



**Agenda for the Ordinary Meeting of Kettleburgh Parish Council
to be held at Kettleburgh Village Hall on Wednesday 12th March 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 present¹
- 4. Minutes** – to consider and if appropriate approve the minutes of the Ordinary Meeting on 19th March 2025 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. [DC/25/0693/EIA](#)** Screening Opinion Request - Installation and operation of a Solar Development and Battery Energy Storage System with associated equipment and necessary infrastructure. Land North of Kettleburgh Road Easton and Land South of The Street Letheringham Suffolk
 - 6.2. Department for Environment Food & Rural Affairs Land Use consultation** – to hear views on the papers circulated, ahead of agreeing a response on 9th April (closes 25th April)
 - 6.3. Neighbourhood Plan** – to consider a questionnaire to gauge public enthusiasm for a NP
- 7. Governance** – to hear reports and agree any action needed:
 - 7.1. **Risk Assessment** – to consider the draft provided and approve if appropriate
 - 7.2. **Asset Register** – to consider the draft provided and approve if appropriate
 - 7.3. **Standing Orders** – for re-approval
 - 7.4. **Policies and Procedures** – for re-approval
 - Grant Awards Policy & Application Form
 - General Privacy Notice
 - Internal Controls
 - LGA Code of Conduct
 - Standard Operating Procedure for Internet Banking
 - Health & Safety Policy
 - Equality and Diversity Policy
- 8. Finance** – to receive reports and as necessary note, review, approve, and agree action:
 - 10.1. **Bank Reconciliation 27th February 2025**
 - 10.2. **Payments made and for authorisation March 2025**
 - 10.3. **Receipts and Payments Forecast, Summary Report**
 - 10.4. **Financial Regulations** – to consider the new NALC model regulations circulated and direct KPC customisations ahead of approving a customised version on 9th April
 - 10.5. **Appoint Auditor** for End of Year 2024-2025
- 9. Items for future agendas** – to consider and agree any new items
- 10. Recruitment of new Clerk** – to receive an update from Staffing Committee, agree next actions and approve costs
- 11. Next Meeting/s** – to agree proposed Ordinary Meetings on Wednesday 9th April, 7th May and 9th July 2025 at 19.00

Sonia Frost, Clerk to Kettleburgh Parish Council
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¹ 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.