



**Minutes of the Ordinary Meeting of Kettleburgh Parish Council  
held in the Village Hall on Wednesday 10th July 2024 at 19.00**

The following business was transacted:

**1. Welcome by the Chairman and apologies for absence**

**K2024073**

The meeting started at 19.00. 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 the public should be aware that others may be doing so.

Present: Councillor E Jardine (EJ) Chairman, Councillor P Garland (PG), Councillor R Booth (RB), Councillor D Thomas (DT) and Councillor A Barton (AB)

Mrs Sonia Frost, Clerk and RFO

Suffolk County Council (SCC) Councillor E Bryce. One member of public.

Apologies: Councillor L Clark (LC) had sent apologies as she was away on leave. Councillor J Mealing (JM) had sent apologies explaining he had a family matter and unable to attend. Council accepted the apologies.

**2. Declarations of interest and requests for dispensations**

**K2024074**

None.

**3. Public Forum**

**K2024075**

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

SCC Councillor E Bryce said that the recent election had meant that there was little to report but presented a summary of issues that that had been of concern to SCC recently.

The main issues had related to Rogue Traders who had been prosecuted for poor work, and defrauded members of the public. She urged residents to check any tradesmen with the Checker Traders or Trading Standards and remain vigilant.

Cllr Bryce reported that she was very pleased that the Kettleburgh Data Recording Box had been successfully deployed and was aware of the results on the Kettleburgh Parish Council Website. She expressed her support for the Parish Council in its future efforts to improve speeding issues in the village.

Councillor EJ, Chairman, expressed the Council's welcome to SCC Councillor Bryce after her absence, and appreciation for all her support.

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

A member of public had attended the meeting to explain their specific concerns regarding Agenda Item 6.1 Appeal reference: APP/X3540/W/24/3344009.

They had analysed the mathematical calculations provided by the appellant; speed measurements, intended splay and road gradients. The member of public explained their

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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.



concern that these were not accurate and asserted that the application should be rejected on grounds of road safety.

- 4. Minutes** – to consider and if appropriate approve the minutes of the Annual Parish Council Meeting on 9<sup>th</sup> May and the Extraordinary meeting on 18<sup>th</sup> June 2024 as true and correct records, and the Chairman to sign the minutes **K2024076**

Council resolved that the draft minutes of the Annual Parish Council Meeting on 9<sup>th</sup> May and the Extraordinary meeting on 18<sup>th</sup> June 2024 were true and correct records and they were signed by the Chairman accordingly.

- 5. 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 **K2024077**

- The Clerk had just received correspondence from Framlingham Town Council relating to land that was expected to be planted with trees. It had been sent to Framlingham Town Council in error, and the agricultural land appeared to be within the Parish of Kettleburgh, not Framlingham. The Clerk had made initial enquiries and would update councillors once she had more information.
- Grant Funding of £410.00 had been received from SCC Councillor E Bryce Carlford Fund regarding the Data Recording Box deployed on the Easton to Brandeston Road for the Speed Awareness project, and the corresponding invoice had been paid. This had been a great help in enabling this intervention and much appreciated by the Parish Council.
- Much appreciated Grant Funding of £600 had been approved by East Suffolk Council (ESC) Enabling Fund, towards the Defibrillator replacement Fund, supported by ESC Councillors Owen Grey and Vince Langdon-Morris.
- Events and News items had been added to the website. The PEDL had also been sent out regularly, aiming for once a week.

- 6. Planning** – to receive updates on the progress of applications and agree any action needed **K2024078**

**6.1. Town and Country Planning Act 1990 - Appeal Under Section 78**

**Planning ref:** DC/23/3265/FUL

**Appeal by:** Hartley

**Site at:** Land Adjacent Chequers Public House, Easton Road, Kettleburgh, Suffolk, IP13 7JT

All representations needed to be received by 6 August 2024 and must quote the appeal reference: APP/X3540/W/24/3344009

Council discussed the Appeal, having submitted a detailed response to the initial application, stating its Objection to the development on the grounds of:

- Settlement Hierarchy Status and Spatial Location Compliance
- Building outside the Village boundary, in the Countryside on old pasture
- Landscape Harm
- Ecology
- PRow and Road User Visual Amenity Harms
- Highway Safety
- 'People over 55 years of age'
- Flooding



Council considered the appeal information, and representations by the Public, and agreed that it maintained its original position of Objection to the development.

It unanimously resolved to submit a response to the Appeal, with the emphasis on:

- Highway safety, referencing the Kettleburgh Parish Council Traffic Survey in 2023 and Speed Data in March 2024, and residents' perceptions of road safety
- Significant Flooding risk to other properties, evidenced after Storm Babet 22/10/23
- The issue of 'People over 55 years of age' being fallacious

Council asked the Clerk to respond accordingly to the Planning Inspectorate.

Clerk

The Clerk had received, since publishing the agenda, notice of an appeal relating to Consultation DC/23/4809/FUL, conversion of existing ancillary residential building to form a 2-bedroom self-contained dwelling with associated amenity, parking and ev-charging provision. Site Address: Watermill House Mill Lane Kettleburgh

Council resolved that not having seen the appeal papers, it must maintain its objection on the grounds set out in its original response dated 30/01/2024.

#### **6.2. East Suffolk Planning Alliance (ESPA) – to note recent newsletter**

The East Suffolk Planning Alliance (ESPA) Newsletter May 2024 had been received and circulated to councillors. The first ESPA February Annual Conference had been held in Grundisburgh Village Hall 21<sup>st</sup> Feb 2024. ESPA had attracted an eminent and knowledgeable panel of Suffolk dignitaries. One key objective was agreed - that ESPA would formally request that East Suffolk Council (ESC) establish a Community Engagement Group (CEG) forum to engage and interact with East Suffolk Council. ESPA had developed a concept document. shared with affiliates, and had been submitted to ESC for their consideration and response. The Clerk and a Cllr had attended the Conference and expected to attend future Meetings, when possible, to raise issues of concern from the Parish.

#### **7. Defibrillator – to receive an update, consider and agree options for procurement of new device**

**K2024079**

##### **Defibrillator replacement.**

The Clerk had consulted the Community Heartbeat Trust. The existing metal cabinet was not compliant with current legislation, so Council needed to budget for a compliant cabinet, new device and signage. As her research had indicated that the combined cost would be more than originally estimated, the Clerk had identified several devices and presented the Council with three options of Defibrillator and suitable new cabinet.

Council selected the model that was recommended for the community situation and was known to be a popular model in the area. This meant it was more likely to be familiar to the public. It had a screen and provided visual as well as audio guidance, meeting the necessary equality and diversity requirements, for anyone not speaking English, or having a hearing impediment.

Three quotes for both the device and cabinet had been obtained and Council resolved unanimously to purchase:



Lifeline View AED in carry Bag and 2 <sup>nd</sup> set of pads	£1055.00
Cabinet (Lockable) Shock Box DS2	£550.00
Delivery and VAT	£25.00
Current signage pack	£35.00
<b>Total</b>	<b>£1665.00</b>

#### **Support Package:**

The Council had an ongoing support package with the Community Heartbeat Trust, and it was agreed that this should be continued, so that management of the device, guidance on the governance and necessary clinical checks were maintained.

#### **Schedule of weekly defibrillator checks.**

Councillor RB had assumed management of 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.

#### **8. D-Day-80 Celebration - to receive a report and agree any actions following the event** **K2024080**

The event had taken place on 6<sup>th</sup> June, Project Lead was Councillor EJ, Chairman. He reported that it had been a successful event, very well attended. Boards displayed at the Church had detailed history and narratives of fallen servicemen from Kettleburgh. These had sparked dynamic and at times, emotional recollections from the gathered residents. Costs had been kept within the budget agreed, and a financial report was agreed to be presented to Council by the Chairman Councillor EJ at the next meeting in September.

Chairman  
Councillor EJ

Chairman Councillor EJ agreed he would send the material on the boards, detailing the fallen serviceman narratives, electronically to the Clerk. It was hoped that the information could then be displayed on the website, for all to read.

Chairman  
Councillor EJ  
webmaster

#### **9. Annual Parish Meeting - to hear a report and agree any actions** **K2024081**

The Annual Parish Meeting had taken place on 29<sup>th</sup> May 2024 and had been well attended. It had followed the Parochial Church Council (PCC), Meeting and refreshments were kindly provided by the PCC.

East Suffolk Councillors Vince Langdon-Morris and Owen Grey had given reports along with representatives of Village Organisations. David Bishop had represented the East Suffolk Gun Club and had presented an informative report on the history and current activities of the Club. The Clerk had reported on the Parish Council Defibrillator replacement project, and shortly after the meeting, the ESGC had donated £444.00 towards the replacement fund. The donation was very gratefully received by the Clerk, and arrangements were to be made once the new defibrillator had been procured and installed, to mark the sponsors contributing to the new device for Kettleburgh. Key issues taken forward from the meeting:

- **Neighbourhood Planning.** Chairman Councillor EJ reported that the Parish Council was concerned that there was a risk of significant development in Kettleburgh, and potentially a Neighbourhood Plan could be undertaken. However, the work involved and implications of developing one needed careful consideration.
- **Footpaths.** Concern had been expressed that some footpaths/Public Rights of Way in the parish had been cultivated and not correctly reinstated. The Clerk had reminded



the meeting that the workings of paths were fully explained on the Kettleburgh Website from where the SCC official reporting tool was accessible. That was the correct place for reporting issues of concern.

- **Churchyard Maintenance.** Following a clarification of the legislation, requests had been made for the Parish Council to fund the grass cutting in the Churchyard. Council had considered this at a previous meeting and agreed it could not be undertaken in this financial year and would be reviewed for the next financial year.

## **10. Governance – to hear a report and agree any actions**

**K2024082**

### **10.1. Business Plan-2024-26**

The Business Plan 2023-26 was noted and would be updated by the Clerk before each ordinary meeting. The Pound grass had been strimmed; SCC drainage contractors had attended to investigate the drainage problems. Exploratory investigations were made with a camera and the cause of the blockage, obstructing roots and debris, had been cleared.

### **10.2. Footpaths – concerns raised at the APM**

Covered in Agenda Item 9.

### **10.3. gov.uk domain – Cabinet Office encouraging all Parish Councils to adopt - implications, costs, advantages and drawbacks**

The Clerk was due to attend a Government workshop soon to be hosted by Suffolk Association of Local Councils (SALC), and agreed to report back to councillors after attending and establishing more information.

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

**K2024083**

### **11.1. Bank Reconciliation May and June 2024**

Barclays Business Premium	£3,930.93
Barclays Community	£7,615.35
Cash in Hand	£11,546.28

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

### **11.2. Payments made & for authorisation July/August 24**

Village Hall Service	KVH Hire 9/05/24	£17.00	
Village Hall Service	KVH Hire 29/5	£34.00	
Bus Shelter Cleaning	C. Clow	£18.00	
D-Day 80	Edward Jardine	£145.02	
Defibrillator Training	Letheringham PC	£105.00 (inc. VAT £17.50)	
D-Day 80	Huttons Butchers	£80.00	
Defibrillator Training	Leth PC/Easton VH Hire	£13.25	
Total		£394.77	VAT-£17.50

Council considered the Payments for Authorisation report, resolved unanimously to approve it, and it was signed by two councillors.



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

Council considered the Summary Report and noted the information.

### **11.4. Parish Council Marquee – recent storm damage**

The Parish Council Marquee had sustained damage during high winds after the D-Day barbeque. Six metal joints were damaged, and the Clerk had contacted the supplier seeking to purchase replacement parts. However, due to lack of stock, the key pieces were only available as part of two individual sets costing in total £299.98 +£80.00 VAT Total: £359.98. Council agreed that as the Marquee was not scheduled to be used again this year, it would await availability of the specific parts at a cost of approximately £100.00 +Vat £20.00, Total £120.00. The Clerk would monitor and purchase when parts became available.

Clerk

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

**K2024084**

.Gov.uk domain, NALC revised Financial Regulations and Traffic/speed mitigation.

### **13. Next Meeting/s – Ordinary: Weds 18th Sep 2024 at 19.00 (please note the change from Thur to Weds) 9th October; and 6th November 2024.**

**K2024085**

The meeting was closed by the Chairman, Councillor EJ at 21.05

Chairman's signature to indicate Council approval: