



Minutes of the Ordinary Meeting of Kettleburgh Parish Council held in the Village Hall on Thursday 18th January 2024 at 19.30

The following business was transacted:

1. Welcome by the Chairman The meeting started at 19.30. Councillor E Jardine (EJ) Chairman took the Chair, welcomed everyone present and reminded them that the meeting was not being recorded by the Parish Council , but members of public should be aware that others may be doing so.	Minute No. and Actions
2. Apologies for absence Present: Councillor E Jardine (EJ) Chairman, Councillor P Garland (PG), Councillor R Booth (RB), Councillor J Mealing (JM), Councillor D Thomas (DT), and Councillor L Clark (LC) Mrs Sonia Frost, Clerk and RFO Apologies: None Attending: Two members of Public	K2024001
3. Members' Declarations of Interest None	K2024002
4. To consider requests for dispensations None	K2024003
<i>Council resolved to change the order of business to enable a member of public to speak about an issue during that Agenda Item. (KPC Standing Orders approved March 2022)</i> 7. Public Forum A member of the public spoke regarding Planning Application DC/23/3265/FUL, 3 Bungalows adjacent to the Chequers Public House, that had recently been refused permission by East Suffolk Council. The member of public expressed the intention to appeal the decision in due course. A member of public believed, following recent flooding, that the drainage pipes in the vicinity of Watermill House and Mill Road were no longer of adequate capacity. The issue was debated by Council under Agenda Item 8. (b).	K2024006
5. Minutes Council resolved that the draft minutes of the Ordinary Parish Council Meeting held on 6 th December 2023 were a true and correct record and they were signed by the Chairman accordingly.	K2024004
6. Clerk's Report including actions taken since the last meeting for information Correspondence: <ul style="list-style-type: none">Defibrillator. The Clerk had obtained information and upgrade quotes from the Community Heartbeat Trust (CHT), including posters and information to go on the noticeboard and out on the Parish Email Distribution List (PEDL)WW-80 Day. Cllr Garland had shared ideas about procuring a Beacon for the village to commemorate the Event. Correspondence had been received regarding the Bells and Beacon arrangements.	



<ul style="list-style-type: none"> • The Clerk had received communications from the Clerk to Brandeston Parish Council seeking support for the Brandeston Queen Public House. Comments had been registered on the ESC portal and a public meeting held in Brandeston. • A member of public had asked the Clerk to make the KPC Meeting dates more accessible on the website. As a result, the Clerk had created a simple current year page and moved older documents to an archived meetings page. • The PEDL continued-to be published and the Clerk had refined the list to remove duplicates. • A member of the public had reported dog mess on the footpath to the Village Green. The matter had been resolved and hopefully would not be a recurring problem. • The Police and Crime Commissioner for Suffolk, (PCC) had asked for the communication raising awareness of the Police Precept survey to be circulated, and it had been sent out on the PEDL accordingly. • The Ore Benefice Newsletter 'Slice of Suffolk' was not being published at present, while it sought a new Editor, but a Newsletter was being published monthly, and was being sent out on the PEDL, and posted on the website. • ESPA-East Suffolk Planning Alliance had been in touch. The Clerk had completed a survey ESPA had requested, and a significant conference was planned for Grundisburgh on 17th February. The Clerk and councillor(s) aimed to attend. Many parish councils were now affiliated to the group, and this was expected to help when lobbying Government on planning concerns in rural areas such as Kettleburgh. • A member of public had written asking for the period of public speaking to be extended from 3 minutes to 5. The Clerk had undertaken to add the matter to the next agenda. • Concerns had been raised regarding the flooding in Mill Lane (to be debated later in the present meeting). • Councillors had raised the possibility of changing some meeting dates and times. If that happened any change would be widely published. <p>Actions Taken since last meeting:</p> <ul style="list-style-type: none"> • Planning. Cllrs Garland, Mealing and Clerk had attended a virtual webinar by ESC briefing on two ESC Supplementary Consultations - Rural Developments and Healthy Environments. They had also met on 8th December and agreed comments. • Clerk and Chairman had attended East Suffolk Council Half Day Planning Forum the previous day and heard updates on many issues. 	K2024005
<p>8. Community Flood Management Plan – to hear an update and agree any actions required</p> <p>a) Results of Community Flood Survey</p> <p>Council had considered the results of the Flood Survey conducted in November 2023, following the flooding events of Storm Babet. Actions arising from that were:</p> <ul style="list-style-type: none"> • Potential for Councillors to follow-up residents who had been badly impacted and support on a one-to one basis. Confidentiality, Consent and GDPR issues would need to be considered. FWG to take forward. • Signpost residents to information and supporting organisations on the Kettleburgh PC website. This can be found under Community - Public and Village Services - Waterways, Flooding and Water Management. • Brandeston Road. While residents of Kettleburgh Parish lived in that area, and had been significantly impacted by the flooding, it would be practically difficult to reach them to give support, in the event of flooding. 	<p>K2024007</p> <p>FWG</p>



<p>Further consideration would need to be given to this issue. A Meeting of the Flood Working Group would be required to develop further actions.</p> <ul style="list-style-type: none">• Possible improvement to the mobile phone signal. A member of public had volunteered to research the possibilities. The FWG would monitor. <p>b) Flooding in Mill Lane</p> <p>Residents had made a representation in the Public Forum, describing significant flooding during Storm Babet, resulting in water ingress to a historic property. Historically, recollections were that water collected at the far side of the bridge in Mill Lane. More recently it had been collecting both sides of the bridge, up the drive and into the property. The residents felt the drains into the river were no longer of adequate capacity and that the limited capacity of the pipes meant there was an increased risk of blockage due to debris forced down the pipes by floodwater. Suffolk County Council had attended and cleared the drains, but the residents wished the Parish Council to make enquiries into the drainage under the Pound. The Clerk was accordingly asked to make the enquires to determine authority and accountability for the pipe infrastructure under the Pound.</p>	<p>FWG</p> <p>FWG</p> <p>Clerk</p>																											
<p>9. Finance - to discuss and where necessary approve:</p> <p>Current Year 2023-2024</p> <p>a) Bank Reconciliation</p> <table><tr><td>Barclays Business Premium</td><td>29/12/2023</td><td>£3,901.70</td></tr><tr><td>Barclays Community</td><td>29/12/2023</td><td>£3,121.53</td></tr><tr><td>Cash In Hand</td><td></td><td>£7,023.23</td></tr></table> <p>Council considered the Bank Reconciliation against the Bank Statements, resolved to approve it, and it was signed by the Chairman.</p> <p>b) Payments for authorisation 18th January 2024</p> <p>The Clerk drew attention to an error in the presented schedule. The Clerk Home Working Expense was corrected to £26.00 and amended accordingly before authorisation.</p> <table><tr><td>Bus Shelter Clean</td><td>C Clow</td><td>£36.00</td></tr><tr><td>ICT Services, MS365</td><td>Microsoft/R. Booth</td><td>£41.18 (exc £8.24)</td></tr><tr><td>Clerk Salary</td><td>Mrs S Frost</td><td>£xxx.xx</td></tr><tr><td>Home Working Expense</td><td>Mrs S Frost</td><td>£xx.xx</td></tr><tr><td>Village Hall Hire</td><td>Village Hall</td><td>£52.00</td></tr><tr><td>Village Hall Hire</td><td>Village Hall</td><td>£51.00</td></tr></table> <p>Council considered the Payments for Authorisation schedule and resolved to approve it. Two councillors signed the authorisation.</p> <p>c) Receipts and Payments Forecast – Summary Report dated 18th January 2024</p> <p>Council considered the Report and noted the information. The Clerk had secured grants of £1,000 for HM King Charles III Coronation in June 2023.</p> <p>Next Year 2024-2025</p> <p>d) Business Plan (including plans for IT) 2022-23 – to agree next year’s activities</p> <p>The Clerk had introduced a 3 Year Business Plan in January 2021, to assist the Council with a structured approach, including setting aims and objectives, and resulting clear maintenance and project activities. Council had not yet adopted the Plan, but was committed to ongoing projects and operations:</p>	Barclays Business Premium	29/12/2023	£3,901.70	Barclays Community	29/12/2023	£3,121.53	Cash In Hand		£7,023.23	Bus Shelter Clean	C Clow	£36.00	ICT Services, MS365	Microsoft/R. Booth	£41.18 (exc £8.24)	Clerk Salary	Mrs S Frost	£xxx.xx	Home Working Expense	Mrs S Frost	£xx.xx	Village Hall Hire	Village Hall	£52.00	Village Hall Hire	Village Hall	£51.00	<p>K2024008</p>
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Projects

- **The Pound:** initiate maintenance, improvement and raise awareness of the sensitive ancient site.
- **Speeding Measures:** next stage is to progress Data Recording Box funded by a grant of £500.00 (SCC Councillor Elaine Bryce - Carlford Locality Budget).
- **Community Flood Management Plan:** £300.00 Funds held to support information provision, printing, and related activities.
- **WW-DD-80 Celebration:** Event to be agreed and planned. Donation of £100.00 from Gun Club held as Restricted Funds. Potential grant and contributions from other village organisations.
- **Defibrillator replacement:** needed as the current device approaches the end of its warranty period. It was hoped that the Clerk would also be able to secure further grant funding for this.

Operations

- **Maintenance of KPC assets:** a legal requirement.
- **Training for Clerk and Councillors:** to maintain competence and good governance of the council.
- **Microsoft 365:** to maintain security of KPC email accounts, and document storage, work as a team, and other software applications.

e) Budget 2024-2025 – to agree funding needed to support the projects and operations

The Clerk had earlier circulated the proposed 2024-25 Budget spreadsheet (a Scribe template, figures based on KPC Accounts data). This had set out the outturn of 2023-24 budgets for context. The 2024-25 proposals were then based on: what had happened in 2023-24; what was known of pressures on each head of spend; and inflation, taken to be 5%; a degree of intuition.

Council formally considered the presented Budget, made some adjustments, and agreed the priority activities it could afford to fund next year (the above list reflects those changes). **It resolved unanimously to approve the Budget 2024-25 as amended** and asked the Clerk to produce an updated spreadsheet confirming what had been agreed.

f) Precept request for 2023-24 – to agree request to be submitted considering the Budget agreed (*Budgets are mainly funded by the Precept, but it may be supplemented by grants*)

Council had hoped to avoid an increase in the Precept request but was unable to do so. The Precept had been raised last year, but only enough to provide for a General Reserve representing 83% of that year's budgeted spend at year end. The General Reserve should be close to 100% of costs because small organisations are much more sensitive to financial risk than large ones. Council was advised that it was likely to call forward a balance of about £5000 into 2024-25. All factors considered, it **resolved unanimously to make a precept request of £7,434.00 for the year 2024-2025**, and asked the Clerk to submit the request to East Suffolk Council.

Clerk

Clerk



<p>10. Governance: KPC Standing Orders – approval of Draft with amendments</p> <p>The Clerk had amended the Standing Orders in accordance with the resolution by Council on 14th September 2023: “amend 3.f) from ‘not exceed (10) minutes’ to ‘not exceed (15) minutes’; and amend 3.g) from ‘a member of the public may not speak for more than (2) minutes’ to ‘may not speak for more than (3) minutes’.” <i>(The brackets indicate factors included in the nationally mandated Standing Orders that local councils may amend to reflect their local situation.)</i></p> <p>Council resolved to adopt the Standing Orders as amended.</p>	<p>K2024009</p> <p>Clerk</p>
<p>11. Forthcoming D-Day-80 Celebration - to hear any updates and agree any actions</p> <p>Council considered suggestions made for the Commemorative event on 6th June 2024:</p> <ul style="list-style-type: none"> • An historic piece of mapping from the D-Day landings had been offered for possible display if an exhibition or similar was possible in the Village Hall. • A Beacon was being encouraged by the national organisers, and it was hoped one could be provided, but would require the necessary planning, volunteers, funding, and risk assessment. • A Beacon commissioned specifically for Kettleburgh, as a unique enduring asset for the village, had been suggested. Councillor (PG) was taking this idea forward and was seeking a quote. He was asked to report back to Council at the next meeting. • The Church bells would be rung at a specific time on the evening of the 6th June, before any Beacon was lit. <p>Council agreed to meet with the various village organisations to agree a plan. Councillor (PG) was asked to arrange a date with the Village Hall and Village Green Trust.</p>	<p>K2024010</p> <p>Cllr PG</p> <p>Cllr PG</p>
<p>12. Speed Awareness Initiative — to review progress and agree any actions</p> <p>The next step was to capture the quantitative data. This had been agreed with Suffolk County Council (SCC) Councillor Bryce, to be achieved by deployment of a Speed Data Monitoring Box. SCC Grant Funding for the box, £500.00, was held in the Carlford Budget, until required. The Clerk was acutely aware that the funding would not be available after 31st March 2024, and was urgently trying to expedite the funding and box deployment. Unfortunately, it had not to date been possible to discuss this with Cllr Bryce, but the Clerk had contacted the SCC Highways Liaison Engineer and would continue with that approach.</p>	<p>K2024011</p> <p>Clerk</p>
<p>13. Motion under the Public Bodies (admission to meetings) Act 1960</p> <p>The legislation did not have to be invoked as no members of the public were present.</p> <p>Council resolved to agree the Clerk’s new pay rate following the recent National Pay Award and the new pay rate resulting from her annual incremental award. Council asked her to inform SALC Payroll of the agreed changes accordingly.</p>	<p>K2024012</p> <p>Clerk</p>
<p>14. Next Meeting/s – next Ordinary Meeting Thursday 14th March 2024 at 19.00. A new start time of 19.00 for meetings was agreed and the Clerk was asked to publicise this.</p>	<p>K2024013</p> <p>Clerk</p>

Chairman’s signature to indicate Council approval: