

Kelsale-cum-Carlton Parish Council
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**MINUTES OF THE MEETING HELD ON
WEDNESDAY 29th APRIL 2026
AT 7:00PM IN THE COMMITTEE ROOM OF THE VILLAGE HALL**

Present at the meeting:

Cllr Alan Revell (Chair)	Cllr Edwina Galloway
Cllr Helen Reynolds	Cllr Rob Holden
Cllr Simon Ransome	Cllr Mark Stewart
Cllr John West	

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

Welcome by the Chair.

12648 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.

None

12649 Reports

Report by County Councillor Richard Smith

Richard Smith submitted his apologies as it is the Election period.

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 7.02pm.

12650 To receive apologies for absence – Richard Smith, Julia Ewart, Cllr O'Neill, Cllr Gwynne, Cllr Buttle

12651 To accept apologies for absence – Accepted.

12652 To record absence without apologies – None

12653 Declarations of Interest – None

12654 To consider any dispensations – None

12655 To consider the Approval of the draft minutes of the Parish Council meeting held on 25th March 2026 and the draft minutes of the Annual Parish Meeting held on the 1st April 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 Holden, Seconder Cllr Ransome, all in favour with 1 abstention. Cllr Holden proposed that the draft minutes of the APM be accepted as a true record of the meeting, this was seconded by Cllr Galloway and agreed by all with 3 abstentions.

12656 Parish Clerk's Report

Policies – there is one to adopt and that is the Finance and Governance Risk Assessment. Car Park – an email has been sent again regarding the long-standing parked cars, the response states that having spoken with the owners of the vehicles they are not abandoned. A question has been asked to ESC whether, as the PC leases the car park, there is anything that the PC can do to have the cars removed. Carlton Mere – as requested by the Council a question has been submitted to SCC

Highways asking if barriers could be placed at the exit to the Meres, to see if this would direct traffic to the correct route when leaving the site. Highways – some questions have been received regarding the proposal for the village hall forecourt; these mention the dropped kerbs for vehicles. Internal Audit – the AGAR form appears on the agenda for approval. APM – all the reports have now been received and added to the draft minutes. Email Addresses – there are still two Councillors who are having issues with the new email addresses. 20mph project – 15 responses have been received following on from the article in the Community News. Contact has been made with the resident requesting some data from the SIDs. Contact should also be made with Sizewell C as they are undertaking some traffic monitoring. Payment – the final payment for the architect assisting with the Village Hall appears on the payment sheet, this is to be paid using CIL funding. VAT – a VAT refund of £2764.25 has been received. Precept – the first precept payment of £14,493 has been received. Trees - a copy of the tree application has been shared with the tree warden, a request for him to look at the trees on the recreation ground at the boundary with Bell House. Neighbourhood Watch – a representative will be attending in June to give a presentation. Annual Leave – the Clerk will be on annual leave on the 4th and the 25th May as these are bank holidays.

12657 Clerk's Report on urgent decisions

None

12658 Matters arising from the Clerk's report.

Cllr Revell commented that barriers on the entrance/exit to the Meres may be worth a try. There is not much more that can be done to change this issue for the residents of Rendham Road. Trees on the recreation ground, there may not be anything that the PC should have to do. The resident is quite right to trim the over hanging branches off, from his property, but this would be at no cost to the PC. The trees do have a TPO so permission would be needed before any work is carried out.

Cllr Galloway commented that this may be a different situation if a tree survey had shown some issues with the trees, and the work had to be completed because of health and safety reasons.

ACTION: Clerk to respond to resident regarding the trees, quote some information from ESC in the response.

12659 Matters arising from the Parish Council meeting held on Wednesday 25 March 2026.

10.1 Power Projects – Cllr Galloway reported that the traffic is still a nightmare. There is a Northern Transport Forum in May at Darsham.

Cllr Revell commented that it may be good for another Councillor to accompany Cllr Galloway to the forum meeting.

Cllr West said that we would attend the meeting to observe with Cllr Galloway.

10.2 Layby – Cllr Revell reported that the bollards are now made and will be placed in the layby shortly.

10.3 20's plenty – Cllr Ransome said that 15 replies have been received following on from the article in the Community News. It was agreed for the article to be placed in the newsletter again.

Cllr Revell reported that it looks by the correspondence sent to the PC that the cost will be in the region of £7 - £8,000.

Cllr Stewart reported that there was an uproar in Wales over the 20mph limits. The costs to implement it are high, and this will not be Policed. It is very difficult to drive at 20mph.

Cllr Revell stated that when the idea of the 20mph was presented to the PC, it seemed like a good idea, but the PC does need to show that the residents are interested.

Cllr Stewart commented that in time the government may provide all the 20mph limited areas

ACTION: To place the article in the Community News again, and also to place in the Clerks report for the newsletter.

10.4 Benches – Cllr Ransome and Holden have looked at some of the benches. Many will need repainted ends and some new wooden slats. On the whole the benches are in reasonable condition but may needed to be treated. It was agreed by all that Cllr Holden should purchase the oil/paint to treat the wood on the benches.

10.5 Skate Park – Cllr Revell said that the suggestion of a skate park had been raised at the APM. There is a very nice one at Saxmundham.

Cllr West commented that to build a skate park would be very expensive.

It was agreed by all at this time the PC would not be able to support this project due to the cost, but thanked the resident for raising it.

12660 Parish Council Matters

11.1 To adopt the Finance & Governance Risk Assessment.

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

11.2 Kelsale Village Hall - Cllr Ransome read out a report from the KVH Chair. The electrical certificate has been completed, and it looks as though it has a Cat 3 pass. The Fire Service have been regularly updated on the progress, and the re-inspection will be in July. The Risk Assessment has been completed. Fire Site are to present the VH with a plan of the zones. The extinguishers have been checked. The KVH is working closely with KSC. The hire conditions have been amended. The KVH AGM is the evening of the 13th May.

Cllr Galloway reported that she has spoken with the KVH chair, and there is a lot of stress surrounding the funding for all the work. It is very difficult to obtain any funding from Sizewell C and ESC CIL. Sizewell C has many hoops to jump through, and the ESC CIL is not available as the village does not have a Neighbourhood Plan. There are very few funding pots that can be applied for. The electrics are a priority

Cllr Revell commented that if funding is needed for the compliance, then the PC will assist. Having looked at the Bonfire Event Pot and there is some money that could be used. After some discussion it was agreed that the PC should donate £1300 to the KVH, this was agreed by all.

12661 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/26/1283/VOC – Carlton Park Industrial Estate, Ronald Lane, Kelsale-cum-Carlton

Variation of condition No 29 of DC/21/5742/OUT = Outline – Erection of 10 no. commercial units 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 – We are seeking to revise the wording of Condition 29 to permit flexibility in the floor areas vertically within the approved outline building footprints.

To change the condition wording from:

The hereby approved development shall provide the following (maximum) floor space and uses in respect of each approved building:

To:

The hereby approved development shall provide the following (maximum) footprint and uses in respect of each approved building.

The Parish Council agreed to have no objection to this proposal.

DC/26/1013/FUL – Kelsale Place Cottage, Main Road, Kelsale-cum-Carlton, IP17 2RD

To return the property to its historic 2 cottages with internal alterations and extension to smaller north cottage to make it more suitable for modern use. Two storey side and rear extension with small single storey rear extension.

The Parish Council agreed to have no objection to this proposal.

DC/26/1498/TPO – Sycamore Lodge, 9 Church Close, Kelsale-cum-Carlton, IP17 2PA

1 no. Sycamore (1on plan) – Fell

The Parish Council agreed to have no objection to this proposal.

DC/26/1385/FUL – 1386/LBC – Beech Tree Farm, East Green, Kelsale-cum-Carlton, IP17 2PH

Replacement windows and doors in oldest part of building. Replacement window in contemporary extension. Installation of roof light in extension. Internal alterations in extension.

The Parish Council agreed to have no objection to this proposal.

Notifications

North Green – Cllr Galloway commented that communication had been received from residents regarding the self-build bungalow. This application will be going to planning committee in May. ESC do not like the application, but as the PC supported it, then the application has had to be taken to committee. The resident states that the PC did not listen

to the residents' comments. The comments however were not received by the PC, these were sent to Cllr Galloways old email address and she was away. The neighbours of the property feel that this is a step too far and would like the PC to reconsider the response to ESC.

Cllr Revell said that it is difficult to reconsider the application, the heritage report made good reading. The information presented to the Council from ESC and the lack of comments from the residents meant that the Council had to make a view on what was presented to them at the meeting. It may have been easier if the residents had attended the meeting, then comments could have been heard. It is important for residents to feel that they are heard and that any comments they make are valid in decision making. There is only so much that the Councillors should be expected to do, and this does not allow time to visit all neighbours of a planning application to check their opinions. Residents are able to go to the planning committee meeting. Cllr Julia Ewart will be attending the meeting and will be speaking.
ACTION: Clerk to respond to the residents.

12662 Financial Matters

13.1 Financial Statement since the March meeting. See Updated Finance Report of 27th April 2026.

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

13.2 To approve and sign the bank statements: The Bank Statement to 31st March 2026 plus financial reconciliations were presented to the Council and signed by the Chair.

13.3 To note and approve the AGAR form.

The Council had previously been given the AGAR form to look through. The Section 1 questions were considered and approved. The figures on Section 2 were also considered and approved. This would be submitted with other documents to SALC for the internal audit.

13.4 Contribution to the Village Hall.

This was previously approved and a payment would be set up for £1300.

13.5 To approve the annual insurance premium.

Cllr Ransome proposed that the PC approves the insurance renewal costs, which has increased by £16.26 from last year making it £543.28. This was seconded by Cllr Reynolds and agreed by all present.

12663 To Receive Reports from Portfolio Holders and Liaison Representatives

D1: Quarterly Newsletter

Cllr Galloway reported that Mary Clarke was now the editor for the Community News. Cllr Buttler said that she may have something for a gift for Liz as she has been the editor for a while for the Community News.

ACTION: An official email of thanks to be sent to Liz.

12664 Items for consideration for inclusion on the next agenda

As appears in the minutes,

12665 Correspondence

Resident – unacceptable behaviour on the recreation ground.

The Clerk reported that she had spoken with the local groundsman, the Community Police Officer and other residents concerning this. It was agreed that the Clerk would write a response to the resident.

Resident – trees on the recreation ground

This item was discussed earlier.

Resident – footpath and planning application.

The planning application has been discussed. The footpath issue at North Green has been reported to the PROW department. This is out of the PC remit.

12666 To consider excluding the public and press.

No considerations were necessary.

12667 Excluded items

There were none.

12668 Date of the next meeting

The next Parish Council Annual Meeting is to be held on the 27th May 2026

The Chair closed the meeting at 9.05pm.

Signed: Chairman Dated: