

Kelsale-cum-Carlton Parish Council
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**MINUTES OF THE MEETING HELD ON
WEDNESDAY 30th SEPTEMBER 2026
AT 7:00PM IN THE MAIN HALL OF THE VILLAGE HALL**

Present at the meeting:

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

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

Welcome by the Chair.

12755 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 reported that he monitors the Speed Indicator Devices (SID) in the village. One of the SID has been turned around so it faces on the Main Road towards the village. There has been a significant increase in the number of speeding vehicles in the last 3 weeks. Alternative sites for the SID have been suggested for Carlton Road, but they are too close to the junction. The date stamp on the SID has failed, the battery has been replaced but it has failed again. The SID is getting old, there are more modern ones which have a Bluetooth facility and are solar powered.

Cllr Stacey reported that there has been a couple of occasions when a Police motorcyclist has been monitoring speeding vehicles.

Cllr Gwynne asked if the SID is old fashioned should we purchase a new one.

MofP1 commented that it does show the speed and therefore makes the driver aware of what speed they should be travelling at.

Cllr Revell thanked the MofP1 for taking care of the SID's.

MofP1 left the meeting at 7.18pm.

12756 Reports

Report by County Councillor & District Councillor Julia Ewart

Julia Ewart submitted her apologies for the meeting.

The Chair formally opened the meeting at 7.20pm.

12757 To receive apologies for absence – Cllr West & Julia Ewart

12758 To accept apologies for absence – Accepted.

12759 To record absence without apologies – None

12760 Declarations of Interest – None

12761 To consider any dispensations – None

12762 To consider the Approval of the draft minutes of the Parish Council meeting held on 26th

August 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 Ransome, all in favour with 3 abstentions.

12763 Parish Clerk's Report

Policies - There are four policies to re-adopt at this meeting, and they are the Accessibility Statement, Publication Scheme, Equality and Diversity, and the Health & Safety Policy. Car Park - There are no updates on the permanent vehicles in the car park. A comment was placed in the article for the Community News. Traffic management - A chasing email has been sent to the Highways Engineer, this was regarding the signage at Bramble Corner as this work has not been completed. No further update has been received from Rebecca Quigg regarding the 30mph. Sizewell C Community Fund - A statement has been received from the Football club that use the recreation ground, this has been added to the review form. Following on from Edwina's email, if anyone has any other statements that could be placed on the form, please let me know. Planning Forum - There was a forum held at the ESC offices in Melton. This was quite informative (the slides will be shared with the PC). There are some changes to be made to the planning committee, this will now be one committee with 13 members, whereas before it was 2 committees, north and south. There are 2 schedules regarding planning, the Schedule 1 applications (up to 9 houses) will go straight to the Nominated Officer (Head of planning and building control). Schedule 2 will go to the Nominated member (Chair of planning committee) as well. Local input is important, but the process should become quicker. There is to be a second call for sites, this is common practice and should not alarm residents. The housing targets for ESC currently run at 795 per annum, the Government have stated that this should now be 1658. It was suggested by someone attending the event that Darsham would be a good place for a new town location on the basis that it is on two strategic routes, the A12 and the railway, and it is in a gap between other towns. It is near a high growth area (Leiston) and can access schools by Public Transport. The CIL funding rules remain the same. Webinar - SALC held a webinar about the changes that are happening with regards to the Annual Governance and Accountability Return. One of the changes mentioned includes the move to place the staff wages into the expenditure, as this is becoming an issue for some Councils where the Clerk is the only member of staff. There is of course the move to make this all digital by the end of the 2028-29 financial year. More training is to take place between September 2027 – April 2028. It was also advised that the Clerk should make themselves aware of the Practitioners Guide, as this will assist with the changes. Resilience and Emergency Planning the Parish Councils role – this is another webinar that I have attended again held by SALC. This reinforced the need for an Emergency Plan to be in place. This can be led by a group but would need some involvement from the PC. The main question to come out of the session was the insurance cover for volunteers. Support can be given to write an Emergency Plan, but it was also advised to look at other parishes plans to assist with the completion of one. The plan should be relevant to this parish, as the needs for each are different. Coffee Mornings - The Rural Coffee Caravan will be attending the coffee mornings on the first Wednesday of the month in October, November and December. It has also been mentioned that the Essex & Suffolk Water will be attending with their van on the 4th November to provide an update to the village about the proposals on the new pipeline. No further update has been received from VANessa, which is led by ESC, as to when they may attend the village. Budget - Please note that I will start working on the budget next month. Let me know if there is a project that you would like added to the budget for some funding to be considered. I hope to present a draft budget in November, for full approval in December. Linked to this the PC will need to approve the precept request in December for submission to ESC in January. Advertising Revenue - Email reminders have been sent to 2 companies regarding their outstanding invoices for adverts in the Community News. This totals around £225. Annual Leave - Please note that I will be on Annual Leave on the 23rd October.

12764 Clerk's Report on urgent decisions

None

12765 Matters arising from the Clerk's report.

Cllr Revell suggested that the Emergency Plan is placed on the next agenda for discussion. Budget – if anyone has project, they wish to have supported, please could they bring it to the next PC meeting.

12766 Matters arising from the Parish Council meeting held on Wednesday 26 August 2026.

10.1 Power Projects – Cllr Galloway reported that there were no updates.

Cllr Gwynne asked why the Sizewell C road closures are not available of Google. Due to some of the road closures taking place and the various diversion routes, it does make residents late for appointments etc.

Cllr Stacey said that Highways should liaise with Google about the road closures.

Cllr Revell reported that the road closure emails that are forwarded from the Clerk are quite accurate.

Cllr Stacey stated that one of the problems is that the road signs are not collected after the work is completed and this makes it very confusing.

ACTION: Clerk to email Rebecca Quigg and ask that the updates of road closures are placed on Satnavs.

10.2 Benches – Cllr Holden reported that he and Cllr Ransome had looked at all the benches, and there is one that needs to be replaced at the children's play area. At the moment there is a picnic bench from the Village Hall in its place, and this is being well used. Cllr Holden will look at some picnic benches to gain a quote. This will be up to £300. These quotes will be circulated to all for a final decision. All the Councillors in attendance approved the sum of £300 for a new picnic bench.

ACTION: Cllr Holden to circulate some suitable picnic benches for selection.

Cllr Ransome reported that some of the other benches required slats and these were being replaced.

Cllr Revell reported that an email had been received from a resident regarding the bench at Carlton Church. This bench was in commemoration of a local family member. The family has spoken to the resident about the bench. The resident is asking for a donation towards the bench which he has almost raised enough funds for.

Cllr Galloway commented who owns the bench, are the family happy for it to be replaced? This is not the responsibility of the Parish Council.

ACTION: Cllr Revell to contact the family about the bench and to obtain more information.

10.3 Trees – Cllr O'Neill reported that the trees near the recreation ground gate have been removed. The one near the pedestrian gate needs to be felled.

ACTION: Cllr Revell to speak with Cllr West regarding the tree on the recreation ground near the pedestrian gate.

12767 Parish Council Matters

11.1 To re-adopt the Publication Scheme, Accessibility Statement, Equality & Diversity Policy, and the Health & Safety Policy.

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

11.2 Kelsale Village Hall – Cllr Ransome reported that there had been no further update on the detailed spec for the foresourt. It has been agreed to place sound panels on the ceiling of the Committee Room. The curtains have been removed from the Committee Room as they were not fire retardant.

Cllr Stewart reported that there was a large wedding in the Main Hall, and there was a lot of rubbish left around the outside of the building.

Cllr O'Neill stated that it is the responsibility of the hirers to tidy the site and the hall.

11.3 Bonfire & Firework Event – Cllr Revell reported that the main items of the event have been sorted. The final meeting is to be held on the 19th October. The school children are building the guys, Cllr Reynolds will check this with the KPTFA. If anyone is around during the day for the setting up, please just come along to the recreation ground.

ACTION: Clerk to contact the two volunteers from the Sizewell C Community Fund team, to give them the time they need to be onsite for.

11.5 Christmas Trees – Cllr Galloway reported that the Church will confirm if they require a tree.

Cllr Buttle agreed to order the trees and contact the resident to see if they wish to sponsor the village tree again this year.

11.6 Remembrance Service – Cllr Revell confirmed that on the 8th November the Remembrance Service would be held at Saxmundham. Invites to the event will be received nearer the time.

12768 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

Cllr Ransome reported that the second call for sites had been circulated to ask for consideration to be taken into account for possible building sites.

Cllr Galloway commented that last time this happened a couple of Councillors were invited to look at the possible sites and to make comments on behalf of the Parish Council.

Cllr Ransome said that the suggested plots need to be looked at and to see if this is where would be preferable for the community.

12769 Financial Matters

13.1 Financial Statement since the August meeting. See Updated Finance Report of 23 September 2026.

Cllr Buttle 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 31st August 2026 plus financial reconciliations were presented to the Council and signed by the Chair.

13.3 To note the current CIL balance: The Clerk reported that the CIL balance is £29952.58.

13.4 To approve the recommended increase in the Clerk's salary: Cllr Revell reported that this is the annual increase for the Clerk as recommended by the government. It is around an additional 50p per hour, and this is back dated to the 1st April. The increase was approved by all in attendance.

12770 To Receive Reports from Portfolio Holders and Liaison Representatives

D1: Quarterly Newsletter

Cllr Galloway reported that the latest edition of Community News is about to go to print. Mary Clarke, editor, has done an amazing job. There is now an events page for local events to be advertised. The Harvest Supper is to be in the Village Hall on the 17th October.

Cllr O'Neill reported that he will be doing a report to place in the next Community News about the Neighbourhood Watch. The Social Club will be placing a slip advertising the events into the Community News. It may be an idea to update a parish website. This could have links to the local events, like the Church, Social Club etc. there is also the possibility of an open event on the recreation ground next June. This could be a beer festival with a live band.

Cllr Galloway said that the Church is also considering an event for June 2027.

Cllr Gwynne stated that the Crafty Picnic will also be held in June. She has also a creative project for the community, more information on this will follow.

Cllr Stacey reported that he had started work on the Village Hall website.

ACTION: Cllr O'Neill & Cllr Stacey research the website possibilities and report back to the Council.

12771 Items for consideration for Inclusion on the next agenda

As appears in the minutes, Emergency Plan

12772 Correspondence

Resident – A request was received from a resident with regards to planting a memorial tree on the recreation ground. It was suggested that this tree be a fruit tree. Cllr Holden is to be the contact for the siting of the tree. It was also mentioned that the tree will require regular watering.

ACTION: Clerk to respond to the resident and copy in Cllr Holden and the tree warden.

12773 To consider excluding the public and press.

No considerations were necessary.

12774 Excluded items

There were none.

12775 Date of the next meeting

The next Parish Council Meeting is to be held on the 28th October 2026

The Chair closed the meeting at 8.51pm.

Signed: Chairman Dated:

DRAFT