



**Agenda for the Ordinary Meeting of Kettleburgh Parish Council**  
**to be held at Kettleburgh Village Hall on Wednesday 19<sup>th</sup> February 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 8<sup>th</sup>, and Extraordinary Meeting on 21<sup>st</sup> February 2025 as true and correct records, 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
7. **Consultation: Department for Environment Food & Rural Affairs Land Use consultation closing 25th April** - Council to consider ahead of agreeing its response on 12th March
8. **Community Flood Plan** - to receive an update and agree any action needed
9. **Governance** – to hear reports and agree any action needed
  - 9.1. **Business Plan 2024-26** – Council to consider updates in relation to:
    - The Pound Tree work to tidy branches;
    - Elizabeth Marquee, Storage arrangements; and
    - New Defibrillator. Installation, new checker and signage.
  - 9.2. **gov.uk domain** – to receive an update and agree any action needed including arrangements to set up new Councillor email accounts
  - 9.3. **Risk Assessment** – to consider a draft and approve if appropriate
  - 9.4. **Asset Register** – to consider a draft and approve if appropriate
10. **Finance** – to receive reports and as necessary note, review, approve, and agree action:
  - 10.1. **Bank Reconciliation 29<sup>th</sup> January 2025**
  - 10.2. **Payments made and for authorisation January 2025**
  - 10.3. **Receipts and Payments Forecast, Summary Report**
11. **Items for future agendas** – to consider and agree any new items
12. **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
13. **Resignation of the Clerk** – agree process, timescale and recruitment of new clerk
14. **Next Meeting/s** – proposed Ordinary Meeting on Wednesday 12th 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.