

## Minutes of the Ordinary Meeting of Kettleburgh Parish Council

## held on Thursday 9<sup>th</sup> November 2023 at 19.30 in the Village Hall

The following business was transacted:

1. Welcome by the Chairman	Minute No.
The meeting started at 19.30. The chairman welcomed everyone present and reminded the	and Actions
attendees that the meeting was not being recorded by the Parish Council.	
2. Apologies for absence	K2023239
<b>Present:</b> Councillor E Jardine (EJ) Chairman, Councillor P Garland (PG), Councillor D Thomas	
(DT), Councillor R Booth (RB), Councillor J Mealing (JM), Councillor L Clark LC).	
Mrs Sonia Frost, Clerk and RFO	
Apologies: District Councillors Owen Grey and Vince Langdon Morris	
Attending: Suffolk County Councillor Elaine Bryce. One member of Public	
3. Declarations of Interest	K2023240
None	
None	
4. Requests for dispensations	K2023241
None	
7. Public Forum - to include Police, District and County Councillors' Reports	
Council resolved to change the order of business to take a report from County Councillor E Bryce as she had other commitments. [KPC Standing Orders 2018 for England 2020, approved March 2022]	
County Councillor Bryce reported that she had attended an important meeting with representatives from SCC, Dept of Environment, and others, to consider the critical issues of the devastating Floods caused by Storms Babet and Ciaran. Key points were:	
<ul> <li>Learning from the event. There were no previous comparable events on which experts could model the occurrence. 40 mm had been precipitated on Thursday 19th October, saturating the land, and a further 70mm had been precipitated as Storm Babet had moved eastwards across the country and remained over the Framlingham area for some time.</li> <li>The Dept of the Environment had responsibility for fluvial/river matters, and SCC for highways. Riparian owners were responsible for their watercourses.</li> </ul>	
<ul> <li>Parishes would have local knowledge of their community and know who was at risk.</li> <li>Who had been affected in the community. Grants for those affected by water within their homes were being developed and more information would be forthcoming soon.</li> <li>Reporting. Homes affected would need to be reported via the SCC Flood reporting website, and via the Electoral Register.</li> <li>Homes that had been flooded between 19th and 25th October had to be reported</li> </ul>	
before 25th January 2024 if grants expected to be around £5,000 were to be paid.	



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<ul> <li>Photographs of internal home damage should be uploaded. The homeowner should be contacted by Suffolk County Council to continue the process.</li> <li>Grants of £5,000 per household might be paid. This would not have covered all costs but would have gone a long way to mitigating the future risk, which might have cost approximately £8,000.</li> <li>During the recovery period, East Suffolk Council and Suffolk County Council would examine the causes and exacerbating factors of the floods, and where necessary, complete a Section 19 Report.</li> <li>Carlford Ward was one of the worst affected areas, it normally had 2 Section 19 reports annually, and already had 50.</li> <li>Any homeowner not comfortable completing the report of their home flood could be contacted by phone instead if they preferred.</li> <li>If residents were concerned reporting a flood would adversely affect their insurance, <u>https://floodmary.com/help-and-resources/how-to-reduce-the-impact-of-a-flood-at-a-property-level/useful-flood-advice-links/</u> was a good source of information.</li> <li>Environment Agency Flood warnings - had they learnt from the storm. The consequences would be analysed, and it was hoped to improve on the current process.</li> <li>A member of public spoke about a planning application they were in the process of submitting to East Suffolk Planning Department. They would like to approach the Parish</li> </ul>	
and Parish Council when their documentation was ready. The Clerk advised them to direct	
correspondence through the Clerk.	
5. Minutes	K2023242
Council resolved that the minutes of Kettleburgh Ordinary Parish Council Meeting 19th October, and Extraordinary Meeting on 30th October 2023 were true and correct records, and they were signed by the Chairman accordingly.	
6. Clerk's Report including actions taken since the last meeting for information	K2023243
<ul> <li>Flooding information: Storm Babet - Framlingham Town Council updates on the Support for flood hit areas had been added to the website and PEDL.</li> <li>D-D-80 - member of public had suggested a display with WW2 memorabilia.</li> <li>Website - now had a dedicated page for the Scouts. PRoW/Footpath information - page had been fixed and maps could now be printed from the ESC website.</li> <li>The daughter of a previous Rector of Kettleburgh had donated photograph albums and newspaper clippings for the Kettleburgh PC archives. The Clerk would establish any historic value and sort into relevant categories.</li> <li>Remembrance – at Brandeston Church Sunday - Chairman would lay a wreath on behalf of KPC.</li> </ul>	
<ul> <li>ESC Planning - big changes to the Public Access – Clerk now had training video and</li> </ul>	
would update the website when the changes are clear.	
• ESC Neighbourhood Planning training morning at Darsham on 23 <sup>rd</sup> November. The Clerk would be attending.	Clerk
• SALC Conference at the Hold on 29 <sup>th</sup> November – senior planners and other recourses would attend. Clerk would attend, and a sourceiller could if desired	Clerk
<ul> <li>resources would attend. Clerk would attend, and a councillor could if desired.</li> <li>Suffolk Constabulary - would be changing its local policing model from December 2023; with that in mind a booklet had been created to highlight some of the</li> </ul>	Clerk



<ul> <li>changes. Views on the new operating model could be mailed to <a href="mailto:cpcoperatingmodel@suffolk.police.uk">cpcoperatingmodel@suffolk.police.uk</a></li> <li>SALC Clerk Networking via zoom - issues discussed included supporting vulnerable people in the community, and planning issues related to solar farms in rural areas</li> </ul>	
8. Planning - to hear updates and consider any action required a) Application DC/23/3162/FUL Nest Care Farm Kettleburgh	К2023244
Awaiting decision <b>b) Consultation: DC/23/3265/FUL 3 Bungalows adj Chequers PH</b> Application refused on 8 <sup>th</sup> November 2023 <b>c) Consultation: DC/21/0757/FUL 16 houses in The Street, Kettleburgh</b> Application Permitted on 20 March 2023. No work has started	
9. Speed Awareness Survey - to note findings and agree any actions	K2023245
The Clerk reported that collation of the survey results was completed, and the Draft Repo had been circulated to the Council. Key points were:	Clerk
<ul> <li>There was no compelling evidence from the qualitative data of a major speeding problem.</li> <li>There was insufficient appetite for any intrusive physical intervention. Speed Indicator Devices had the greatest support, with 33 respondents in favour, and 5 against. The perception was that they worked well in other locations and could be easily moved and were proven to raise awareness in drivers.</li> <li>The next step would be to capture quantitative data. This could be done by deployment of a Speed Data Monitoring Box from Suffolk County Council (SCC).</li> </ul>	
Council agreed to secure and deploy a Data Monitoring box, and SCC Councillor Elaine Bry agreed that she would contact the correct SCC Officer who would liaise with the Clerk. Th Clerk would then report back to Council so locations could be agreed. Grant Funding £500.00 for the Box was held by SCC Councillor Bryce in the Carlford Budget, until require	ne Clerk, Cllr Bryce
<ol> <li>Community Flood Management Plan: update following Major Flooding Incident on 20/10/2023 and where necessary approve actions</li> </ol>	K2023245
The key issues had been reported by County Councillor Bryce. District Councillor Owen G had collated a report regarding the impact of Storm Babet on many parishes surrounding Framlingham, including a submission by the Clerk covering Kettleburgh. The Report had been sent to 16 key County and National Stakeholders including: The Secretary of State for Environment, Food and Rural Affairs; MP for Central Suffolk and Northern Ipswich; Leader of SCC; and CEO Environment Agency.	or
A Flood Survey questionnaire had been drafted to be distributed by hand to all household in the Parish as Council wished to survey the village to better understand who was affected by the flood and how it affected property. The aim was to provide support and advice to vulnerable properties in Kettleburgh prior, during and after flooding events.	ed
County Councillor Bryce had provided an information card for those impacted by the Floo The Clerk agreed to distribute this information.	d.
Council agreed the final draft of the questionnaire and that it would be hand delivered by Councillors and the data collated by the Clerk.	Clerk



C	all agreed that as mulated as satismustices should be put in a specific Mailboy, to be	
	icil agreed that completed questionnaires should be put in a specific Mailbox, to be to the wall of the Village Hall, to be used only for survey responses.	
	icil asked the Clerk to purchase a mailbox, secure, metal, lockable, and fix it securely to /illage Hall wall near the entrance. Expenditure of £18.95 was approved.	
	cillor EJ, Chairman, thanked County Councillor Bryce for her report and support. She he meeting at 20.00hrs.	
11.	Governance - to discuss and where necessary approve:	K2023246
Cour	icil resolved to defer Items a), b) and d) to the next meeting. a) Business Plan to consider 2024-25 activities b) Maintenance Plan for KPC Assets d) Consider maintenance for wider village	
	c) Defibrillator: -update The Clerk had spoken with the Community Heartbeat Trust and established that the current device would be out of warranty in March 2024. A new battery was due for purchase at that time if it continued in service. An option of purchasing a new device, which was a new generation device and much improved in ease of use for the rescuer, was suggested. It would have the advantage of including a battery, therefore saving the cost of purchasing one for the existing device, or provision from the current contract. Concern was expressed that an up-to-date	
	device was a necessity for the village.	
		Clerk
12.	device was a necessity for the village. After careful consideration, Council resolved to purchase a new defibrillator with advice from the Community Heartbeat Trust. The Clerk was asked to seek grant	Clerk K2023247
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12.	<ul> <li>device was a necessity for the village.</li> <li>After careful consideration, Council resolved to purchase a new defibrillator with advice from the Community Heartbeat Trust. The Clerk was asked to seek grant funding to enable the purchase.</li> <li>Finance - to discuss and where necessary approve:</li> </ul>	



13. Motion under the Public Bodies (admission to meetings) Act 1960 - to exclu public and press from discussions where publicity might be prejudicial to the nature of the business	
No special business identified.	
13. Next Meeting/s	K2023249
Agreed dates: Ordinary Meeting Wednesday 6 <sup>th</sup> December 2023 at 19.30.	

Chairman's signature to indicate Council approval:

Dated: