

Minutes of the Annual Meeting of Kettleburgh Parish Council

held on Thursday 18th May 2023 at 19.30 in Kettleburgh Village Hall

The following business was transacted:

	prese	ration of Acceptance of Office forms were signed before the meeting by all ClIrs in the nce of the Clerk, and they were reminded to complete their Register of Interests forms a 28 days of taking office.	Minute No. and Actions
	1.Elec	tion of Chairman and to receive the Chairman's Declaration of Acceptance of Office	K2023152
		Jardine, as the sole nominee for Chairman, was elected unanimously, proposed Cllr P nd, seconded Cllr L Clark. Cllr EJ signed the Declaration of Acceptance of Office.	
	Atten Cllr EJ	nt: Cllr E Jardine(EJ), Cllr R Booth (RB), Cllr Louise Clark (LC), Cllr Patrick Garland (PG), ding: Mrs Sonia Frost Clerk and RFO, and four members of the public. Chairman reminded the attendees that the meeting was being recorded for the use of the minutes. The meeting started at 19.30.	
	of Off	ction of Vice Chairman and to receive the Vice Chairman's Declaration of Acceptance ice cillors agreed that Council did not need a Vice Chairman for the time being.	K2023153
	3. Ap	ologies for absence: Cllr D Thomas (DT) and Cllr S Poacher (SP)	K2023154
	4. Me None	mbers' Declaration of Interests regarding agenda items	K2023155
A Contraction	5.To (consider requests for dispensations	
and the share of the	None		
	6.	Co-Option of New Councillor - to consider an application from a resident and co- option to the casual vacancy:	K2023157
	*	Following an introduction, Mr John Mealing was co-opted by unanimous vote, proposed ClIr EJ, Chairman, seconded ClIr LC. New ClIr JM signed the declaration of Acceptance of Office, and took his seat at the Council.	
	7.	Minutes – To resolve that the minutes of the Ordinary Council meeting on 13 th April, and Extraordinary Meeting on 26 th April, were true and accurate records.	K2023158
		The Minutes of both meetings were agreed as true and accurate records, and signed by the Chairman.	
	8.	Clerk's Report including actions taken since the last meeting for information	K2023159
		The Clerk reported that the Elections had now been finalised and there had been changes to the District Councillors. John Owen Grey Liberal Democrat and Vince Langdon-Morris The Green Party were welcomed. Council wished outgoing Cllr Maurice Cook Conservative well and thanked him for all his support and advice over recent years. The cost of the election to KPC was not yet known, but was likely to be modest as it had been uncontested.	

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9.	Public participation session (15 minutes) to include Police, District and County Councillors Reports	K2023160
	No reports had been received.	
	One member of the public raised comments on the Nest Care Farm application (withdrawn) and aspects of the Annual Parish meeting planned for the 25 th May were raised. It was requested that adequate time be made for the presentation of the potential resubmission. A second member of the public raised concerns around potential increase in traffic issues. A third member of public expressed concerns around future development and potential strategies to protect the parish.	
10.	Planning - To hear any updates and agree any actions required:	K2023161
<u></u>	1. Development of 16 Houses in The Street Kettleburgh DC/21/0757/FUL. No further updates on the development. Marshall Hatchick LLP solicitors had contacted the Clerk for information about the current placement of the village sign. She had sent the solicitor a copy of the Deed Licence Agreement document dated 4 th December 1980. It clearly marks the exact placement of the sign and states the fee for the annual rent at £1.00 payable on demand on April 1 st . As the fee had not been requested this year, the Clerk had written to George Homes Ltd to remind it and request its payment details, but had received no response. She would follow up.	Clerk
	2. East Suffolk Planning Alliance (ESPA)	
	The Clerk had contacted the East Suffolk Planning Alliance (ESPA) and it had been pleased to affiliate Kettleburgh Parish Council. The Council's aim in this was to secure more support and collaboration among the local parishes as they may be targeted for future development. Communications were via Parish Clerks.	
	3. Village Sign Placement – consideration of permanent site after completion of new Development	
•	A member of the public had raised a concern that the village sign might need to be moved to an alternative site after the development had been completed. It was likely that it would be taken down during the construction phase, but the reason the Deed License agreement had been requested by the solicitor (item 10.1 above) was their need to determine exactly the position for its replacement. If the permanent site was to be changed from its current position, it might need a village consultation and the issue was therefore deferred to a future meeting for consideration.	
	4. Nest Care Farm - Application DC/22/481/FUL - Withdrawn.	
	No further information had been reported and there was no known resubmission date.	
11.	Annual Parish Meeting 25 th May 2023 consider Agenda and format of the meeting, and approve any actions required	K2023162
	The Nest Care Farm applicant has been invited to make a presentation at the Annual Parish meeting the next week 25 th May 2023 and had agreed to do make a presentation and take questions. The Agenda had been published and it would be Agenda Item 6. The Clerk was asked to find out if any equipment was required.	Clerk

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12.	King Charles III Coronation Celebrations to hear an update and consider any actions required and costs to approve	K2023163
	Cllr EJ Chairman reported that the Coronation celebrations had been a great success and thanked all that had made a significant contribution to the event, including Joan and John Mealing, Cllr Simon Poacher, Julie Duckham and Roger Clarke. The celebrations had been funded by a National Lottery Enabling Communities grant of £1000.00. The Parish Council expressed its gratitude for this. The final figure is yet to be confirmed but likely to be close to £750.00. The residual amount may be put towards an information board or similar for the Kettleburgh Pound.	
	Cllr EJ Chairman raised the D-Day 80 6 th June 2024 event. This would require a significant amount of planning, including a beacon, and he hoped that could begin soon. The clerk was asked to add this project to the next agenda.	Clerk
13.	Governance - to approve and adopt:	K2023164
	Financial Regulations for Kettleburgh Parish Council	
	Standing Orders for Kettleburgh Parish Council	
	Council agreed to defer both documents to another meeting as changes to the banking processes may be needed.	
14.	Finance – to note or approve where necessary:	K2023165
	14.1. Bank Reconciliation to 28 th April 2023	
	Council considered the Bank Reconciliation at 28/04/2023 and resolved to approve it:	
	 Barclays Business Premium Account : £3,869.70 Barclays Community Account: £8,455.96 Balance: £12,325.66 	
	14.2. Payments for authorisation	
	Council considered the Payment Schedule and resolved to approve it.	
	14.3 Payments for Online Purchases – consideration of Barclaycard provision	
	The Clerk had raised the issue of the Council not having a facility to make online payments for services such as Microsoft 365 and purchases. This meant they were being paid by either a Councillor's or the Clerk's credit card, requiring reimbursement. This was not in accordance with the Financial Regulations. Councils are permitted to hold a credit card, provided the card is set to be cleared each month. The Financial Regulations provide for this [NALC KPC Financial Regulations Ratified 10/03/2022] The Clerk had been recommended the Barclaycard Business select cashback credit card, and had circulated the terms and Conditions prior to the meeting. Council considered this, resolved to take up the option and the Clerk was asked to progress the application.	Clerk
	14.4 Barclays Bank Signatories - to consider and agree any changes to be made to the mandate	
	Current signatories to both Kettleburgh Parish Council bank accounts were ClIr R Booth and ClIr E Jardine Chairman. Council agreed that another signatory was required and resolved that ClIr P Garland should become a signatory. The Clerk was	Clark
	asked to progress the mandate change with Barclays Business Team.	Clerk



	14.5. Consider any changes to Barclays Bank Account Standing Orders	
	Council discussed the option of the Clerk salary being paid monthly by standing order. This would ensure the Clerk was paid regularly and the process would be more efficient. The Clerk's salary was agreed by Council as an annual amount to be paid monthly. Council agreed to change to the Clerk salary being paid as a monthly Standing Order, and asked the Clerk to arrange this.	Clerk
15.	Councillor Training - to consider and agree training with Suffolk Association of Local Councils (SALC) for new and existing councillors	K2023166
	Suffolk Association for Local Councils (SALC) had developed a new series of training to help new councillors, and as a refresher for existing councillors. The Councillor Basics workshop provides an understanding of what makes a good council, and the role a councillor plays. Dates for the 2 x 2hour sessions would be emailed to cllrs, and the Clerk would then book places.	All Clirs
16.	Motion under the Public Bodies (admission to meetings) Act 1960 to exclude the public and press for discussions regarding personnel where publicity might be prejudicial to the special nature of the business None	K2023167
17.	Next Meeting Dates Agreed dates were: Kettleburgh Annual Parish Meeting Thursday 25 th May 2023. Ordinary Meetings Thursday 13th July and Thursday 14th September 2023 at 19.30.	K2023168

Chairman's signature to indicate Council approval:

Dated: