



## **Agenda for the Ordinary Meeting of Kettleburgh Parish Council** **to be held at Kettleburgh Village Hall on Wednesday 8<sup>th</sup> January 2025 at 19.00**

Members of the 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 and apologies for absence**
2. **Declarations of interest and requests for dispensations**
3. **Public Forum**
  - 3.1. To receive Police, District and County Councillors' Reports, for information
  - 3.2. To receive questions and views from members of the public present<sup>1</sup>
4. **Minutes** – to consider and if appropriate approve the minutes of the Ordinary Meeting on 11<sup>th</sup> December 2024 as a true and correct record, and the Chairman to sign the minutes
5. **Clerk's report** – including updates on projects, actions taken since the last meeting for information, and correspondence received since the last meeting requiring a response
6. **Planning** – to receive updates and agree any action or response needed
  - 6.1. **Planning ref: DC/24/4429/FUL**

**Proposal:** A new three car garage with storage loft above. Minor alterations to the entry court levels, surface treatment and landscaping around it.

**Site Address:** Bridge Farm, Mill Lane, Kettleburgh, Woodbridge, Suffolk IP13 7JS

Consultation letter expiry date: 20<sup>th</sup> January 2025
7. **Community Flood Plan** - to receive an update and agree any action needed
8. **Governance** – to hear reports and agree any action needed
  - 8.1. **Business Plan 2024-26** – Council to consider and finalise activities needing to be budgeted for the setting of the precept 2025-26
  - 8.2. **gov.uk domain** – to receive an update and agree any action needed
9. **Finance** – to receive reports and as necessary note, review, approve, and agree action:
  - 9.1. Bank Reconciliation 27<sup>th</sup> December 2024
  - 9.2. Payments made and for authorisation January 2025
  - 9.3. Receipts and Payments Forecast, Budget 2024-2025 and approve draft Budget for 2025-26
  - 9.4. Precept 2025-26 – Council to consider and agree the precept for 2025-2026, to be requested by the Clerk by 25<sup>th</sup> January 2025
10. **Items for future agendas** – to consider and agree any new items
11. **Motion under the Public Bodies (admission to meetings) Act 1960** - to exclude public and press from discussions where publicity might be prejudicial to the special nature of the business. A matter relating to a staff contract.
12. **Next Meeting/s** – proposed Ordinary Meetings on Wednesday 19<sup>th</sup> Feb and 12<sup>th</sup> March 2025 at 19.00. Further proposed dates for 2025 to be agreed

Sonia Frost, Clerk to Kettleburgh Parish Council  
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<sup>1</sup> The session will last no longer than 15 minutes. Members of the public may speak for up to 3 mins and at the discretion of the Chairman raise issues for future consideration. They may not take part in the meeting itself.