



**Minutes of the Ordinary Meeting of Kettleburgh Parish Council
held in the Village Hall on Wednesday 11th December 2024 at 19.00**

The following business was transacted:

1. Welcome by the Chairman and apologies for absence	K2024117
<p>The meeting started at 19.00. Councillor E Jardine (EJ) Chairman welcomed everyone present.</p> <p>Present: Councillor E Jardine (EJ) Chairman, Councillor P Garland (PG), Councillor R Booth (RB), and Councillor J Mealing (JM)</p> <p>Mrs Sonia Frost, Clerk and RFO</p> <p>No members of public.</p> <p>Apologies: Councillor A Barton (AB) had sent the Clerk his apologies (unwell), and Councillor L Clark (LC) her apologies (business commitments). Both apologies were accepted.</p>	
2. Declarations of interest and requests for dispensations	K2024118
None.	
3. Public Forum	K2024119
3.1. To receive Police, District and County Councillors' Reports, for information	
No County or District Councillors were present, and their reports would be circulated when received.	
3.2. To receive questions and views from members of the public present ¹	
No members of public were present.	
4. Minutes – to consider and if appropriate approve the minutes of the Ordinary Meeting on 8 th November 2024 as a true and correct record, and the Chairman to sign the minutes	K2024120
Council resolved that the draft minutes of the Ordinary Parish Council Meeting on 6 th November 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.	K2024121
The Clerk would provide updates on matters as they were considered in the agenda.	
6. Planning – to receive updates on the progress of applications and agree any action needed	K2024122

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.



<p>6.1. Planning ref: DC/23/3265/FUL - Appeal Under section 78 Town and Country Planning Act 1990 - reference APP/X3540/W/24/3344009 Site at: Land Adjacent Chequers Public House, Easton Road, Kettleburgh, IP13 7JT</p>	
<p>No updates had been posted on the East Suffolk Planning Portal. The Clerk continues to monitor the current planning applications on the Portal.</p>	
<p>6.2. East Suffolk Planning Alliance (ESPA) – recent correspondence, Westerfield Quarry</p>	
<p>The Clerk had received correspondence from East Suffolk Planning Alliance, (ESPA) advising the Parish Council of:</p> <p><i>“proposals for a new quarry in Westerfield near Ipswich extracting 1,700,000 tonnes of sand and gravel over 16 years. In fact, it is more than a quarry, it is also to be a major industrial processing site with crushed concrete and other materials (50,00 tonnes/year) being imported to the site for processing from outside the area.</i></p> <p><i>It is anticipated that there will be 252 trucks and 60 ancillary light vehicles traveling from the site <u>every day!</u> ESPA considers that this frequency will be primarily for the ongoing construction of Sizewell C. There are alternative sources of supply for SZC construction, i.e. via the proposed pier, rather than our inadequate road network.</i></p> <p><i>You may think this does not affect you but think again; these trucks will be heading through many of our villages and although we do not yet know which routes were to be used, there are no major lorry routes near the quarry site and it is possible that the B1078 and B1079 and A12 might all be adversely affected. This proposal is a real prospect and likely to happen quickly.”</i></p> <p>There was a Campaign to Stop The Quarry (STQ) that urgently needed help. A Public Meeting had been held on Wednesday 27th November at Witesham Village Hall. The ESPA Steering Group felt that this was extremely important and would negatively affect all in East Suffolk.</p> <p>Council considered the information and asked the Clerk to keep it informed of any updates.</p>	<p>Clerk</p>
<p>7. Defibrillator -- to receive an update, consider and agree options for procurement of new device</p>	<p>K2024123</p>
<p>As instructed, the Clerk had revised the order to specify an unlocked cabinet. The Community Heartbeat Trust had revised the order for the replacement device, and had confirmed it would be contact when it was in stock. The adjustment had not resulted in an extra charge.</p>	
<p>8. Speed Awareness Project - to receive an update and agree any action needed</p>	<p>K2024124</p>
<p>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.</p> <p>The Clerk had requested funding for the further Speed Data. She would liaise with the SCC Highways Officer. Once the cost of the recording and any grant and contribution required from</p>	



the Parish Council was confirmed, these would be included in the budget for the 2025-26 Speed Awareness project.	Clerk
9. Community Flood Plan - to receive an update and agree any action needed	K2024125
<p>The Community Flood Plan Working Group, Councillor E Jardine (EJ) Chairman, Councillor P Garland (PG), and Clerk (SF) updated the meeting, which expressed concern that the winter weather increased the risk of Flood and adverse weather events. Key points agreed were to:</p> <ul style="list-style-type: none"> • Check out the efficacy of the alert process for flooding in the area • Send out on the PEDL a copy of the Personal Flood Plan document that residents can complete for their own situation, and where possible make any preparations that would help in such a situation. It can also be used for other home emergency situations • Note the Village Hall risk situation, in the light of past flooding in the area and potential land works in the vicinity • Consider how help can reach homes on the outskirts of the village, such as the road to Brandeston, that had been inaccessible in the last flood of Storm Babet, October 2023 • Seek one or two members of public who regularly walk the paths and waterways to act in the 'Flood Warden' role, to help with identifying early trouble areas. • Arrange a further Flood Working Group meeting to progress the Plan. 	<p>Clerk</p> <p>FWG: Cllrs EJ and PG</p>
Community Drop-in: Increasing our resilience to flooding	
<p>Councillor PG reported that he had attended an open drop-in session held by Framlingham Town Council on 29th November. He explained that the Environment Agency, County and District Councils and local community groups had been present and discussed preparations for flooding and ways to reduce the impact on households and businesses. The technical mechanism of flooding was considered, but no new funding or plan was announced. Take-up of the grant funding of £5,000 was again encouraged, with the emphasis on protecting yourself. Farmers direction of ploughing and the angle of furrows could even be an influence in a local strategy. The Deben River water was being monitored at Mill Lane.</p> <p>The Clerk agreed to take this information forward to the next WFG meeting to inform next actions.</p> <p>The Framlingham Town Council 'Flood Hub' information is available at the Town Council Website - Framlingham Town Council Resilience to Flooding and there is a helpful guide to Flood Recovery The First Steps.</p>	Cllrs EJ and PG, Clerk
10. Governance – to hear a report and agree any actions	K2024126
10.1. Business Plan-2024-26	
<p>Council considered the Business Plan 2023-26. Key points from the discussion were:</p> <ul style="list-style-type: none"> • Grass Cutting – Council resolved that the only funds to be spent were to be on The Pound under direct control of the Council. • The VE Day 80th May 2025 - Lead Cllr EJ. Already added to the plan. Council to seek the views of the public regarding another village event and report back to the next meeting • Noticeboard – Council approved the purchase of two extra keys from the provider, Greenbarnes, to enable a councillor to hold a key if the Clerk was away. 	<p>Councillors</p> <p>Clerk</p>



<ul style="list-style-type: none"> • The Pound - Lead Cllr EJ. One quote received from a professional Arborist business, and Council to await further quotes. • 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. • Community Flood Plan: Lead Cllr EJ. A meeting of the Working Group took place on 11th November, and actions were agreed. (Noted in Item 9) • Speed Awareness: New Lead needed. SCC Cllr Bryce had been approached for a grant towards a further Data Recording in the Street to complete the data picture of the Village, to inform further actions. • Neighbourhood Plan. Next meeting to agree a Lead and shape of a strategy to engage with the community. <p>The Clerk agreed to update the Business Plan accordingly with progress and draft budgets where known.</p>	<p>Clerk/Cllr AB</p> <p>Cllrs EJ and PG, Clerk</p> <p>Clerk</p> <p>Clerk, Council</p> <p>Clerk</p>								
<p>10.2. gov.uk domain – to receive an update and agree any action needed</p>									
<p>The Clerk reported that she had proceeded with the transfer of the Kettleburgh Parish Council to the new.gov.uk domain, as recommended by the Government Central Digital and Data Office (CDDO). The new domain name was: Kettleburgh-pc.gov.uk. The end of the previous arrangement with Suffolk County Council had been confirmed by them by a Notification of Closure. The impact was that any users attempting to access the KPC website via the Suffolk.gov.uk address would no longer be directed to the Parish Council website, and the Email Auto Forward for the staff email was also to be discontinued, which would result in emails not being auto forwarded to the Clerk.</p> <p>The Clerk had also completed the necessary application for the approved registrar and was in the process of implementing the necessary changes. She had secured the grant of £200.00 (applied as a discount via the Approved Registrar through Community Action Suffolk) awarded to councils applying this year. She explained that in due course, once Clerk and Councillor email accounts had been put in place she would update the new contact details for the Parish Council on the Website, PEDL and other information sources for the public and other professionals.</p>	<p>Clerk</p>								
<p>10.3. gov.uk Open Consultation on enabling remote attendances and proxy voting at local authority meetings - to consider and agree response by closing date 19th December 2024</p>									
<p>Council resolved that it would not make a response to the consultation as there was not enough time to make a complex response online.</p>									
<p>11. Finance – to note and where necessary review or approve:</p>	<p>K2024127</p>								
<p>11.1. Bank Reconciliation to 29th November 2024</p>									
<p>The bank reconciliation, Bank statements, and Barclaycard statements, and Barclays Bank statements were presented and considered by councillors.</p> <table border="0"> <tr> <td>Barclays Business Premium</td> <td>£3,945.63</td> </tr> <tr> <td>Barclays Community</td> <td>£5,167.63</td> </tr> <tr> <td>Barclaycard Commercial Credit</td> <td>£00.00</td> </tr> <tr> <td>Cash in Hand</td> <td>£9,113.26</td> </tr> </table>	Barclays Business Premium	£3,945.63	Barclays Community	£5,167.63	Barclaycard Commercial Credit	£00.00	Cash in Hand	£9,113.26	
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Council resolved to approve the reconciliation to 29 th November 2024.and was signed by two councillors.			
11.2. Payments made and for authorisation 6th November 2024			
Village Hall Service	KVH	£52.00 (+£9.00 VAT)	
ICT Services	Parish Online	£40.00 (+£8.00 VAT)	
ICT Services	.gov.uk domain/CAS	£234.00	
ICT Services	MS365 6/12/24	£44.10 (+£8.82 VAT)	
Bus Shelter Clean	C Clow	£20.00	
Asset Repair	Mr R Clarke	£84.10 (£16.82 VAT)	
CLlr Training	SLCC	£30.00 (+£6.00 VAT)	
Total		£504.20 (+£39.64 VAT)	
Council considered the Bank Statements and invoices and resolved to approve the Schedule of payments. The Schedule was signed by the Chairman.			
11.3. Receipts and Payments Forecast, Budget 2024-2025 and Draft Budget for 2025-26			
The Summary Report and Budget was considered by Council, having earlier considered and revised the funding of activities, duties and responsibilities in the Business Plan. Adjustments were made to the draft Budget, and Council agreed to reconsider some small aspects of it at the next meeting, before final agreement, and setting of the precept. The Clerk said she would check the ICT figures and confirm before the next meeting as price rises were still being confirmed.			Clerk
12. Items for future agendas – to consider and agree any new items			K2024128
None.			
13. Next Meeting/s – proposed Ordinary Meetings at 19.00 on Wednesday; proposed dates for 2025: Wednesday; 8th January 12th February and 12th March			K2024129
Councillors were asked to consider the meetings calendar for 2025 and confirm the frequency at the next meeting on 8th January 2025.			Clerk and Council
Chairman’s signature to indicate Council approval:			
Date:			