

# **Kettleburgh Parish Council Meeting**

## **9<sup>th</sup> July 2025 at 19.30 – Kettleburgh Village Hall**

### **AGENDA**

#### **To: Members of Kettleburgh Parish Council**

You are duly summoned to attend the Parish Council Meeting of Kettleburgh Parish Council to be held at 7.30pm on Wednesday 9<sup>th</sup> July 2025 at Kettleburgh Village Hall.

**Public Attendance:** Members of the public and press are welcome to attend. At item 4, the public will be invited to give their views/question the Parish Council on issues on the agenda or raise issues for consideration of inclusion at future meetings. This item will generally be limited to 15 minutes duration and will be followed by any County/District Councillors' or Police reports.

**1/9/7 Welcome by the Chairman and apologies for absence:** To receive and vote on any apologies for absence

**2/9/7 Motion to approve the appointment of the new Clerk and RFO and approve the contract of employment**

**3/9/7 Declarations of Interest and Requests for Dispensation**

**4/9/7 Public Participation Session (15 minutes)**

**5/9/7 To approve the minutes from the [Annual Meeting of the Parish Council](#)**

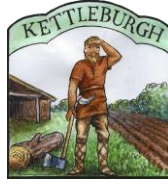
**6/9/7 To receive Police, District and County Councillors' Reports, for information** – Clerk awaiting reports

#### **7/9/7 Internal Audit**

- (a) To receive and note the [Internal Audit Report](#) for the year ending 31 March 2024
- (b) To consider any recommendations arising from the Internal Audit Report and for the Clerk to action as necessary:
  - Recommendation: To publish all items of expenditure above £100 on the Council's website.
  - Recommendation: To publish details of public land and building assets on the website.
  - The Council have yet to meet the requirements of the Transparency Code:  
Recommendation: To comply with the requirements of the Transparency Code in accordance with the guidance.

#### **8/9/7 Maintenance**

Consideration of the impending application of funds for the Churchyard by the Church.



Grants Policy available [here](#).

### 9/9/7 Finance

- (a) To note the Banking Reconciliation – **To be added by the Clerk once access to Scribe and bank account available**
- (b) To confirm banking arrangements for the Parish Council bank account: **Motion to approve adding the Clerk and removing previous Clerk from the account**
- (c) **Motion to approve paying the Clerk salary and Home Working Allowance by standing order every month**

### 9/9/7.1 Payments

Items presented for Payment:

- (a) None

**10/9/7 Planning:** To review and comment on the following planning applications:

[DC/25/2142/FUL](#) – 2 Stone Cottage, Kettleburgh.

**Material planning considerations linked [here](#).**

**11/9/7 Neighbourhood Plan** – To note that the national Locality Neighbourhood Planning Grant Programme has ended. Clerk has enquired as to whether CIL monies can be spent on NDP.

**12/9/7 [Scheme of Delegation](#) – Motion to approve adopting Scheme of Delegation**

**13/9/7 Meeting Schedule for the remainder of the year**

**14/9/7 CIL Update** – To note that Kettleburgh Parish Council is due funds of £2163.70 from planning application DC/24/1837/FUL - Rookery Farm, Framlingham Road, Kettleburgh, Suffolk. Potential amount due to Kettleburgh Parish Council should works commence at DC/24/0746/VOC - Land North Of The Street, The Street, Kettleburgh, Woodbridge, Suffolk, IP13 7JP (16 dwellings): £17,909.

**15/9/7 Updates to [Parish Council Business Plan](#)**

- (a) Code 16: Council IT - **Motion to terminate renewal of Microsoft 365 business accounts for Councillors and ascertain whether budgeted funds are available for a laptop for the Clerk.**