



**Agenda for the Ordinary Meeting of Kettleburgh Parish Council
to be held at Kettleburgh Village Hall on Wednesday 16th April 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.** [DC/24/0746/VOC](#) Variation of Condition 2 of No DC/21/0757/FUL - Construction of 16 no. new dwellings including 5 no. affordable homes, - Land North of The Street The Street Kettleburgh Woodbridge Suffolk IP13 7JP
 - 6.3.** [DC/25/1452/FUL](#) New window and doors at ground level.Two new dormers at first floor. Additional ensuite at first floor. Corner House The Street, Kettleburgh, IP137JP. Consultation expiry: 6 May 2025
 - 6.4. Neighbourhood Plan** – to consider a questionnaire to gauge public enthusiasm for a Plan
- 7. D-Day-80 Celebration** - to hear updates and agree actions and budget
- 8. Speed Awareness Initiative** – to review progress, consider a new Data Recording, agree any actions
- 9. Governance** – to hear reports, agree any action needed and if appropriate approve:
 - 9.1.** Revised/simplified draft Business Plan-2024-26
 - 9.2.** Internal Control Review document
- 10. Finance** – to receive reports and as necessary note, review, approve, and agree action:

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| 10.1 Internal Audit Report2023-2024 | 10.7 Accounting Statements AGAR 2024-2025 |
| 10.2 Bank Reconciliation (Y/E 31/3/2025) | 10.8 Certificate of Exemption AGAR 2024-2025 |
| 10.3 Payments made & for authorisation (April) | 10.9 The Annual Governance Statement AGAR 2024-2025 |
| 10.4 Receipts and Payments Forecast – Summary Report Budget 2024-2025 | 10.10 Notice of Public Rights |
| 10.5 Financial Statement | 10.11 Barclays Bank Mandate |
| 10.6 Annual Financial Statement 2024-2025 | 10.12 Barclays Bank Standing Orders |
| | 10.13 Reclamation of VAT |
- 11. Annual Parish Meeting** – Wednesday 14th May 2025. Agree format and any actions
- 12. Recruitment of new Clerk - 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– to receive an update from Staffing Committee, agree next actions and approve costs
- 13. Items for the Next Agenda**
- 14. Dates of Next Meeting/s** – to agree proposed Meeting dates - Wednesday, 7th May (Annual Parish Council Meeting), Ordinary Meeting 9th July 2025 at 19.00

Sonia Frost, Clerk to Kettleburgh Parish Council
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Revised 11th April 2025

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.General Privacy Notice