

Kelsale-cum-Carlton Parish Council
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**MINUTES OF THE MEETING HELD ON
WEDNESDAY 25th MARCH 2026
AT 7:00PM IN THE COMMITTEE ROOM OF THE VILLAGE HALL**

Present at the meeting:

Cllr Alan Revell (Chair)	Cllr Tim O'Neill
Cllr Helen Reynolds	Cllr Rob Holden
Cllr Simon Ransome	Cllr Laura Gwynne
Cllr Claire Buttle	Cllr John West
Cllr Mark Stewart	

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

Welcome by the Chair.

12627 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 MofP 1 was a representative of the Kelsale Village Hall Trustee. The Village Hall has had an inspection from Suffolk Fire Service and has therefore received a document of deficiencies. There is a lot of work to be done before a reinspection in July. There is a small team of trustees, and the trustees are accountable to the PC. There is a risk assessment that needs to be written by a professional and this could cost in the region of £5,000 - £10,000. Is there anyway that the PC could give some financial support for this work.

Cllr Revell commented that the budget for the next financial year has been set. Please delegate some of the manual work to some of the Councillors, they are able to assist with that. Are Community Action Suffolk able to assist?

Cllr Buttle reported that the Social Club has the same issues, with a report being given to the committee.

Cllr Reynolds suggested that BSA is used to write the report for the risk assessment, these are quite well known.

Richard Smith commented that his locality budget has all been used, but the new County Councillor in May could possibly assist.

MofP 1 left the meeting at 7.16pm.

MofP 2 was the owner of the planning application for Town Farm. The application has been returned to the Council as there is now a transport appraisal document, and a site plan. The application has not changed at all. Highways have confirmed that they have no objection, the Ecology Department have no objection.

Cllr Revell thanked the member of the public for attending and asked if there was any progress in removing the tyre from the Gull Stream.

MofP 2 stated that access to the Gull Stream site, where the tyre is, has proved to be an issue as there is a combination lock on the gate, and no one is sure who owns the field so that the number may be obtained.

12628 Reports

Report by County Councillor Richard Smith

Richard Smith reported that the Kelsale PTA had submitted an application for a grant of £740 for the school. This has been approved. Midnight tomorrow is the start of the moratorium period ahead of the elections in May. The news today has revealed that there is to be a 3 Unitary Council, SCC supported 1 which would have saved money. The government made the decision, not sure how this decision has been made. The 3 Unitary Councils will each have their own leader, Highways department etc. There is also a significant debt to be shared. There is 1 year and 10 months to get this all sorted, and this is a lot of work leading up to April 2028 when everything changes. No work can begin until after the elections in May when there will be some new Councillors. These new Councillors will not be experienced. Please make sure that your parish votes in these elections. There is expected to be 300,000 residents in the new boundary proposals for the 3 Unitary Council. There is not enough time to do all the changes that need to take place. Thank you for your support over the past years, Richard officially retires on the 11th May. Please remember that there is £6,000 from Richard's highways budget to go towards the forecourt project. Check the invoices to see that this money has been removed.

Cllr Revell thanked Richard Smith for all his work in representing the village. Richard was presented with a personal gift funded by the Councillors.

7.36pm Richard Smith left the meeting.

Report by District Councillor Ewart

Julia Ewart submitted her apologies as she is required to attend a meeting of ESC.

The Chair formally opened the meeting at 7.37pm.

12629 To receive apologies for absence – Julia Ewart and Cllr Galloway.

12630 To accept apologies for absence – Accepted.

12631 To record absence without apologies – None

12632 Declarations of Interest – None

12633 To consider any dispensations – None

12634 To consider the Approval of the draft minutes of the Parish Council meeting held on 25th February 2026.

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 2 abstentions.

12635 Parish Clerk's Report

Policies – there is one to adopt and that is the Financial Regulations. Car Park – an email has been sent to ESC regarding the abandoned cars on the car park, of which there appears to be 4. The contact for this department has now changed. The PSPO has been mentioned again. Carlton Meres - a response from the Highways Team state that there is no plan to placed kerbing, the white lining will remain and may need to be redone as it is fading. This was approved in a planning application. Advertising revenue – all the outstanding has now been received. Highways – the initial cost for the forecourt project appears as an item on the payment sheet. The Chair of the Village Hall is surprised that CIL funding is going towards this project. It is proving difficult to find funding for the lift project. Internal Audit – the Clerk will be working towards this, and this is to take place on the 11th May. All the end of year documents will be submitted to the Council at the next meeting. APM – invites have been sent out, and some replies have been received. Emails addresses – a reminder was sent to those Councillors who have not yet changed to the 'gov.uk' email address. E-on next – the new three-year plan for the recreation ground is in place, there is an increase in the standing charge from 30p to 56p. The unit price is increased from 31.4p to 65p. The increase is because the site only used 10kwh of electricity in a year and is classed as an empty property. Annul Leave – the Clerk will be on leave on the 3rd April and 6th April for the Easter Bank Holiday.

12636 Clerk's Report on urgent decisions

None

12637 Matters arising from the Clerk's report.

Cllr Revell suggested that SALC be consulted on the cars in the car park, they may be able to suggest a solution. Keep persisting with the PSPO. The Carlton Meres situation is not changing, the S278 has the white lining approved and this will not change. The white lines need to be repainted as people are driving over them. It was agreed to remove this item from the agenda. The signage is in place as promised for the junction. It was agreed to send the Highways response to the resident.

12638 Matters arising from the Parish Council meeting held on Wednesday 25 February 2026.

10.1 Power Projects – No updates.

10.2 Kelsale Village Hall Proposals – Cllr Ransome said that the lift project rumbles on. The recent inspection by Suffolk Fire & Rescue needs to be the priority now.

Cllr Revell said that the workload needs to be shared with the team of trustees of the Village Hall.

Cllr Holden and Cllr West agreed to assist with any manual work that may be required.

Cllr Revell stated that the Kelsale Social Club have the same issue, although some of the jobs are small and easily solved.

Cllr Ransome said that the Fire Risk Assessment is going to be the most difficult to undertake. This will require a professional company and may cost a lot of money.

10.3 Layby – Cllr Revell reported that this item is ongoing and should be started soon as the weather is improving.

ACTION: Cllr Revell to make the required bollards for the layby.

10.4 Carlton Meres – Cllr Revell commented that this item has been mentioned earlier and should now be removed from future agendas.

10.5 Speaker for the APM – Cllr Revell reported that there are usually refreshments at the APM. Cllr Reynolds and Cllr Buttle said that they could assist with the refreshments on the evening. Cllr Holden agreed that he would purchase the biscuits for the evening.

10.6 20's plenty – Cllr Ransome said that he had written a report for the Community News, this listed the suggested lanes for the 20mph limits.

ACTION: To await responses from residents regarding the 20mph proposals.

10.7 East Green Corner – The Clerk confirmed that the go ahead had been given to the Highways Team to erect the signage at East Green Corner.

12639 Parish Council Matters

11.1 To adopt the Financial Regulations.

Cllr Holden proposed that the above policy was re-adopted, this was seconded by Cllr Ransome and agreed by all.

12640 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/25/4730 – Town Farm, Town Farm Lane, Kelsale, IP17 2RJ

Change of use of land to B8 (storage), to enable expansion of existing B8 premises approved under DC/23/1966/FUL (presented to the PC at the meeting in February).

It was agreed by the full Council no to make any further comments on this application.

DC/26/1115/TCA – The Old Manor House, Bridge Street, Kelsale-cum-Carlton, IP17 2PG

Group of Hornbeam (TG1 on plan) - Fell

The Clerk reported that this application has been forwarded to the Tree Warden for comments.

Cllr Ransome and Cllr Holden agreed to go and visit the site and report any comments to the Clerk.

Notifications

12641 Financial Matters

13.1 Financial Statement since the February meeting. See Updated Finance Report of 25th March 2026.

Cllr O'Neill 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 28th February 2026 plus financial reconciliations were presented to the Council and signed by the Chair.

13.3 To note the asset register.

The asset register was noted, and it was agreed to remove the generator and add the new noticeboards.

13.4 To note the Internal Control Statement

The Internal Control Statement was noted and signed by the Chair.

12642 To Receive Reports from Portfolio Holders and Liaison Representatives

A4: KADWAG Group Representative

Cllr Gwynne reported that another KADWAG Group meeting had taken place, with a good turnout of members. There is to be a talk on the River Fromus on the 15th April in the Kelsale Village Hall.

Cllr Gwynne reported that the Crafty Picnic plans are progressing, this takes place on the 7th June between 1-3pm. No further funding from the PC is required for the posters.

Cllr Buttle added that if anyone has a skill and could make something with the attendees, that would be wonderful.

12643 Items for consideration for Inclusion on the next agenda

As appears in the minutes,

12644 Correspondence

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12645 To consider excluding the public and press.

No considerations were necessary.

12646 Excluded items

There were none.

12647 Date of the next meeting

The next Parish Council Meeting is to be held on the 29th April 2026 at 7pm.

The Annual Parish Meeting is to be held on the 1st April 2026 at 7pm in the Main Hall.

The Chair closed the meeting at 8.32pm.

Signed: Chairman Dated: