



## **Minutes of the Ordinary Meeting of Kettleburgh Parish Council held in the Village Hall on Thursday 11th April 2024 at 19.00**

The following business was transacted:

### **1. Welcome by the Chairman and Apologies for absence K2024039**

The meeting started at 19.00. 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.

Present: Councillor E Jardine (EJ) Chairman, Councillor P Garland (PG), Councillor J Mealing (JM), Councillor, A Barton (AB). Councillor L Clark (LC) joined the meeting at 19.29.

Mrs Sonia Frost, Clerk and RFO

Apologies: Councillor R. Booth (RB) had sent apologies for medical reasons, and Councillor D Thomas (DT) had sent apologies explaining she had a family health matter. Council accepted the apologies. ESC District Councillor Vince Langdon-Morris had also sent apologies.

Attending: No Members of Public.

### **3. Declarations of interest and requests for dispensations K2024040** None

### **3. Minutes K2024041**

Council resolved that the draft minutes of the Ordinary Parish Council Meeting held on 14th March 2024 were a true and correct record and were signed by the Chairman accordingly.

### **4. Clerk Report K2024042**

- The Election of a Police and Crime Commissioner for the Suffolk Police Area was to be held on 02/05/2024, and the relevant Notices of election had been posted on the noticeboard and sent out on the PEDL (Parish Email Distribution List)
- A framed portrait of HM King Charles III had been made available at no cost for each Parish Council, and it was expected to be displayed at the Village Hall
- Three councillors had attended the Suffolk Association of Local Councils (SALC) Basic training. While the training was not yet mandatory, it was expected that councillors would undertake the training to enable them to be effective in their Public Office role
- The Clerk had researched and identified a potential funding opportunity with Cultural Connections, that might be appropriate for the D-Day 80 Celebration event in June 2024. She would update Council when more was known
- An email had been received from the Norfolk and Suffolk Long Distance Walkers Association (LDWA) which was in the process of planning the National LDWA flagship event "The Hundred", to be held in Suffolk in 2025 - the first time in 50 years that it would be held in East Anglia. Approximately 500 walkers would pass through Kettleburgh, Framlingham and Brandeston between 10.00 on Saturday 24th and 04.00 Sunday 25th May 2025. This was still 14 months away, and the organisers had indicated they intended to meet residents and answer queries. The Clerk would update the residents as details were confirmed.

*The Chairman proposed a change in order of business without a written note, to bring forward Items 11 and 12. Council agreed (KPC Standing Orders 2018-for England Revised 2020, approved September 2023)*



## 11. Governance – to consider and approve:

K2024043

### a) Revised/simplified draft Business Plan-2024-26;

Council considered the revised/simplified draft Business Plan 2024-26 and approved it.

### b) Internal Control Review document

The Accounts and Audit (England) Regulations 2025 aim to strengthen governance and accountability requirements related to Internal control and Internal Audit. Council had previously appointed a non-signatory Councillor to conduct a review of the system of internal control on an annual basis using approved tests with the written report to be submitted to Council and minuted as received.

Councillor LC had met with the Clerk on 27/03/2024 accordingly, conducted the review and completed the Report. Under 'transparency', Council added that the Website had been accidentally deleted in November 2022, resulting in broken links, loss of data and interrupted access. Council noted that the Clerk Contract needed updating and some aspects of GDPR were ongoing, and that the Clerk was addressing all three issues.

*The Chairman, Councillor EJ, proposed a change in order of business without a written note, to move Agenda Item 11 and 12, to follow Agenda Item 4. Council, and this was agreed by council (KPC Standing Orders 2018-for England Revised 2020, approved September 2023)*

## 12. Finance (current year 2024-2025) - to discuss and where necessary approve:

K2024044

### a) Bank Reconciliation at 31/03/2024

|                           |           |
|---------------------------|-----------|
| Barclays Business Premium | £3,916.29 |
| Barclays Community        | £1,249.17 |
| Cash in Hand              | £5,165.46 |

Council considered the Bank Reconciliation against the Bank Statements, resolved unanimously to approve it, and it was signed by the Chairman.

### b) i) Payments made April 2024:

|                               |                    |                           |
|-------------------------------|--------------------|---------------------------|
| Payroll Service               | SALC Payroll       | £45.00 (VAT £9.00) £54.00 |
| Village Hall Hire             | KVH                | £43.00                    |
| Village Hall Hire             | Village Hall       | £52.00                    |
| ICT Services, MS365           | Microsoft/R. Booth | £42.36 (exc £7.06)        |
| Bus Shelter Clean             | C Clow             | £18.00                    |
| Clerk Salary Home Working Exp | Mrs S Frost        | £xxx.xx                   |
| Council Subscriptions         | SALC               | £164.37                   |
| D-Day 80 Printing flyers      | Leiston Press      | £43.00                    |

### b) ii) Payments for authorisation dated 11th April 2024:

Council considered the Payments for Authorisation schedule and resolved to approve it. Two councillors signed the authorisation.

### c) Receipts and Payments Forecast – Budget 2023-2024

Summary Report dated 11/04/2024 was considered and noted.



**d) Financial Statement**

Council had considered the statement and unanimously resolved to approve it.

**e) Annual Financial Statement 2023-2024**

Council considered the Annual Financial Statement 2023-2024 and unanimously resolved to approve it.

**f) Accounting Statements AGAR 2023-2024**

Council considered the Accounting Statements AGAR 2023-2024 and unanimously resolved to approve them.

**g) Certificate of Exemption AGAR 2023-2024**

Council considered the Annual Gross Income for Kettleburgh Parish Council for 2023-24 of £6,962, and the total gross expenditure for 2023-24 of £7,334, and unanimously resolved to certify that it did not exceed £25,000 for the year.

**h) The Annual Governance Statement AGAR 2023-24**

Council considered the Annual Governance Statement AGAR 2023-24, again noting the accidental deletion of the village website and subsequent period of recovery to ensure it meets its transparency obligations, and unanimously resolved to approve the Statement.

**i) Notice of Public Rights of Inspection**

The Clerk and Council agreed that the dates for the Notice of Public Rights should be Monday 3rd June until Friday 12th July 2024.

**j) Barclays Bank Mandate**

Signatories to the Kettleburgh Parish Council Premium Business Account and Community Current Account were noted as Councillor EJ, Chairman, Councillor PG and Councillor RB. The Clerk and RFO, S Frost, has administrative authority to set up payments under dual authorisation permissions. Council endorsed those signatories and authority.

**k) Barclays Bank Standing Orders**

- Clerk Salary and Home Working Expense - monthly £xxxx
- Information Commissioners Office – annual, £40.00

**l) Barclaycard Application**

The Clerk reported that the application had not yet been approved, despite being advised the Council was eligible in May 2023. The Bank continued not to recognise the Parish Council as a Government body and persisted in categorizing it as a 'social club or charity'. The Clerk could not accept that as it would have meant providing incorrect information. The Clerk had provided documentation certified by a solicitor, and documentation by NALC specifically for National Banks addressing the issue. Barclaycard had accepted the Clerk's concerns and had classified the issue as a complaint. A response was awaited. The Clerk was asked to actively monitor the progress of the application.

Clerk



**5. Public Forum – to include Police, District and County Councillors’ Reports** **K2024045**

No members of the public were present. A report from ESC District Councillor Owen Grey had been circulated. Elections for a Police and Crime Commissioner for Suffolk were to be held on Thursday 2nd May 2024, and the relevant Notices of election by the Suffolk Police Area had been posted on the noticeboard and sent out on the PEDL (Parish Email Distribution List).

**6. Community Flood Management Plan – to hear an update including outcome of ESC councillor’s letter to stakeholders following Storm Babet and agree any actions required** **K2024046**

The Clerk was asked to research in historic Parish Council minutes any relevant history of Anglian Water issues relevant to the recent report by Anglian Water.

Clerk

Council agreed that a Flood Working Group Meeting should take place to consider necessary actions and the Clerk was asked to arrange one in June, to enable work on the Community Flood Management Plan.

Clerk, Cllrs EJ, PG,DT

Clerk to arrange meeting date for the Working Group in June to work the Plan

Clerk

**7. Planning – to consider any updates and agree any actions** **K2024047**

a) Planning reference: DC/24/0746/VOC: Variation of Condition 2 of DC/21/0757/FUL - Land North of The Street, Construction of 16 no new dwellings - amendments relate to improved connectivity to the public highway, drainage strategy, floor levels, plot changes and garages. Public consultation Expiry Date 12th April 2024; Parish Council 16th April

Council considered the application and agreed to strongly object to it with serious concerns about the overall design, failure to observe the conditions of site-specific policy SCLP 12.53, water and sewage management, lack of consultation of water bodies, incomprehensible documentation and tree/hedgerow destruction. Find [the full KPC Planning response on the Parish Council website](#).

b) Agree a response to application reference DC/24/0677/FUL: new access road and formalisation of existing farm access entrance off Kettleburgh Road - barn at Rookery Farm, Framlingham Road, Kettleburgh, Suffolk

Council had considered the application and responded with an Objection agreed at its meeting on 14th March 24. Council was now satisfied that the Highways Holding Objection had been withdrawn following revisions in the application. It therefore agreed it did not have any further objection to the application and asked the Clerk to respond accordingly.

Clerk

**8. Defibrillator – to hear updates, consider and agree provisional rota arrangements, and cabinet lighting** **K2024048**

The Clerk advised that the Community Heartbeat Trust would provide a Defibrillator and CPR update on 29/04/2024 in Easton and Letheringham Village Hall. Kettleburgh and Letheringham Parish Councils had worked together to make this event economical to provide for the two councils - about £100 each. Council considered the need for improved defibrillator lighting and better signage. There was concern that the area was dark and had potential hazards for the public. Councillor RB had agreed to take over the rota for the weekly defibrillator checks.

Cllr RB

The Clerk had requested quotes and recommendations from the Community Heartbeat Trust and others, for the replacement of the Defibrillator. She would update council when received.

Clerk



## 9. D-Day-80 Celebration - to hear updates and agree actions and budget

K2024049

The Clerk reported that the D-Day Working Group had met on 21/3/2024 and drawn up plans for the Kettleburgh Celebration to be held on 06/06/2024. A budget was under consideration, and grant funding being explored by the Clerk.

Councillor EJ, Chairman described the plans for 6th June: meeting at St Andrew's Church War Memorial where WW2 servicemen and women would be remembered; bells may be rung and stories shared around the exhibition in the Church; then at the Village Green, a Proclamation, National Anthem, and the Beacon would be lit at 21.15; the Parish Council would provide a light BBQ supper. The Village Green Trust planned family events on 9th June. A flagpole was being erected and the Flag of Peace had been purchased. Councillors would be carrying out further research: Commonwealth War Graves; Facebook; the Wickham Market Archives; and The Hold.

## 10. Speed Awareness Initiative – to review progress, consider Data Recording Box results, feedback from and recommendations by SCC Highways and agree any actions

K2024050

The speed data recording had taken place. The equipment had been installed on 13th March, allowing seven full days of data before the schools broke up, on the Brandeston side of Kettleburgh on the Easton to Brandeston Road. The Clerk had received the resulting data from SCC Highways and Infrastructure Engineer, who had interpreted the findings, and suggested possible effective interventions.

Clerk

The Mean Speed in 85 % of vehicles had been in the 'middle of the compliance range' - therefore no extreme concern. But that did not mean that the perception of the residents was not real. The data further suggested that some vehicles could be borderline for speeding offences if travelling at up to 34 in a 30mph limit.

The volume of traffic indicates that about 1400 vehicles travel the Easton to Brandeston Road daily. Over ten hours each day 70 cars travel in each direction per hour. 2-3 vehicles had been identified as travelling well above the limit, usually around the same times, likely to be the same individuals, but these numbers were not sufficient to justify significant intervention.

The potential interventions that could be considered were:

- Speed Indicator Devices (SIDs) placed at a strategic position on the Hill into Kettleburgh, alternating with the gateway to Kettleburgh from Brandeston. Option to purchase or hire from SCC.
- Improve visibility of the speed limits on the road by repainting the white 30mph road markings.
- Increase the perception of entering a Village by improving the Village Gateways. This may be by repainting, adding brighter signage, clearing overgrowth.
- SCC Community Self-Help Scheme can be supportive providing equipment, training, cutting overhanging branches etc.
- ANPR/TVA (Number plate recognition) Although this option was not favoured in the Speed Survey.

The Clerk had agreed with the Engineer that she would send photographs of the road markings to determine any repainting required. Data results were to be added to the village website. Council considered and resolved to sign up to the SCC Highways Self-help Scheme. The Clerk was asked to arrange joining the SCC Community Self-Scheme accordingly.

Clerk

Clerk



**13. Annual Parish Meeting – Wednesday 29th May 2024. Agree format and agree any actions** **K2024051**

The Annual Parish Meeting was confirmed for Wednesday 29/05/2024. The Parochial Church Council (PCC) had requested to hold its Annual Meeting at 18.30 prior to the Annual Parish Meeting, which was planned to start at 19.15. The PCC had offered to provide refreshments between the two meetings, and the offer was accepted gratefully by Council. The Clerk was asked to write to village organisations to request written reports for the APM.

Clerk

**17. Motion under the Public Bodies (admission to meetings) Act 1960** **K2024052**

None

**18. Next Meeting/s** **K2024053**

Parish Council meetings would now be on Wednesdays not Thursdays at 19.00. Next Ordinary Meetings, Wednesdays: 10th July; 11th September; 9th October; and 6th November 2024.  
Annual Parish Council Meeting: Thursday 9th May 2024.

Chairman's signature to indicate Council approval: