

Kelsale-cum-Carlton Parish Council
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**MINUTES OF THE MEETING HELD ON
WEDNESDAY 27th MAY 2026
AT 7:00PM IN THE COMMITTEE ROOM OF THE VILLAGE HALL**

Present at the meeting:

Cllr Alan Revell (Chair)	Cllr Edwina Galloway
Cllr Tim O'Neill	Cllr Rob Holden
Cllr Simon Ransome	Cllr Laura Gwynne
Cllr John West	Cllr Claire Buttle

In attendance: 1 member of the public and the Clerk, Marie Backhouse

Welcome by the Chair.

12669 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 came along to listen to the meeting as he was a Councillor in another County and has recently moved into the village.

12670 Reports

Report by County Councillor & District Councillor Julia Ewart

Julia had submitted a written report but hoped to attend the meeting later.

The Clerk formally opened the meeting at 7.06pm.

12671 Election of Chair for 2026/27 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.

12672 Election of Vice-Chair for 2026/27 and signing of Declaration of Acceptance of Office Form

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

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

12673 To receive apologies for absence – Cllr Stewart, Cllr Reynolds

12674 To accept apologies for absence – Accepted.

12675 To record absence without apologies – None

12676 Declarations of Interest – None

12677 To consider any dispensations – None

12678 To consider the Approval of the draft minutes of the Parish Council meeting held on 29th 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 3 abstentions.

12679 Parish Clerk's Report

Policies – there is one policy to adopt and that is the Code of Conduct, there are no changes to this. Car park – there has been a lot of communication regarding the cars left on the car park both via email and Facebook. A resident asked why these vehicles remain on the car park. Unfortunately, there is nothing that the PC can do only report them to ESC. As ESC have been informed by the vehicle owners that they are not abandoned, then there is nothing that can be done. Internal Audit – this was submitted to SALC and a report has been received. There are several recommendations - CIL reporting to be given on a regular basis; when the budget amount is approved add the defined figure to the minutes; record the precept request using the equivalent impact to Band D properties; check the figures in the Standing Orders & Financial Regulations are updates as recommended by NALC; pension re-declaration must be approved at a meeting and minuted; the PC should approve the dates for the Notice of Public Rights; when approving the internal auditor it should be noted that the effectiveness and competence of the auditor is important; the Publication Scheme policy should be noted on an Annual basis; recommendation for GDPR training for staff and Councillors; clearly minute the internal audit report recommendations; and also when approving the internal auditor consideration should be taken to approve the letter of engagement. I have been through my diary and added these comments so that everything can be addressed. 20mph project – an email from a resident stated that we should receive the data from the SID's soon. A meeting is to take place with Rebecca Quigg from Sizewell C traffic monitoring team on the 3rd June to discuss the recent data for Kelsale-cum-Carlton. Thank you – a letter of thanks was sent to the previous editor of the Community News. Sizewell C – some correspondence was sent to Sizewell C regarding the request for signage on Town Farm Lane. This would remind drivers that it is an unsuitable road due to being single track. This is to be submitted to the Sizewell C team for comments. Meter reading – Cllr Holden had read the water meter, and the information has been shared with Wave, who are going to credit the account. Venue change – please note that the next PC meeting will be held in the Main Hall of the Village Hall. Portfolios – this appears as an item on the agenda, should anyone wish to change or take on another portfolio. Coffee Morning – the Community Police Officer attended and asked if there were any concerns in the village, I informed him of the cars on the car park and he responded that as it is private land there is nothing that can be done. It is hoped that the Rural Coffee Caravan will attend the coffee morning on the 3rd June. Mileage Allowance – please note that the government has increased this to 55p per mile. Trees – the tree warden is completing a survey of the trees on the recreation ground and has informed us that there are 2 trees that need to be felled as there is a possibility for them to fall.

12680 Clerk's Report on urgent decisions

None

12681 Matters arising from the Clerk's report.

Cllr Ransome commented that there is a need for a sign on the car park, similar to that on a supermarket car park, would this assist in preventing cars being left for long periods of time.

Cllr Revell stated that the PC should make some notices that could be placed on the cars.

Cllr Galloway suggested that this could be something that Julia Ewart could assist with.

Cllr Revell asked if the PC should make some rules and send them to ESC for approval. Trees - it was agreed that Cllr West and Cllr Buttle will obtain a quote for the necessary tree work on the recreation ground.

Cllr Galloway stated that the trees on the recreation ground have a special order on them, the tree surgeons will be aware of this.

ACTION: Cllr Ransome to draft some rules for a notice on the car park. Cllr West & Buttle to obtain quotes for the necessary tree work on the recreation ground.

12682 Matters arising from the Parish Council meeting held on Wednesday 29 April 2026.

12.1 Power Projects – Cllr Galloway reported that she and Cllr West had attended the recent Northern Transport Forum. So many of the roads around East Green are being closed which is making it difficult for residents to go to their service centre Leiston. Sizewell C have stated that they will write to all the residents informing them of what is going on.

Cllr West said that the questions from other PC's were not very good.

Cllr Ransomed asked if there are specific times for the roads to be closed.

Cllr Galloway stated that the closures are very ad-hoc. The website shows where the closures are but this may not be very useful as not everyone has access to the website. Some roads may be closed for weeks.

Cllr Revell said that the new relief road may take some time to be constructed.

Cllr Galloway commented that Town Farm Lane should not be used as an alternative route. People do self route when there is a road closure and do not always follow the diversion signs. This issue needs to be flagged up with Sizewell C.

Cllr Gwynne said that the response received from Sizewell C was not very helpful.

Cllr Galloway commented that this should be reported to Sizewell C on a regular basis.

Cllr Revell said that the DCO that is in place seems to take over all the road management schemes that SCC have set.

ACTION: The Clerk to mention the signage in Town Farm Lane to Rebecca Quigg at the meeting on the 3rd June.

12.2 20's plenty – The Clerk reported that having sent an email to the Highways Engineer it appears that the 20mph advisories is a cheaper option although this may only be in place around the site of a school or where there is a sharp bend. The cost for this is around £1,000 - £1,300. The PC would need to pay for this.

Cllr Revell said that this is a cheaper route, maybe some funding could be sourced from SCC or ESC to assist with the survey.

Cllr Ransome said that there was not much public support from the article in the Community News for the idea of 20mph areas in the village.

Cllr Revell asked how the PC is going to move this idea forward.

After some discussion it was agreed to report to the community that it would be nice to have 20mph zones but the cost is extreme.

12.3 Benches – Cllr Holden and Cllr Ransome stated that this item is still ongoing.

Cllr West said that he had moved the bench at the end of Carlton Road.

Cllr Holden said that he had a battery powered pressure washer and would remove the moss from some of the benches. The bench in the children's play area needs to be replaced.

The PC thanked Cllr West for moving the bench at Carlton Road.

12.4 Trees – The Clerk reported that there had been no further communication from the resident of Bell House regarding the trees.

12683 Parish Council Matters

13.1 To adopt the code of Conduct

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

13.2 Kelsale Village Hall - Cllr Ransome said that many of the recommended jobs from Suffolk Fire & Rescue have been completed. The EICR certificate has been completed but the report has not been received from the company. The invoice will not be paid until the report is received.

Cllr Revell asked how soon the report is needed. He would be willing to contact the electrical company to request the report.

Cllr Ransome reported that the EICR report is required by the weekend. Suffolk Fire & Rescue are due to return to the village hall to complete a re-inspection on the 7th July. They have been informed that some of the work has already been undertaken. A company has already been asked to look at the recommendations from the EICR. Some of the work in the Social Club has already been completed. The fire alarms and emergency lighting in the social club should be tested in a regular basis and written in the book.

County & District Councillor Julia Ewart arrived at 8.04pm

13.3 Portfolios – Cllr Galloway is responsible for the Parochial Church Council portfolio. Cllr O'Neill and Cllr West have joined the Bonfire Party Team. The Council agreed to remain with their current Portfolios.

Cllr Revell welcomed Cllr Ewart to the PC meeting and congratulated her on her new post as County Councillor.

Cllr Ewart reported that she had submitted a written report. It is important that she is aware of the

wishes of the Council for the next two years. There are currently 71 County Councillors and of that there are 50 new ones who have never done the role before. There is a new Highways Team which may be helpful. If the PC wished to contact Cllr Ewart, then they may do so through email or telephone.

12684 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/26/1701/TCA – 12 Church Close, Kelsale-cum-Carlton, IP17 2PA

1no. Lime (T1 on plan) – fell

After some discussion, Cllr Ransome & Cllr Holden reported that they had looked at the tree and it was apparent that there was a concern for the tree as it had a large indent in one side.

The full Council agreed to support this application.

Notifications

12685 Financial Matters

15.1 Financial Statement since the April meeting. See Updated Finance Report of 20th May 2026.

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 2026 plus financial reconciliations were presented to the Council and signed by the Chair.

15.3 Donation to the KPTFA.

Cllr Galloway reported that the KPTFA are raising funds for some reading equipment. The group have completed a lot of fund raising events towards this.

It was agreed by the full Council to support the KPTFA with a donation of £100.

15.4 Internal Audit report

The Clerk had read out the recommendations in her report. There are several recommendations - CIL reporting to be given on a regular basis; when the budget amount is approved add the defined figure to the minutes; record the precept request using the equivalent impact to Band D properties; check the figures in the Standing Orders & Financial Regulations are updates as recommended by NALC; pension re-declaration must be approved at a meeting and minuted; the PC should approve the dates for the Notice of Public Rights; when approving the internal auditor it should be noted that the effectiveness and competence of the auditor is important; the Publication Scheme policy should be noted on an Annual basis; recommendation for GDPR training for staff and Councillors; clearly minute the internal audit report recommendations; and also when approving the internal auditor consideration should be taken to approve the letter of engagement. I have been through my diary and added these comments so that everything can be addressed.

The Council noted all the recommendations that appeared in the Internal Audit Report, they also confirmed that they have receipt of the report.

15.5 To note the dates of the 'Notice of Public Rights'.

The Clerk reported that the 'Notice of Public Rights' dates were from 3rd June to the 14th July.

The Council noted these dates.

12686 To Receive Reports from Portfolio Holders and Liaison Representatives

D1: Quarterly Newsletter

Cllr Galloway reported that the latest edition of the Community News is being assembled, with the deadline for articles on the 15th June.

A4: KADWAG Group Representative

Cllr Gwynne reported that some of the members had been to view a film about the ongoing changes in temperature. Crafty Picnic is going ahead as planned and will be in the Village Hall if the weather is bad. There are some holes on the recreation ground that require filling although the larger one has been filled. This event is for families and children. A First Aider is required for this event. Cllr Buttler and Cllr Ransome will assist Cllr Gwynne on the day. Would it be possible next year to have a set budget for this event, this would assist with an advertising campaign and first aider.

The Clerk advised Cllr Gwynne to discuss the amount required nearer to the budget setting wish

would be in November.

Cllr Gwynne commented that there was an amount of ash on the recreation ground.

Cllr West said that the ash was from the bonfire and would be good for the plants. It could be evenly spread around.

Cllr Buttle said that she would go to the recreation ground and spread the ash over a larger area.

12687 Items for consideration for Inclusion on the next agenda

As appears in the minutes,

12688 Correspondence

12689 To consider excluding the public and press.

No considerations were necessary.

12690 Excluded items

There were none.

12691 Date of the next meeting

The next Parish Council Meeting is to be held on the 24th June 2026

The Chair closed the meeting at 8.43pm.

Signed: Chairman Dated: