done. The budget must be published by the 31st December or the 2nd January. The level of Council Tax has not been sorted yet, there maybe a 4.99% increase. Richard needed to apologise for stating last month that the cones on the A12 would be moved, they are still there. There is a meeting with Steve Merry on Friday morning, will be very annoyed if there is no resolution. There may be no end to the roadwork issues for 2 years. There have been many small lan closures, some of which may be permanent. The Local Government Re-organisation consultation is open until the 10/5/26. The transformation from this government to a new design will be a vast amount of work, whilst having to keep the current standards of service in place, there will be a hug cost to this. A new group will have to shadow SCC for a year, and they may be a different political party which may cause issues.

Cllr Revell mentioned that since the start of the Sizewell C construction, there are lots of HGVs on the A12, the Darsham crossing has had to be re-done as all the work was bashed with large vehicles. SCC does the maintenance of the A12, do Sizewell C contribute to this cost? The small potholes are getting bigger quicker and will need a lot more money spent on them.

Richard Smith reported that he would ask the question at the meeting on Friday. Cllr Gwynne asked what is the line between a rural community and an industrial community? At what point will Suffolk change.

Richard Smith commented that everyone is concerned about the industrialisation, but Sizewell C has all these rights under a DCO and there is very little that can be done by Cllrs.

Cllr Gwynne said that the government are not interested in a rural community but if we were and industrial one, they may be. Has SCC put forward to the government that Suffolk ius going through a potent time in the next 20 years?

Richard Smith said that the Council writes to ministers frequently on all matters. The pylons, Sizewell C, solar farms, wind farms and now water in this area. More sympathy with the water as there are issues in north Suffolk. This scheme will benefit some people as well as take water to Sizewell C.

Cllr Revell commented that the PC was aware of the impact from Sizewell C, but we did not realise the impact of all the other power projects.

Cllr Galloway stated that the water is a consequence of Sizewell C, Northumbrian Water has to supply water to the site.

Richard Smith commented that there has been no new reservoirs etc in the last 70 years. There has been application in Eye refused as water cannot be guaranteed.

Cllr Galloway asked why the water supply could not go under the link road, instead of digging up somewhere else.

Richard Smith said that the pipeline will go on the edge of the fields.

Cllr Revell thanked Richard Smith for attending the meeting.

Richard Smith gave his apologies for the meeting on the 10th December, wished everyone a Happy Christmas, and left the meeting at 7.40pm.

Report by District Councillor Ewart

Julia Ewart submitted her apologies.

The Chair formally opened the meeting at 7.41pm.

12545 To receive apologies for absence – The Clerk, Marie Backhouse

12546 To accept apologies for absence – Accepted.

12547 To record absence without apologies – None

12548 Declarations of Interest – None

12549 To consider any dispensations – None

12550 To consider the Approval of the draft minutes of the Parish Council meeting held on 29th October 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 O'Neill, all in favour with 1 abstention.

12551 Parish Clerk's Report

Policies – there is one policy to adopt the Equality & Diversity Policy. Car park – one of the abandoned vehicles should be having an MOT and moving soon. Community News Advertising – there is only one outstanding invoice, and there are two new advertisers. Draft budget – appears as an item on the agenda. Precept – the PC must approve a request for 2026-27. Correspondence – an email has been received from a resident near Carlton Meres about the completed Highways work. Highways – a follow up was sent about the signage and the forecourt quote. Northern Transport Forum – there may be an opportunity for the PC to obtain an additional SID but there would need to be proof of speeding collected by traffic monitoring. There was a webinar on the 21st Nov, which was held by Sizewell C Traffic Monitoring team, this was very informative. It reported on various road monitoring around the area from Woodbridge to Blythburgh. The information has been circulated. Bonfire Event – a total of £4182.38 was deposited, with an overall profit after expenditure of £1257.85. Coffee morning - a visit from the Police has taken place, on discussion about abandoned vehicles, he suggested that the PC applies to ESC for a Public Space Protection Order, this would prevent vehicles being left. A meeting with Julia Ewart informed the Clerk of a flooding issue of a resident on Town Farm Lane. Annual Leave – the Clerk is on Annual Leave on the 12th December and then from the 24th December to the 2nd January.

12552 Clerk's Report on urgent decisions

None

12553 Matters arising from the Clerk's report.

Cllr Revell commented that the outstanding advertising revenue would be chased. There is signage along the side of the road going into Saxmundham now.

Cllr Buttler asked if these signs can be taken up as they attract more advertising.

Cllr Ransome said that they can be taken up and laid on the grass verge.

Cllr Revell said that the Bonfire was a good even, thanks to all who helped. The PSPO seems like a good idea and should be followed up.

Cllr Galloway said that there are cars just sitting on the car park, which is not acceptable.

Cllr Revell said that if there was a rule to enforce the removal of these cars, it would be a good idea.

Cllr Revell stated that he was not aware of the flooding issue that is ongoing for the resident of a bungalow situated on Town Farm Lane.

Cllr Gwynne stated that the flooding was about a year ago, that site is not a nice place to be at the moment. The resident should not have to put up with flooding; the drainage needs to be sorted to prevent this. There is a large pump being used now, which is causing vibrations which is not good. No one is taking responsibility for the drainage.

Cllr Revell said that they could place a bunn around the site, which would help to ease the problem.

Cllr Gwynne said that Julia Ewart did visit the resident and listened to him.

12554 Matters arising from the Parish Council meeting held on Wednesday 29 October 2025.

10.1 Power Projects – Cllr Galloway reported that she had attended the Northern Transport Forum and raised the subject of the First Responders.

10.2 Kelsale Village Hall Proposals – Cllr Ransome said that the Christmas Fayre is this coming Saturday from 1pm to 4pm. There has been a survey done of the Fire Alarms, still waiting for the report. John Backhouse has been assisting with information. There is now a plan of the building with the emergency points marked. This is ongoing, when the report is received, any issues will be dealt with. Mary Clarke has re-planted the tubs outside. The structural engineers have done drawings for the lift, although there are some amendments that need to be made. A copy will then go to the architect for the building regulations. This will then go out to tender. Still waiting for the quote for the proposed forecourt changes.

Cllr Revell thanked Mary for tidying the planters.

10.3 Quote to repair the recreation ground fence. – This item is ongoing.

ACTION: Cllr Holden to obtain a quote to repair the fence.

10.4 Generator – Cllr Holden reported that an inquiry had been received from Yoxford PC, for their emergency group. It is on their agenda and will wait to hear from them.

Cllr Ransome asked if the PC should keep it for our village.

Cllr Revell said that it would need someone to maintain it, who would do that?

It was agreed to continue to sell the generator.

ACTION: Cllr Holden to wait for a response from Yoxford PC.

10.5 Highways signage – Already covered.

ACTION: Place on the next agenda.

10.6 Layby – Cllr Revell will undertake this when the weather improves.

ACTION: Cllr Revell to experiment with various tubs to gauge a better size.

12555 Parish Council Matters

11.1 To re-adopt the Equality & Diversity Policy & IT Policy – It was agreed by all present to re-adopt the above policies.

11.2 Community News – Cllr Galloway said that the Editor has mentioned that the advertising in the Community News is very cheap, what does the PC think? The cost of the printing will increase. The advertising covers about half of the annual cost of the newsletter.

Cllr Ransome wondered if some comparisons of other newsletters should be completed.

Cllr Revell said that the budget for this year has £2,500, the price of the advertising should be increased. The deadline for articles for the next edition is the 14th December.

Cllr Galloway said that it is hoped that there will be more advertisers during the year.

ACTION: Cllr Galloway to discuss the advertising costs with the Clerk.

12556 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/25/2770/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 that Cllr Ransome would write a response to this application and contact the Clerk to submit to ESC.

DC/25/3730/TPO – 2 The Vines, Kelsale-cum-Carlton, IP17 2PU

1no. Sweet Chestnut (Tree 1 on plan) – Remove smaller stem shown on the right-hand side of submitted photographs.

1no. Lime (Tree 2 on plan) – Fell

It was agreed that Cllr Ransome would write a response to this application and contact the Clerk to submit to ESC.

DC/25/3997/FUL – Carlton Meres Country Park, Carlton Lane, Kelsale-cum-Carlton, IP17 2QP

Infill development of additional static holiday caravans (16) and relocation of consented Locally Equipped Area of Play (LEAP).

It was agreed to strongly object to this proposal until the Highways issue has been resolved. Clerk to respond to ESC.

Notifications

12557 Financial Matters

13.1 Financial Statement since the October meeting. See Updated Finance Report of 26th November 2025.

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

13.2 To approve and sign the bank statements: The Bank Statement to 31st October 2025 plus financial reconciliations would be presented to the Council and signed by the Chair at the next meeting.

13.3 To approve the draft budget – Cllr Revell reported that the Clerk had sent a couple of texts regarding the budget. The current amount for the tree provision is £1,000, which is probably insufficient to cover the cost. It was agreed to double this to £2,000. There was a donation of £150 for KADWAG, this was agreed by all. It was agreed by all that the draft budget should be approved.

13.4 To approve a precept request – Cllr Revell reported that if the PC requests a 0% increase it would be £28,142.85. The Clerk has recommended a 3% increase on top of this, which would total £28,986. The prices of everything are increasing, 3% will not show as a huge increase on the Council Tax bills.

Cllr Gwynne asked why an increase this year?

Cllr Galloway said that the Clerks salary is increased by the government and unions, this needs to be allowed for, but it is not sorted until late every year and has to be back dated to April.

Cllr Reynolds proposed the 3% increase for £28,986, this was seconded by Cllr Ransome and agreed by all.

12558 To Receive Reports from Portfolio Holders and Liaison Representatives

F: Christmas Tree

Cllr Galloway thanked Cllr Buttle for organizing the Christmas Tree.

Cllr Buttle commented that the tree was delivered early, lights will be switched on 1st December, although it would be nice to have them on for the Christmas Fayre.

Cllr Ransome said that some larger bulbed lights would be nice to have on the tree.

ACTION: Cllr Buttle to look for the cost of some larger bulbed lights.

A4: KADWAG Group Representative

Cllr Gwynne reported that KADWAG are holding a Christmas get together on the 10th December. Keith Dickerson is arranging the second batch of the BAP leaflets to be printed.

B7: Trees and Green Spaces

Cllr Holden reported that 500 daffodil bulbs have been planted.

Cllr Revell thanked Cllr Holden for doing this.

Cllr Buttle said that she had obtained a quote for the large 'dog waste' banners. 2 banners which are 4ft by 18inches are £48. This will be a banner for each end of the

recreation ground. It was agreed to proceed with the printing of the banners.

C1: Bonfire Party Team

Cllr Gwynne thanked Cllr Revell for organizing the Bonfire Event.

Cllr Revell said that there were many people who contributed to a successful event.

A15: Parochial Church Council

Cllr Galloway reported that part of the Church ceiling has fallen, so there are limited services at the moment.

12559 Items for consideration for Inclusion on the next agenda

As appears in the minutes,

12560 Correspondence

12561 To consider excluding the public and press.

No considerations were necessary.

12562 Excluded items

There were none.

12563 Date of the next meeting

The next Parish Council Meeting is to be held on the 10th December 2025 at 7pm.

The Chair closed the meeting at 8.40pm.

Signed: Chairman Dated:

Kelsale-cum-Carlton Parish Council
21 Ferry Road, Orford, Woodbridge, Suffolk, IP12 2NR,
Tel:07595757380 E-mail: clerk@kelsalecumcarlton-pc.gov.uk

**MINUTES OF THE MEETING HELD ON
WEDNESDAY 10th DECEMBER 2025
AT 7:00PM IN THE COMMITTEE ROOM OF THE VILLAGE HALL**

Present at the meeting:

Cllr Alan Revell (Chair)	Cllr Claire Buttle
Cllr Helen Reynolds	Cllr Mark Stewart
Cllr Simon Ransome	Cllr Laura Gwynne
Cllr Edwina Galloway (Vice-chair)	Cllr Rob Holden

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

Welcome by the Chair.

12564 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.

12565 Reports

Report by County Councillor Richard Smith

Richard Smith submitted his apologies.

Report by District Councillor Ewart

Julia Ewart submitted her apologies.

The Chair formally opened the meeting at 7.00pm.

12566 To receive apologies for absence – Richard Smith, Julia Ewart, Cllr O'Neill

12567 To accept apologies for absence – Accepted.

12568 To record absence without apologies – None

12569 Declarations of Interest – None

12570 To consider any dispensations – None

12571 To consider the Approval of the draft minutes of the Parish Council meeting held on 26th November 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 0 abstentions.

12572 Parish Clerk's Report

Car Park – it appears that one of the abandoned vehicles has been moved. An email has been sent to ESC regarding the Public Space Protection Order. Carlton Meres – following on from a conversation with Cllr Revell, some investigation has taken place into previous planning applications for Carlton Meres. DC/19/3196/FUL was originally refused but was won through an appeal but with some conditions. One of the conditions was for some directional signage and some painted white hatchings on the road. Another planning application DC/21/5027/DRC again shows some highways work, but this time it has the hatched area with a raised kerb infilled with some paving. An email has been sent to Joe Blackmore and Julia Ewart has been copied in, for clarification of which application is correct. Noticeboards – these have now been ordered; this is thanks to Julia Ewart with funding from her budget. Essex and Suffolk Water – the PC generic response and a couple of additional comments has been submitted as part of the consultation. Planning – an enquiry has been sent to the planning officer dealing with the application for 9 dwellings at Alderlee. Electoral Register – an up-to-date register has been received from ESC. Highways – a chasing email has been sent to Charles Harrison regarding the village hall forecourt. Cllr Smith has offered £6,000 from his budget for this project. Coffee Morning – the last coffee morning is to be held on the 17th Dec, then re-opening on the 7th January. Annual Leave – the Clerk is on Annual Leave on the 12th December and then from the 24th December to the 2nd January. Thank you for all your support, Happy Christmas and best wishes for 2026.

12573 Clerk's Report on urgent decisions

None

12574 Matters arising from the Clerk's report.

Cllr Revell asked if the planning group had looked at the two applications regarding

the Carlton Meres. One of the applications had been made in 2019 and the other in 2021. The PC needs to be sure that the application in 2021, is followed and the raised kerb is put into place. The response from Joe Blackmore is not adequate, the PC needs to know if Highways has signed off this section of the plans as being completed. A meeting is to take place with the resident and Julia Ewart, when this has taken place, the PC consider whether this was productive, if not a letter would be written to the head of planning and signed by the Chair. The noticeboards is good news, thanks to Julia. Essex and Suffolk Water response was sent, thanks to Cllr Galloway for prompting this. An email should be sent to Essex and Suffolk Water stating how annoyed the PC is at the lack of communication and the fact that a meeting requested, ended up being a meeting on an alternative evening with several other PCs. The Village Hall forecourt project seems to be progressing well.

ACTION: Clerk to send an email to Essex and Suffolk Water stating how disappointed the PC are at the lack of willingness to hold a meeting. Cllr Revell to assist with the wording. Monitor Carlton Meres, possible letter to Head of Planning at ESC signed by the Chair.

12575 Matters arising from the Parish Council meeting held on Wednesday 26 November 2025.

10.1 Power Projects – Cllr Galloway reported that there were still more power projects coming through in the area.

10.2 Kelsale Village Hall Proposals – Cllr Ransome reported that there is a wait for the revised drawings from the structural engineers. There was a successful wreath making event. The Christmas Fayre was not that busy.

Cllr Revell enquired as to whether there was any progress with the resident and the vehicle on the forecourt.

Cllr Ransome reported that there had been no further communication.

10.3 Quote to repair the recreation ground fence. – This item is ongoing.

ACTION: Cllr Holden to obtain a quote to repair the fence.

10.4 Generator – Cllr Holden reported that Yoxford PC had decided not to purchase the generator.

ACTION: Cllr Holden to advertise the generator on social media.

10.5 Layby – Cllr Revell will undertake this when the weather improves.

ACTION: Cllr Revell to experiment with various tubs to gauge a better size.

10.6 Community News – Cllr Galloway reported that the December edition of the Community News is almost ready for printing. There has been no article from KADWAG.

Cllr Gwynne said she would speak with KADWAG, or she would write something to be submitted.

10.7 Christmas Tree – Cllr Buttle confirmed that larger bulbed tree lights had been purchased and placed on the tree.

ACTION: Cllr Buttle to send the invoice to the Clerk.

12576 Parish Council Matters

12577 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:

Notifications

12578 Financial Matters

13.1 Financial Statement since the November meeting. See Updated Finance Report of 5th December 2025.

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

13.2 To approve and sign the bank statements: The Bank Statement to 31st October 2025 and to the 30th November 2025 plus financial reconciliations were presented to the Council and signed by the Chair.

12579 To Receive Reports from Portfolio Holders and Liaison Representatives

A4: KADWAG Group Representative

Cllr Gwynne reported that some of the KADWAG members had met with the Biodiversity Lead of the Solar Farm at North Green. This was a very good meeting. It is hoped that there will be a nature corridor of farms and the Fromus Reserve. A copy of the BAP has been given to the landowner.

Cllr Buttle asked if there was any idea when this solar farm would be completed.

Cllr Gwynne said that there is some wildflower planting and some hedges have been planted. It is hoped to be signed off in January with April as a possible start date for generating.

Cllr Ransome asked if the roadside hedges would be replaced.

Cllr Stewart said that there is no part of the solar farm that has a boundary on the road side.

Cllr Gwynne said that there is a discussion taking place about forming a Farm Cluster for Kelsale-cum-Carlton. There could be some funding for this from Sizewell C. This would be some support for the local farmers.

Cllr Revell said that it would be interesting to look at the agreement with the PC and the Solar Park to see what the funding can be spent on.

Cllr Buttle commented that she has the large banners to place on the recreation ground regarding clearing up after your dog.

12580 Items for consideration for Inclusion on the next agenda

As appears in the minutes,

12581 Correspondence

12582 To consider excluding the public and press.

No considerations were necessary.

12583 Excluded items

There were none.

12584 Date of the next meeting

The next Parish Council Meeting is to be held on the 28th January 2026 at 7pm.

The Chair closed the meeting at 7.40pm.

Signed: Chairman Dated: