



**Agenda for the Annual Kettleburgh Parish Council Meeting
to be held at Kettleburgh Village Hall on Wednesday 7th May 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. **Election of Chairman and to receive the Chairman's Declaration of Acceptance of Office**
2. **Election of Vice Chairman and to receive the Vice Chairman's Declaration of Acceptance of Office**
3. **Apologies** – to note those present and receive and consider any apologies for absence
4. **Declarations of interest and requests for dispensations**
5. **Public Forum**
 - 5.1. To receive Police, District and County Councillors' Reports, for information
 - 5.2. To receive questions and views from members of the public present¹
6. **Minutes** – to consider and if appropriate approve the minutes of the Ordinary Meeting on 16th April 2025 as a true and correct record, and the Chairman to sign the minutes
7. **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
8. **Planning** – to receive updates on the progress of applications and agree any action needed
 - 8.1. **Planning ref: - DC/25/1530/FUL** Relocation of existing vehicular access to improve highway safety. Field Adjacent to Easton Road Kettleburgh Suffolk IP13 7JT
 - 8.2. **Planning ref: - DC/25/0693/EIA** EIA Screening Opinion - 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
 - 8.3. **Neighbourhood Plan** – Draft Questionnaire. Consider and agree any actions
9. **New Defibrillator** – to receive an update and agree any necessary actions
10. **VE-Day-80 Celebration** – to receive an update and agree actions and budget
11. **Governance** – to:
 - 11.1. receive an update on the Business Plan-2025-26
12. **Internal Audit Report 2023-2024** – to consider the report and agree any action needed
13. **Finance** – to note and where necessary review or approve:
 - 13.1. Bank Reconciliation April 2025 Payments made & for authorisation May/June 25
 - 13.2. Receipts and Payments Forecast – Summary Report 2025-2026
 - 13.3. Neighbourhood CIL Payment April 2025 £1,114.63
 - 13.4. Asset Register – consider and agree updated register
 - 13.5. Public Rights – Confirmation of Dates for publication
 - 13.6. Revised NALC Financial Regulations
14. **Annual Parish Meeting** (Wednesday 14th May 2025) – to agree format and any action needed
15. **New Clerk Appointment** – Welcome and handover arrangements
16. **Items for future agendas** – to consider and agree any new items
17. **Next Meeting/s** – Ordinary: Weds 9th Jul and 10th Sep 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.

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