



Agenda for the Ordinary Meeting of Kettleburgh Parish Council to be held at Kettleburgh Village Hall on Thursday 14th September 2023 at 19.30

Members of Kettleburgh Parish Council are *summoned to attend* for the purpose of transacting the following business. The public and press are invited to attend.

1. **Welcome by the Chairman**
2. **Apologies for absence**
3. **Declarations of Interest**
4. **Requests for dispensations**
5. **Minutes** – to resolve that the minutes of the: Ordinary Parish Council Meeting on Thursday 26th July; and Extraordinary Meetings on Tuesday 22nd August and Tuesday 5th September 2023 are true and correct records, and the Chairman to sign the minutes
6. **Clerk's Report** including actions taken since the last meeting for information
7. **Public Forum** - to include Police, District and County Councillors' Reports. Members of the public are invited to give their views on issues on this agenda, or raise issues for future consideration, at the discretion of the Chairman. They may speak for up to 3 mins and the session will last no longer than 15 minutes. *Members of the public may not take part in the following Council meeting itself.*
8. **Planning** - to hear updates and agree any action required:
 - a) **Application: DC/23/3162/FUL Nest Care Farm Kettleburgh**
 - b) **Neighbourhood Plan:** to consider initiating a project to develop a Neighbourhood Plan
 - d) **East Suffolk Council Custom and Self-Build Housing:** Public Consultation on a draft Supplementary Planning Document. Consultation Period 6th September to 18th October 2023
9. **Speed Awareness Survey:** to note findings and agree any actions.
10. **Finance** - to discuss and where necessary approve:
 - a) **Bank Reconciliation**
 - b) **Payments made and proposed**
 - c) **Receipts and Payments Forecast** – Summary Report
 - d) **Donation from Gun Club**
 - e) **KPC Insurance renewal**
11. **Governance:** to discuss and where necessary approve:
 - a) **Business Plan:** begin to consider 2024-25 activities
 - b) **Standard Operating Procedure for Internet Banking**
 - c) **Internal Control Document (standard version)**
 - c) **Website:** Clerk to update on recent handover and progress
 - d) **Parish Email Distribution List:** GDPR and Data protection
 - e) **Financial Regulations**
 - f) **Standing Orders**
 - g) **Privacy Statement**
12. **Motion under the Public Bodies (admission to meetings) Act 1960** - to exclude the public and press from discussions regarding personnel where publicity might be prejudicial to the special nature of the business
13. **Next Meeting/s** – agreed dates: Ordinary Meetings Thursday 12th October and 9th November
7th December 2023 at 19.30

Sonia E Frost

Clerk and Responsible Officer to Kettleburgh Parish Council Published: 10th September 2023

Please be aware that filming and recording of the meeting may be taking place during the meeting.