



**Minutes of the Ordinary Meeting of Kettleburgh Parish Council  
held in the Village Hall on Wednesday 8<sup>th</sup> January 2025 at 19.00**

The following business was transacted:

**1. Welcome by the Chairman and apologies for absence K2025001**

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: Councillor A Barton (AB) had submitted his apologies as he was unwell and these were accepted.

**2. Declarations of interest and requests for dispensations K2025002**

None.

**3. Public Forum K2025003**

No members of public were present.

**3.1. To receive Police, District and County Councillors' Reports, for information K2025004**

County Councillor E Bryce's Carlford Division December 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.

Clerk

**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 11<sup>th</sup> December 2024 as a true and correct record, and the Chairman to sign the minutes K2025005**

Council resolved that the draft minutes of the Ordinary Parish Council Meeting on 11<sup>th</sup> December 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 K2025006**

The Clerk had:

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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.



- published information on the PEDL to explain how to access Flood Alerts for Kettleburgh. Received a phone call from a resident keen to be involved in the process of the Community Flood Plan.
- contacted SCC Cllr Elaine Bryce, but no further information had been available regarding the Speed Data Recording Funding for The Street location.
- reminded members and residents to send items of news or events to publish on the website and /or the PEDL.

Further matters were covered under relevant agenda items.

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

**K2025007**

**6.1. Planning ref: DC/24/4429/FUL**

**Proposal:** A new three car garage with storage loft above. Minor alterations to the entry court levels, surface treatment and landscaping around it.

**Site Address:** Bridge Farm, Mill Lane, Kettleburgh, Woodbridge, Suffolk IP13 7JS  
Consultation letter expiry date: 20<sup>th</sup> January 2025

Councillors having considered the application documentation available on East Suffolk Planning portal, discussed the proposal and resolved unanimously to support the application. The Clerk was asked to respond to East Suffolk Planning Department accordingly.

**Clerk**

**7. Community Flood Plan - to receive an update and agree any action needed**

Council reprised work to date. Its Flood Working Group (FWG) had conducted a Study to establish the feasibility of developing a Community Flood Management Plan for Kettleburgh. The objective was: To provide sufficient information for the Parish Council to decide on developing a Community Flood Management Plan. The FWG's report, published in 2022, had set out objectives, background, problem statement, current situation analysis, potential solutions, stakeholder analysis, community engagement, and an outline business case. Council had resolved to develop a Plan. There had subsequently been severe flooding events, such as Storm Babet and Ciara in October 2023.

**K2025008**

The Clerk reported that a resident had been in communication with her, emphasising frustration at the lack of progress with the Flood Plan.

The Working Flood Group had considered the next stage, and as a first step proposed that a member of public, volunteer, acting in the role of 'Flood Warden' would be beneficial. Two volunteers had been suggested. Both were parishioners who walked the countryside regularly. Their local knowledge of the 'normal' landscape, and how it changed with variable seasons and weather conditions was thought to be ideal. The objective would be for them to alert the Parish Council and/or authorities to changing conditions that might put homes at risk or require intervention by Statutory Authorities.

An extensive discussion took place, and while the advantages of this role were acknowledged, concern was expressed that health and safety issues were important, and not simple to manage in a volunteer role.

Council concluded that it did not wish to progress the role at present and felt that residents at risk of flood were aware of members they could call on if needed.



## 8. Governance – to hear reports and agree any action needed

K2025009

### 8.1 Business Plan 2024-26 – Council to consider and finalise activities needing to be budgeted for the setting of the precept 2025-26

Council agreed to take on and fund only essential activities. Key points considered were:

- Grass maintenance and vegetation. Maintenance of The Pound was agreed for funding, but not an integrated maintenance program for the village. Regarding The Pound, one quote had been received for the three annual grass cuts required, awaiting two others. A quote for £385.00 +VAT had been received for urgent tree branch surgery, and purchase was approved.
- The Bus Stop surround had been largely cleared of overgrowth and much improved. Maintenance cleaning, £20.00 quarterly, was agreed for funding.
- Defibrillator. The new device, cabinet, and signage meeting current legal requirements was ordered and expected to be in stock in the next month. Funding was confirmed.
- ICT costs - MS365, Email.gov.uk x 9 councillor accounts (necessary to budget for a full council and clerk), Website Hosting, Scribe Accounts, Parish Online Mapping and ICO, total £786.00: MS365 cost was quoted at full annual cost, but the plan was that it would be reduced to eventually only cover the Clerk Business Basic Licence. This left five months at £55.00 pm until the end of the MS365 contract in 8/2025.
- Two Heritage Road signs. Positioned at either end of Low Street, generously donated by a member of public, were now owned by the Parish Council. They did not require a budget allocation, as councillor PG had agreed to be responsible for the annual clean.
- Parish Council Noticeboard. Council agreed to fund two new keys for the barrel locks, one as a spare, and another for a Councillor to hold as a resident. To be sourced from the manufacturer, Greenbarns Ltd.
- Parish Council Elizabeth Marquee. Replacement parts for the six metal joints and pole damaged by the storm following the DD-80 event in 2024 had now been procured, at a cost of £84.10 (+16.82 VAT), a saving on the initial quote of £300.00.
- Footpaths. Councillor (AB) had volunteered to lead, but no Budget was seen to be needed. A Long Distance Walking Association 100-mile Walk was planned to pass through Kettleburgh in May 2025 and the organiser was expected to be in contact beforehand.
- Project VE Day 80. No significant event had been planned, as there had been a shortage of volunteers. However, Councillors (LC) and (PG) volunteered to arrange an appropriate event to mark the anniversary of Victory in Europe on 8<sup>th</sup> May 2025. Council expressed its thanks to them for taking on the organisation of this important event. The East Suffolk Gun Club had generously donated £100.00 earlier in the year, and had been allocated to this project.
- .gov.uk Domain. The Clerk confirmed the website was now hosted on a secure .gov.uk domain, at: <https://kettleburgh-pc.gov.uk>. The Clerk's new email address was [clerk@kettleburgh-pc.gov.uk](mailto:clerk@kettleburgh-pc.gov.uk) but for the time being she was maintaining the new and existing email addresses. Council's electronic documents had now been ported to secure storage on Microsoft OneDrive, and new files were now being backed up to OneDrive automatically.

Council considered the resulting Business Plan 2025-2028 and resolved to adopt it. The Clerk recapped that all councils were expected to have a Business Plan, and that it was an evolving document, intended to drive the maintenance and development activities of the council, inform the annual budget and provide evidence for the precept request. It also informed

Clerk



residents about the work Council was doing on their behalf. The updated version would be posted to the website accordingly.

**8.2 gov.uk domain** – to receive an update and agree any action needed

This item was covered in the previous agenda item, Business Plan 2024-26.

**9. Finance** – to receive reports and as necessary note, review, approve, and agree action: **K2025010**

**9.1. Bank Reconciliation 27<sup>th</sup> December 2024**

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

Petty Cash	£0.00
Barclays Business Premium	£3,960.39
Barclays Community	£4,627.87
Barclaycard Commercial Credit	£0.00
Cash in Hand	£8,532.26

Council resolved to approve the reconciliation to 27<sup>th</sup> December 2024 and it was signed by two councillors accordingly.

**9.2. Payments made and for authorisation 14<sup>th</sup> January 2025**

Bus Shelter Clean	C Clow	£40.00 (0.00 VAT)
ICT Services	MS365 06/01/25/	£44.10 (+£8.82 VAT)
Total		£84.10 Net VAT - £8.82. Total: £92.92

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

**9.3. Receipts and Payments Forecast, Budget 2025-2026 and approve draft Budget for 2025-26**

The Summary Report and a Draft Budget had been circulated to all councillors. Discussion and clarification and adjustment of the figures took place. ICT costs had been explained in agenda Item 8., Business Plan. Council resolved to adopt the Draft Budget as amended.

**Clerk**

**9.4. Precept 2025-26** – Council to consider and agree the precept for 2025-2026, to be requested by the Clerk by 25<sup>th</sup> January 2025

The precept for the current year, 2024-25, was £7,434.00. Council considered its responsibilities and the activities it had agreed and budgeted for over the coming year, and aspirations for the future three years. It was concerned that it needed to have secure funds to maintain its business and fulfil its obligations and responsibilities. It was aware of both the rate of inflation and the rising cost of living for residents.

Council resolved to set the precept for 2025-26 at £8,100.00 and accordingly asked the Clerk to make the request to the Precept Finance Department at East Suffolk Council. This represented a rise of approximately 2.9% on the previous year.

**Clerk**



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

**K2025011**

Council was asked to consider and agree the meeting calendar for 2025-26, to enable the website to be updated accordingly.

**11. Motion under the Public Bodies (admission to meetings) Act 1960 - to exclude public and press from discussions where publicity might be prejudicial to the special nature of the business**

**K2025012**

The resignation of the Clerk was discussed and accepted in accordance with her letter of resignation, except that her period of notice was extended by mutual consent to 30<sup>th</sup> April 2025, by when work on the Annual Accounting Statements should be complete.

**12. Next Meeting/s – proposed Ordinary Meetings at 19.00; proposed dates for 2025: 12<sup>th</sup> Feb, and 12<sup>th</sup> March 2025. The Meeting was closed by the Chairman at 20.48.**

**K2025013**

Chairman's signature to indicate Council approval:

Date: