



**Minutes of the Ordinary Meeting of Kettleburgh Parish Council  
held in the Village Hall on Wednesday 18<sup>th</sup> September 2024 at 19.00**

The following business was transacted:

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

**K2024091**

The meeting started at 19.00. Councillor E Jardine (EJ) Chairman welcomed everyone present.

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

Mrs Sonia Frost, Clerk and RFO

No members of public.

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

Resignation: The Clerk had received the resignation of Cllr D Thomas (DT), who had moved out of the area, and notified the Electoral Services Manager and advertised the Vacancy accordingly.

Councillor E Jardine (EJ) Chairman, noted that Cllr Thomas had been a valued member, with knowledge and experience of flood and home restoration following flood damage, and Council wished her and her husband well.

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

**K2024092**

None.

**3. Public Forum**

**K2024093**

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

SCC Councillor E Bryce's Carlford Division August 2024 Parish Newsletter had been circulated to all Councillors and by PEDL email and added to the Kettleburgh Website.

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

No members of public were present.

**4. Minutes – to consider and if appropriate approve the minutes of the Ordinary Meeting on 10<sup>th</sup> July and Extraordinary Meeting on 2<sup>nd</sup> September 2024 as true and correct records, and the Chairman to sign the minutes**

**K2024094**

Council resolved that the draft minutes of the Annual Parish Council Meeting on 10<sup>th</sup> July and Extraordinary Meeting on 2<sup>nd</sup> September 2024 were true and correct records and they were signed by the Chairman accordingly.

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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.



- 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 **K2024095**

The Clerk would report under the relevant agenda items.

- 6. Planning** – to receive updates on the progress of applications and agree any action needed **K2024096**

**Planning ref: DC/24/1837/FUL**

**Proposal: Conversion of redundant silos to create a 2-bedroom dwelling.**

**Site Address: Rookery Farm, Framlingham Road, Kettleburgh Suffolk.**

A member of public had invited Parish Councillors to visit the site of the Application DC/24/2701/FUL. The application had been permitted and whilst several councillors were on leave over the summer, the Clerk had advised that the applicants were welcome to attend the next Parish Council meeting and provide an update on the plans.

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

**DC/23/3265/FUL - Appeal Under section 78 Town and Country Planning Act**

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

The Clerk had submitted the Council's Response as directed. All planning consultations can be seen on [the Parish Council website](#).

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

The ESPA had requested further examples of planning issues to be discussed at their meeting with East Suffolk Planning Team. Council considered that the example already provided to ESPA (below), still illustrated many concerns the Council had detailed in its response to both the initial consultation, DC/21/0757/FUL, and the Variation of Conditions. Both responses can be seen on the [Parish Council webpage](#).

**DC/24/0746/VOC**, Variation of condition 2 of No DC/21/0757/FUL. Construction of 16 no. new dwellings (*originally 17*) including 5 no. affordable homes, with new shared vehicular access, driveways, cartlodges and garages. Revisions include drainage strategy, floor levels, plot changes and garage amendments

**Site address:** Land North of The Street Kettleburgh Woodbridge Suffolk IP13 7JP

**6.3. Open Consultation: Proposed reforms to the National Policy Framework and other changes to the Planning system.** NALC survey of proposed changes

The government had recently announced plans to overhaul the planning system and increase housebuilding. Among the proposals in the eight-week consultation on the National Planning Policy Framework (NPPF) were: restoration of mandatory housing targets; revision of the method used to calculate them; changes to the Implementation of the Infrastructure Levy; introduction of the concept of grey belt into green belt considerations; changes regarding affordable housing; and refocusing design policy on good design rather than 'beauty'. The National Association of Local Councils (NALC) had requested feedback from Parish Councils, in the form of a complex survey. However, Suffolk Association of Local Councils (SALC) had, alongside other countrywide associations, understood the challenges this presented parish councils - it required specialist knowledge and an agreed response from the Parish Council in a very short timeframe. On that basis, detailed advice had been received from national experts to help inform responses.



After considerable discussion, with regret Council agreed that while it had hoped and expected to respond to this consultation, the information received was so extensive and complex that it could not make a correct, informed response by the deadline of 11.45 on Tuesday 24<sup>th</sup> September.

**7. Defibrillator** – to receive an update, consider and agree options for procurement of new device **K2024097**

The Clerk had ordered the replacement device, cabinet and signage, and Community Heartbeat Trust had confirmed it would be contact when it was in stock.

Council hoped that a small event could be arranged, once the new device had been installed, to recognise the generous donations from East Suffolk Enabling Team and East Suffolk Gun Club in helping to make the provision of a new device possible.

**8. VE-Day-80 Celebration** - Thursday 8<sup>th</sup> May 2025 Celebration - to consider and agree any action needed **K2024098**

The Clerk had received correspondence from Bruno Peek, Pageantmaster, providing insights into the arrangements for the upcoming VE Day 80<sup>th</sup> anniversary celebrations on 8<sup>th</sup> May 2025. Suggestions were included for ways in which local councils and others within their community could take part in the shared moment of celebration. Council agreed to discuss the event again at the next Parish Council meeting on 09/10/24.

**9. Speed Awareness Project** - to receive an update, and agree any action needed **K2024099**

SCC Cllr Elaine Bryce had indicated her support for Kettleburgh Speed Awareness Project. Potentially a second data recording measurement in The Street was possible. Action agreed:

- The Self-Help Scheme to support Village maintenance and tidiness would be implemented.
- Look into a Highways Officer attending a Parish Council Meeting to discuss options specifically for Kettleburgh.
- More actions to be discussed by the Speed Awareness Project team.
- Look into whether speed data recently recorded as part of a planning consultation in Kettleburgh was in the public domain and might inform the project, giving a wider understanding of traffic in the village.

Clerk

Clerk/SCC Cllr  
Council

Clerk

**10. Governance** – to hear a report and agree any actions **K2024100**

**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 Clerk would present the Plan at the next meeting on 09/10/24 when it would drive the budget setting process. **The VE Day 80 8<sup>th</sup> May 2025** was to be added to the plan for discussion.

Clerk

**The Pound.** Cllr EJ, Chairman reported that there were some potential loose branches, and the Clerk was asked to contact a professional who could assess the trees and quote for the work. Appropriate warning signage had been supplied by the Clerk and Councillor EJ, Chairman agreed he would display in the Pound.

Cllr EJ  
Chairman



## 10.2. Council Vacancies – need for recruitment

Council had eight member seats. Following the resignation of Councillor Thomas in September, two vacancies existed. The Casual Vacancy had been advertised, and once the period of fourteen days had passed the vacancy could be filled by co-option as soon as practicable (Rule 8(3) of the Local Elections (Parishes and Communities) Rules 1986). Councillors were asked to talk to residents and promote the role of councillors. The Clerk explained she would promote the vacancy with new revised publicity materials from the National Association of Local Councils (NALC) once their new website was live on 07/10/24.

Councillors

Clerk

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

Councillor RB had offered a potential solution. Unfortunately, it was not feasible because councillors cannot carry out administrative functions, but the Clerk would investigate his suggestion. She was already in communication with the Cabinet Office Support Team ('Parish-Helper') whose workshops she had attended alongside other Parish Clerks, Suffolk County Council and SALC, who were also supporting Parish Councils in the move to .gov. It was not a mandatory move, but was expected to become so in the future, as recommended by the Joint Panel on Accountability and Governance (JPAG) in its Practitioners' Guide 2024. The Clerk would update Council at the next meeting.

Clerk

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

K2024101

### 11.1. Bank Reconciliation 29<sup>th</sup> August 2024

The bank reconciliation was not available at this meeting, but Barclays Bank statements were present for councillors.

Barclays Business Premium	£3,930.93
Barclays Community	£7,095.50
Cash in Hand	£11,026.43

The reconciliation would be presented at the next meeting 09/10/24.

### 11.2. Payments made & for authorisation September 2024

Travel and subsistence	S Frost Clerk	£88.33	
Staff Subscriptions	SLCC	£105.00	
Village Hall Service	KVH inv:259	£17.00	
Village Hall Service	KVH.Inv:264	£34.00	
ICT Services	MS365	£41.16 (+VAT £8.26)	
ICT Services	MS365	£41.16 (+VAT £8.26)	
ICT Services	MS365	£44.10 (+VAT £8.82)	
KPC Insurance	Zurich Municipal	£241.00	
D-Day 80	Clerk Day Coll Refund	£95.00	
Total		£747.91 Net	VAT - £33.60

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

There had been an unplanned collection for the five main War Veteran Charities at the Kettleburgh D-Day 80 celebration. £95.00 cash had been collected and the Clerk had been asked to distribute it to the charities accordingly. The Clerk had raised a personal cheque of £95.00 with the intention of distributing the funds to the five charities but had then realised that this



was not regular because it had not been a Council collection. Council directed the Clerk be refunded and Mr Jardine in his individual capacity would correctly disburse the £95.00.

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

The Summary Report was deferred to the next meeting.

Clerk

### **11.4. Parish Council Insurance 2024-2025 – action needed**

Council had been insured by Zurich Municipal during 2023-24 and had been satisfied with the cover provided and the competitive price. A quotation with Policy documents for the period 01/10/2024-30/09/2025 had been circulated to councillors, and following discussion, Council resolved to accept the quotation of £241.00 for the renewal on 30/09/2024. The Clerk was asked to renew the policy accordingly.

Clerk

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

Councillor EJ Chairman reported that the marquee was currently being stored in a barn by a member of the public, in dry secure conditions. This was only possible for a short term and a permanent appropriate storage solution needed to be found - ideally in Kettleburgh, lockable and frost free to meet insurance requirements.

Council asked the Clerk to put the request out on the PEDL. Councillors would speak to residents in the hope of finding a suitable local solution. Council expressed appreciation to the member of public who was currently storing it, and the member of public who had stored it for the previous two years.

Clerk

### **11.6. East Suffolk Gun Club – donation of £100.00 – consider, acceptance, cause to benefit**

The Clerk had been contacted by the East Suffolk Gun Club, who had kindly offered a donation of £100.00, to be put to any good cause or event at Council's discretion. Council considered the best use of the donation and resolved that it should be put towards the parish celebration of VE Day 80 on 8<sup>th</sup> May 2025. Council expressed its gratitude for this donation and felt that the future event would be a fitting way to ensure the funds supported a memorable event for all in the parish.

Clerk

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

**K2024102**

.gov.uk domain, NALC revised Financial Regulations and Draft Business Plan 2023-2026.

### **13. Next Meeting/s – Ordinary: Weds 2024 at 19.00 (please note the change from Thur to Weds) 9th October; 6th November and 11<sup>th</sup> December 2024.**

**K2024103**

The meeting was closed by the Chairman, Councillor EJ, at 20.50

Chairman's signature to indicate Council approval: