



**Minutes of the Ordinary Meeting of Kettleburgh Parish Council
held in the Village Hall on Wednesday 6th November 2024 at 19.00**

The following business was transacted:

1. Welcome by the Chairman and apologies for absence

K2024104

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), Councillor A Barton (AB), Councillor L Clark (LC) and Councillor J Mealing (JM)

Mrs Sonia Frost, Clerk and RFO

No members of public.

Apologies: SCC Councillor E Bryce had given her apologies to the Clerk before the meeting and had agreed to follow-up by phone later in the week.

2. Declarations of interest and requests for dispensations

K2024105

None.

3. Public Forum

K2024106

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

County Councillor E Bryce's Carlford Division October 2024 Parish Newsletter was due to be published imminently, and once received would be circulated to all Councillors and by PEDL email and added to the Kettleburgh Website.

District Councillor Vince Langdon-Morris joined the meeting at 19.30 and provided updates:

- Suffolk County Council (SCC) had published a detailed report of one of the worst hit communities during Storm Babet. As lead local flood authority, it had a duty to investigate significant flooding under the Flood and Water Management Act s.19. [Framlingham Section 19 Flood Investigation Report: www.suffolk.gov.uk/asset-library/framlingham-flood-investigation-report-24-07-2024.pdf](http://www.suffolk.gov.uk/asset-library/framlingham-flood-investigation-report-24-07-2024.pdf)
- Anyone who had suffered internal flooding because of Storm Babet was urged to apply for the £5,000 Grant to make their homes more resilient to future floods. Applications were possible until April 2025, and anyone interested was urged to contact the Council at floodgrants@suffolk.gov.uk.
- Framlingham Town Council had tried to ensure that future planning consultations were considered in the light of the recent flooding events, not historic, less significant data. Zones 1, 2 and 3 were to be updated.
- East Suffolk Planning Alliance (ESPA) had agreed with East Suffolk Planning Team to create a Community Engagement Group (CEG) that would meet periodically with East Suffolk Planning Team. ESPA intended to act as an advocacy group representing the concerns of the public and Parish Councils regarding new planning applications and development in the county.
- More information could be found on the Framlingham Town Council website: [Framlingham Town Council](http://www.framlinghamtowncouncil.gov.uk)



3.2. To receive questions and views from members of the public present ¹

No members of public were present.

ESC Councillor Vince Langdon-Morris left the meeting at approximately 19.55, and Council thanked him for his attendance.

4. **Minutes** – to consider and if appropriate approve the minutes of the Ordinary Meeting on 18th September 2024 as a true and correct record, and the Chairman to sign the minutes **K2024107**

Council resolved that the draft minutes of the Ordinary Parish Council Meeting on 18th September 2024 were a true and correct record, 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 **K2024108**

The Clerk gave her report:

- **The National Association of Local Councils (NALC)** had made an announcement on a Remote Meetings Consultation. Powers for such meetings had ended after Covid-19 in May 2021. NALC was leading a campaign to allow Parish Councils to hold remote meetings, and the Prime Minister had announced that government was committed to allowing Councils to meet remotely. A Consultation Paper had been published, ending on 19th December 2024. Parish Councils had been invited to respond, and the item would be discussed at the next Ordinary Meeting on 11th December 2024, once the implications had been considered.
- **East Suffolk Council Communities Officer** had written to all local Parish Councils, promoting the Suffolk Rural Transport Survey. It would be sent out on the PEDL, and members of public were encouraged to complete the short survey.
- **East Suffolk Council Communities Officer** had written to all local Parish Councils promoting the East Suffolk Community Safety Partnership survey. The link would be included in the PEDL, and members of public were encouraged to complete it.

6. **Planning** – to receive updates on the progress of applications and agree any action needed **K2024109**

6.1. **Planning ref: DC/24/3501/FUL**

Proposal: Conversion of brick agricultural barns to residential dwelling

Consultation Deadline: 19th November 2024. [Link to Public Access](#). The applicant had invited Councillors to visit the site and answer any queries and the Chairman Councillor EJ and Councillor PG had attended recently. Council had considered the documentation on the East Suffolk Planning Portal, and following a discussion, **it resolved to support the application**. The Clerk was asked to respond to the East Suffolk Planning Team accordingly.

Clerk

6.2. **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

¹ 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.



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

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

This item had been covered by Councillor Vince Langdon-Morris in the Public Forum.

6.4. Neighbourhood Plan for Kettleburgh – agree any actions

Council understood the increased threat of development in the village and considered that a Neighbourhood Plan was an opportunity to exert some choice and control over future development. Creating such a Plan was known to be a very large project, requiring members of the public prepared to step forward to form a Neighbourhood Plan Committee, working with, and supported by the Parish Council. This was not something the Parish Council could do on its own.

Council resolved to plan public engagement, and an open meeting would be held early in 2025 to address the possibility of a Neighbourhood Plan for Kettleburgh.

**Councillors
and Clerk**

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

K2024110

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.

Although Standing Orders normally precluded revisiting a decision within six months, Council resolved to hear of important new information that could impact a key aspect of the earlier decision. The Community Heartbeat Trust had advised the Clerk that rural communities were being encouraged to have unlocked cabinets, as the risk of theft was low, but the risk of difficulty and delay in accessing the device was high, with potential further resulting negative harm. Rural locations including Kettleburgh often had poor mobile phone signal, necessary to call 999 to get the code to access the cabinet.

Following discussion, Council resolved exceptionally to revise the order to specify an unlocked cabinet. The Clerk was asked to revise the original order to include the unlocked cabinet accordingly.

Clerk

8. Speed Awareness Project - to receive an update and agree any action needed

K2024111

SCC Cllr Elaine Bryce had indicated her support for Kettleburgh Speed Awareness Project and advised that potentially a second data recording measurement in The Street was possible. She hoped to fund the whole or part of the cost.

SCC Highways had completed a Data Recording in March 2024, close to the village gate on the road to Brandeston. The results had shown no significant speeding issue that would have supported substantial interventions. Council felt that data from a recording in The Street would provide a more complete understanding of the current speed of traffic and agreed the best position for this recording was opposite the Kettleburgh Village sign.

Clerk

The Clerk agreed to update Cllr Bryce, who would liaise with the SCC Highways Officer. Once the cost of the recording and any grant and contribution required from the Parish Council was confirmed, these would be included in the budget for the 2025-26 Speed Awareness project.



- 9. Parish Council Marquee** – future secure storage, options and financial implications; consider and agree any actions required **K2024112**

The Marquee had been in emergency temporary storage with a member of the public since the WW 80 DD event in May earlier in 2024. Appeals for another local safe and secure storage provision had not been successful. But the owner of the temporary storage facility had been able to offer another period of storage for a few months. Two councillors and a member of public had transported and installed the marquee into the new secure facility accordingly.

Council expressed its gratitude to both members of public who have enabled the secure storage of the Marquee recently. There was an urgent need to seek a more permanent facility, and the Clerk was asked to pursue this. **Clerk**

- 10. Governance** – to hear a report and agree any actions **K2024113**

10.1. Business Plan-2024-26

The Business Plan 2023-26 had been under consideration by Council for some time. It was now necessary to decide the activities it wanted to pursue for the next year, and the responsibility for each, beyond to 2027, to drive the budgeting process and precept for 2025-26. Council decided on activities as follows:

- **The VE Day 80th May 2025.** Lead Cllr EJ. Already added to the plan. **Cllr EJ**
- **The Pound.** Lead Cllr EJ. He reported that he had continued to manage the grass cutting in the Pound over the year totalling 8 hours of work. Warning signage had been displayed regarding possible loose branches. The Clerk had attended with an Arborist /Tree Surgeon and requested a quote for remedial works.
- **Defibrillator.** Lead Clerk. New device had been ordered and ongoing checks and maintenance would be needed. **Clerk**
- **Footpaths:** Lead Cllr AB. The Clerk agreed to forward to him relevant information including the National 100-mile walking event taking place in May 2025. **Clerk/Cllr AB**
- **Community Flood Plan:** Lead Cllr EJ. A meeting of the Working Group was agreed for Monday 11th November to progress plans. **Cllrs EJ and PG, Clerk**
- **Speed Awareness:** New Lead needed. Council agreed that it wished to at minimum add to the Data with a further recording in The Street. (see Agenda Item 8) **Clerk**
- **Neighbourhood Plan.** Council agreed to assess feasibility. Viability of a full project would then be subject to the necessary significant support and volunteers from the public being forthcoming. Council agreed that an initial public meeting would need to be arranged in early 2025. Next meeting to agree a Lead and shape of a strategy to engage with the community. **Clerk, Council**
- **gov.uk domain.** Lead Clerk. To progress as already agreed – see Agenda Item 10.3)

The Clerk agreed to update the Business Plan accordingly with progress and draft budgets where known.

10.2. Potential Projects:

Discussed under Agenda Item 10.1. Council did not wish to progress an Emergency Plan, but considered this may eventually follow from the Community Flood Plan.



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

The move to basing local council ICT on a secure .gov domain was not mandatory but was expected to become so (recommended by the Joint Panel on Accountability and Governance (JPAG) in its Practitioners' Guide 2024). The Clerk was working 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 their move to .gov. Council had considered two options.

Councillor RB had offered a potential solution using the existing sub-domain provided by Suffolk County Council some years ago, when it had also supported email services. The Clerk had investigated feasibility. As a result, on 6/11/24 SCC Corporate Services had advised that it had been instructed by Central Digital and Data Office (CDDO) that it was no longer to support the redirection of the current KPC website or Email Auto Forward for the Parish Email Service. SCC had also reminded Council that the central purpose of the move to 'gov' was to move local councils away from amateur to professional web and mail hosting. The Clerk pointed out that the Microsoft mail and applications Council was using were expensive but little used.

The alternative affordable option was provision by Community Action Suffolk (CAS), who were approved by the CDDO Parish Helper Scheme and able to offer a £120 discount on the first two years of a .gov domain name license. With the discount, the cost of the domain name was £18 for the first two years, and £138 every two years after that. Email addresses cost £24 per address per year. The KPC website was already hosted by CAS. Council resolved to adopt the CAS option as providing the best affordable professional website and mail hosting, and directed the Clerk to:

- Cancel the MS 365 email boxes as soon as the current contract permitted;
- Cancel the MS 365 OneDrive and application software package, except for the Clerk (because Council still wished the Clerk to move to a managed, supported system for storing and backing up the Council's data store), saving approximately £330 for each of the next two years. The Clerk explained she would be able to make documents available to all by sharing links to specified folders in the store);
- Commission CAS to move the KPC web site to a .gov.uk domain and provide Councillor and Clerk inboxes, cost to be part funded by savings from reduction in MS 365 licenses;
- Commission CAS to provide Cllr training on use of the website and new mailboxes;
- Produce a policy for adoption that Cllrs and the Clerk must use the new mailboxes for all council business and must not use private mailboxes;
- Use the free Zoom service for infrequent council teleconferencing needs, or the Teams facility via the Clerk MS365 licence.

Clerk

Along with the use of Scribe, the result of this would be that Council would have a consistent, professionally managed and supported ICT infrastructure at reasonable cost. Also, many Clerks would be familiar with the infrastructure, thereby increasing the resilience of the Council to the loss or incapacity of a clerk.

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

K2024114

11.1. Bank Reconciliation 29th October 2024

The bank reconciliation, Bank statements, and Barclaycard statements, and Barclays Bank statements were presented and considered by councillors.



Barclays Business Premium	£3,945.63
Barclays Community	£5,795.65
Barclaycard Commercial Credit	£00.00
Cash in Hand	£9,743.28

Council resolved to approve the reconciliation to 29th October 2024 and was signed by two councillors.

11.2. Payments made and for authorisation 6th November 2024

Staff Salary	S Frost Clerk	£321.53
Clerk Backdated pay award	S Frost Clerk	£95.57
Payroll Service	SALC	£45.00 (+£9.00 VAT)
ICT Services	CAS	£50.00 (+£10.00 VAT)
ICT Services	MS365 09/24	£44.10 (+ £8.82 VAT)
ICT Services	MS365 10/24	£44.10 (+£8.82 VAT)
Remembrance Wreath	S Frost Clerk	£20.00
Total		£620.30 Net VAT - £36.64

The Local Government Pay Award for year 1st April 2024 to 31st March 2025 had been agreed. SALC Payroll had advised the new rate to be applied to the Clerks salary and backpay to April 1st 2024. Council resolved to accept the Pay Award, considered the payments report, resolved to approve it, and it was signed by two councillors.

11.3. Receipts and Payments Forecast – Budget 2024-2025

The Summary Report and Budget consideration was deferred to the next meeting.

Clerk

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

K2024115

A Community Flood Plan Working Group meeting was agreed for Clerk, Councillor EJ Chairman and Councillor PG, on Monday 11th November, to discuss and progress the Plan.

Clerk, Cllr EJ,
Cllr PG.

13. Next Meeting/s – proposed Ordinary Meetings at 19.00 on Wednesday 11th December 2024; proposed dates for 2025: Wednesday; 8th January 12th Feb, and 12th March

K2024116

Councillors suggested that the number of meetings, averaging ten annually, should be reduced. The Clerk clarified that there had been significant planning issues in the previous four years, requiring Extraordinary meetings to enable timely decisions and responses to East Suffolk Planning Department deadlines, ensuring the voice of the village was heard.

Councillors were asked to consider the meetings calendar for 2025 and confirm the frequency at the next meeting on 11th December 2024.

Clerk and
Council

Chairman's signature to indicate Council approval:

Date: