



## Minutes of the Annual Meeting of Kettleburgh Parish Council held in the Village Hall on Thursday 9th May 2024 at 19.00

The following business was transacted:

### **1. Election of Chairman and to receive the Chairman's Declaration of Acceptance of Office** **K2024054**

The meeting started at 19.00. Cllr E Jardine, as the sole nominee for Chairman, was elected unanimously, proposed Cllr P Garland, seconded Cllr J Mealing. Cllr EJ signed the Declaration of Acceptance of Office and took his place as Chairman.

Councillor E Jardine (EJ) Chairman 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.

### **2. Election of Vice Chairman and to receive the Vice Chairman's Declaration of Acceptance of Office** **K2024055**

Councillors agreed that Council did not need a Vice Chairman for the time being.

### **3. Apologies – to note those present and receive and consider any apologies for absence** **K2024056**

**Present:** Councillor E Jardine (EJ) Chairman, Councillor P Garland (PG), Councillor J Mealing (JM), Councillor A Barton (AB), Councillor R Booth (RB)

Mrs Sonia Frost, Clerk and RFO

ESC District Councillor Owen Grey. No Members of Public

**Apologies:** Councillor Louise Clark (LC) had sent apologies as she was attending a work function, 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.

### **4. Declarations of interest and requests for dispensations** **K2024057**

None.

### **5. Public Forum** **K2024058**

#### **5.1. To receive questions and views from members of the public present <sup>1</sup>**

None present.

#### **5.2. To receive Police, District and County Councillors' Reports, for information**

District Councillor Owen Grey provided an update on the work he and District Councillor Vince Langdon-Morris had undertaken to support recovery from the October 2023 damage caused by Storms Babet and Ciara. His Report [Dealing with the Floods](#) and the [ESC Annual Report to Town and Parish Councils](#) could be seen on the Kettleburgh website.

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<sup>1</sup> The session will last no longer than 15 minutes. Members of the public may speak for up to 3 mins and at the discretion of the Chairman raise issues for future consideration. They may not take part in the meeting itself.



- 6. Minutes** – to consider and if appropriate approve the minutes of the Ordinary Meeting on 11<sup>th</sup> April 2024 as a true and correct record, and the Chairman to sign the minutes **K2024059**

Council resolved that the draft minutes of the Ordinary Parish Council Meeting held on 11<sup>th</sup> April 2024 were a true and correct record and they were signed by the Chairman accordingly.

- 7. Clerk's Report** – including updates on projects, actions taken since the last meeting for information, and correspondence received since the last meeting requiring a response **K2024060**

- [Speed Survey Data](#) could be seen on the KPC Website.
- Correspondence had been received reporting speed recording equipment on the Easton-Brandeston Road, asking if it related to KPC's survey. The Clerk had contacted Highways, who had said that it was not theirs, that speed data recording must be with their prior permission, and they would therefore investigate.
- Council had approved the SCC Highways Scheme of Community Support at its 11/04/2024 Ordinary Meeting. This should be a productive move forward for the Parish Council and community.
- Road subsidence opposite the farm entrance beyond the village gates on the Easton to Brandeston Road was still awaiting Highways attention. It had been reported with photographs to the SCC Highways Infrastructure Engineer in Jan 2023 and again in Jan 2024. It remained a risk as the visible danger traffic cones had fallen in and the undercut tarmac edge was at risk of collapsing. The Clerk had again updated SCC and alerted public via the PEDL.
- Clerk had attended a Suffolk Association of Local Councils (SALC) Clerk Networking event covering: importance of.gov.uk domains for PC websites; revised National Association of Local Councils (NALC) Financial Regulations; and the permitted use of CIL (Community Infrastructure Levy) funds including infrastructure and the demands of new development.

- 8. Planning** – to receive updates on the progress of applications and agree any action needed **K2024061**

**8.1. Planning ref: DC/24/0746/VOC:** Variation of Condition 2 of DC/21/0757/FUL - Land North of The Street, Construction of 16 no new dwellings

The Clerk had submitted the response agreed by the Parish Council objecting in the strongest terms to the proposed variations to the previously approved application. Status on 9<sup>th</sup> May 2024 was 'Awaiting decision'.

**8.2. Planning ref: DC/24/0677/FUL:** Barn at Rookery Farm, Framlingham Road. New access road and formalisation of existing farm access entrance and relocation of silos  
Status on 23<sup>rd</sup> April 2024 was 'Application permitted'.

- 9. Defibrillator** - to receive an update and consider and agree rota arrangements **K2024062**

**Defibrillator replacement.** The Clerk had consulted the Community Heartbeat Trust. Existing metal cabinet was not compliant with current legislation, so Council needed to budget for a compliant cabinet, new device and signage. Research indicated that the combined cost would be more than originally estimated. Clerk expected to have firm costings for the next meeting.

**Schedule of weekly defibrillator checks.** Councillor RB had agreed to manage the checks, conducted by two members of the community - whose contribution was greatly valued.

**Grant Funding.** District Councillors Vince Langdon-Morris and Owen Grey had each pledged £300 towards replacement (to be confirmed) and this was greatly appreciated.



**Lighting outside the Village Hall.** Lighting was noted to be poor, particularly relevant for people unfamiliar with the location, who could be redirected to Kettleburgh. The issue was being considered by the Village Hall Committee.

**CPR Training Seminar.** This had been held in Easton Village Hall on 29<sup>th</sup> April jointly funded by Letheringham and Kettleburgh Parish Councils, sharing the cost. It had been informative and well attended. The joint working with Letheringham had been a success and it was hoped to work together again.

**10. D-Day-80 Celebration - to receive an update and agree actions and budget**

**K2024063**

The event was to take place on 6<sup>th</sup> June, Project Lead - Councillor EJ, Chairman. Plans included: an opening event at 18.00 at St. Andrew's Church, where archive information boards would explain the lives and bravery of local service people, with time to consider and share memories; Church Bells if possible; walk to the Village Green; light barbecue supper provided by KPC; Flag of Peace; Proclamation; toast; National Anthem; and Beacon.

Council approved the proposed [WWII D-Day 80 Budget](#) of £602.50. Expenses were approved by Council in advance so that necessary payments could be made, before the next Meeting on 10<sup>th</sup> July. Council thanked ESC District Councillors Owen Grey and Vince Langdon-Morris for grant funding of £400, and The East Suffolk Gun Club for its donation of £100.

The Village Green Trust was planning an event for Sunday June 9<sup>th</sup> for the Village. The large marquee was to be used for both events and arrangements were being made for its safe transport to and from the site and storage location.

**11. Governance – to:**

**K2024064**

**11.1. Receive an update on the Business Plan-2024-26**

The Business Plan 2023-26 was noted and would be updated before each Ordinary meeting.

**11.2. Consider and approve the LGA Model Councillor Code of Conduct**

Council had considered the Code of Conduct, and it was adopted by unanimous resolution, proposed Councillor EJ, Chairman, seconded Councillor RB.

**11.3. Note and consider the amendment to the LGA 1894 clarifying that there is nothing to prevent local councils from funding places of worship**

Councillors had informally considered an Amendment to LGA 1894 clarifying there was nothing to prevent local councils from funding places of worship. Council was aware of concerns about maintenance of the St Andrew's Church grounds but noted that as no budget had been allocated for 2024-25 it would need to review that situation ahead of 2025-26.

**12. Internal Audit Report 2022-2023 – to consider the report and agree any action needed**

**K2024065**

The Report had been received from Heelis & Lodge. The only issue of note was the deletion of the village website in 2022 by the host service. It had not been restored until August 2023, meaning the Transparency requirements for public documents had not been fully met. This was no longer an issue. Following restoration, any remaining broken links now needed to be reported to the webmaster. All Financial processes were found to be in order. VAT had since been reclaimed, and the Risk Assessment including Internal Controls had been completed.



### **13. Finance – to note and where necessary review or approve:**

**K2024066**

#### **13.1. Bank Reconciliation 30<sup>th</sup> April 2024**

Barclays Business Premium	£3,916.29
Barclays Community	£7,932.56
Cash in Hand	£11,848.85

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

#### **13.2. Payments made and for authorisation April/May 24**

ICT Services, MS365	Microsoft/R. Booth	£40.00 (excl £8.00 VAT)
Audit Service	Heelis & Lodge	£130.00
Clerk Training	Mrs S Frost	£30.00 (excl £6.00 VAT)
Travel and Subsistence	Mrs S Frost	£41.50

#### **13.3. Receipts and Payments Forecast – Budget 2024-2025**

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

#### **13.4. Use of new Barclaycard**

The Parish Council had now received a Business Barclaycard. Council approved the use of the new card, directing that the balance be cleared each month.

#### **13.5. Potential revised NALC Financial Regulations**

The revised NALC Financial Regulations had not yet been published as expected and were therefore not available for consideration.

### **14. Appoint Internal Auditor for 2023-2024**

**K2024067**

The Clerk had confirmed that Heelis & Lodge Local Council Services was able to undertake the Internal Audit for the year ending 2023-24 if required. Council recorded its appreciation for their professional approach in previous years and resolved to re-appoint them.

### **15. Annual Parish Meeting (Wednesday 29th April 2024) – to agree format and any action needed**

**K2024068**

The Agenda for the Annual Parish Meeting was discussed. All Village Organisations had been invited and asked to submit a written report to the Clerk. Councillor EJ, Chairman requested an Agenda Item for Neighbourhood Plans because significant Planning Applications had been received over the last two years, and the opportunity for Kettleburgh to prepare a Neighbourhood Plan was now an important consideration. The Meeting would be preceded by the Parochial Church Council (PCC) Meeting; the PCC had kindly offered to provide refreshments between the two meetings, and this offer was accepted with appreciation.

### **16. Items for future agendas – to consider and agree any new items**

**K2024069**

An item was requested to cover wheelie bins left out on the public footpath.



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

**K2024070**

None.

**18. Next Meeting/s – Ordinary: Weds 10 Jul and 11 Sep 2024 at 19.00 (NB change Thur to Weds)**

**K2024071**

Council decided that its meetings would now take place at 19.00 on Wednesdays, not Thursdays. Next Ordinary Meetings would take place on: 10th July; 11th September; 9th October; and 6th November 2024. The Annual Parish Meeting would take place on Wednesday 25<sup>th</sup> May 2024.

Chairman's signature to indicate Council approval: