

**Minutes of the Ordinary Meeting of Kettleburgh Parish Council  
held at Kettleburgh Village Hall on Wednesday 19<sup>th</sup> February 2025 at 19.00**

The following business was transacted:

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

**K2025020**

The meeting started at 19.00. Councillor E Jardine (EJ) Chairman welcomed everyone present. Present: Councillor Jardine, 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. Two members of the public. No apologies.

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

**K2025021**

None.

**3. Public Forum**

**K2025022**

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

No District or County Councillors in attendance. No reports received.

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

One person spoke to their Planning Application that was being considered by the East Suffolk Planning Department. The Chairman thanked them for attending and the clarification.

**4. Minutes**-to consider and if appropriate approve the minutes of the Ordinary Meeting on 8<sup>th</sup> and the Extraordinary Meeting on 21<sup>st</sup> January 2025 as true and correct records, and the Chairman to sign the minutes

**K2025023**

Council resolved that the draft minutes 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

**K2025024**

- **Devolution.** The Clerk had received the second SALC Briefing explaining the English Devolution White Paper for Town and Parish Councils. A key point was that there was to be no change to existing parish and town councils' boundaries or structures. The Briefing Paper can be found on the Kettleburgh website.
- **PEDL** has been sent out and website updated including: Curry night raising funds for village organisations on 1<sup>st</sup> March; Soup lunches commencing Wed 19<sup>th</sup>; **Flood Alerts** for Kettleburgh and surrounding area and advice on how to sign up and access them.
- **Sizewell C February project update.** Link to Sizewell C Construction progress **Works Tracker** to be added to Website for anyone who is keen to subscribe.

<sup>1</sup> The session will last no longer than 15 minutes. Members of the public may speak for up to raise issues for future consideration. They may not take part in the meeting itself.

- **WW8Q D-Day Project now completed.** New Remembrance Page created on Website and Cllr Jardine's excellent information boards added, to remember the fallen soldiers from Kettleburgh. Council thanked Cllr EJ for all his detailed research.
- **Recruitment for new councillors.** Adverts needed, to fill two councillor vacancies.
- **Pensions Regulator.** Council has a legal duty to re-enrol and re-declare compliance with putting staff eligible into a pension scheme every three years. Clerk would Re-enrol and Re-declare accordingly. Next due date would be October 2028.
- **Parish Council Business Correspondence.** This must go to the Clerk; if no clerk in post, it must go to an individual formally nominated at a meeting. Clerk address and contact details were on website, noticeboard, footer on emails, footer on minutes and agenda. New '.gov.uk' contact details would be published next week.

6. **Planning** - to receive updates and agree any action or response needed

**K2025025**

DC/23/3265/FUL **Town and Country Planning Act 1990 - Appeal Under Section 78**

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

**Decision:** Appeal Dismissed.

DC/23/4809/FUL. **Town and Country Planning Act 1990 - Appeal Under Section 78**

**Site at:** Watermill House, Mill Lane.

**Decision:** Appeal Dismissed.

All planning consultations and responses are linked from [the Kettleburgh website](#).

**1. Consultation: Department for Environment Food & Rural Affairs Land Use consultation closing 25th April** - Council to consider ahead of agreeing its response on 12th March

**K2025026**

Council discussed and concluded that it was a significant opportunity to register the views of the Parish Council on an important matter. Council resolved that Councillor EJ, Chairman, and Councillor LC would work to collate a response. It was agreed that the response would be considered and agreed at the meeting prior to the closing date (25<sup>th</sup> April 2025).

Clerk

Cftr EJ & cllr LC

**8. Community Flood Plan** - to receive an update and agree any action needed No update

**K2025027**

received.

**9. Governance**-to hear reports and agree any action needed

**K2025028**

**9.1. Business Plan 2024-26 - Council to consider updates in relation to:**

- **The Pound** - tree work to tidy branches. Council considered the quote provided by Kindewood Tree Services to climb and take off damaged branches, chipped and removed from the site, site left clean and tidy, E385+VAT, and resolved to approve this work. The Clerk was asked to commission it. A quote to cut the grass 3 times per year at E90+VAT per cut, was also approved. (Note: Three quotes had been requested. One contractor had not responded, and a second was unable to quote as they would need to use mechanical equipment, a tractor and flail - too wide to pass through the gate, and inappropriate for maintenance of the Pound as Common Land.)

Clerk



**Elizabeth Marquee** - storage arrangements. The Clerk had delivered the frame parts replacing those damaged in the storm to the building where the marquee is stored. The current owner had liaised with the new owner. The arrangement was likely to continue, but a charge of £75.00 per annum would be levied. The Clerk agreed to contact the new owners once they had taken residence to finalise the arrangement.

Clerk

**New Defibrillator** - installation, new checker and signage. Invoice had been received and added to the payment schedule. Once payment was received by CHT, the device, cabinet and signage should be despatched within two weeks. The Clerk was asked to arrange a Defibrillator Awareness Session as soon as possible (provided free as part of the new device package). The Clerk was asked to publish a request for a new member of the defibrillator rota on the PEDL, as a current member was leaving the parish.

Clerk

Clerk

9.2. **gov.uk domain** - to receive an update and agree any action needed including arrangements to set up new Councillor email accounts. Councillors needed to set up their new 'gov.uk' email accounts to ensure council business and documents are kept in compliance with data protection law. The webmaster had offered to assist any councillors needing assistance on Saturday 1st March and this was gratefully accepted by three councillors,

webmaster

**9.3 Risk Assessment**-to consider a draft and approve if appropriate. Deferred to next meeting.

Clerk

**9.4. Asset Register**-to consider a draft and approve if appropriate. Deferred to next meeting.

Clerk

10. **Finance** - to note and where necessary review or approve:

K2025029

#### 10.1. Bank Reconciliation 29<sup>th</sup> January 2025

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

Barclays Business Premium	£3,960.39
Barclays Community	£3,840.89
Barclaycard Commercial Credit	£0.00
Cash in Hand	£7,801.28

Council approved the reconciliation to 29<sup>th</sup> January 2025 and it was signed by two councillors.

#### 10.2. Payments made and for authorisation 19<sup>th</sup> January 2025

Staff Salary	S Frost Clerk	£321.53
Home Working Expense	SFrost Clerk	£26.00
Village Hall Service ICT	KVH	£52.00
Services ICT Services	MS365 03/25	£44.10 (+£8.82 VAT)
New Defibrillator&Cabinet	ICO 03/25	£48.00 *
Noticeboard parts Total	CHT	£1,665.00 (+£333.00 VAT)
	Greenbarnes Ltd	£20.63 (+£4.13 VAT)
		£2,177.26 (£345.95 VAT)

\*a discount for Direct Debit may be applied to Information Commissioner's Office amount.

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



### 10.3. Receipts and Payments Forecast - Summary Report

The Summary Report was considered and noted.

#### 11. Items for future agendas - to consider and agree any new items

K2025030

~~"There was a need to create a Neighbourhood Plan (NP) for Kettleburgh (Kettleburgh Road to the T4E). Kettleburgh had been the subject of several significant planning applications in recent years, and a development of 16 houses had been permitted in The Street. Given the Government Policy for increased house building, a NP would enable a degree of control over aspects of the future developments to which Kettleburgh was likely to be subject. Villages around Kettleburgh already had NPs, making it more vulnerable. But a NP would require a significant input from residents, both as a small number of volunteers to work up the Plan with a consultant, supported by the Parish Council, and residents able to take part in the work generally. Council agreed that it needed to gauge the willingness of residents to such as vote on and attend important events and surveys during the process. Without residents' support, energy and engagement, there could be no Plan.~~

Council agreed that a brief questionnaire/door-drop was necessary to secure quantitative evidence of the readiness of residents and asked the Clerk to draft it for approval.

Clerk

#### 12. 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. None needed.

K2025031

#### 13. Resignation of the Clerk - agree process, timescale and recruitment of new Clerk

K2025032

Council agreed that the Staffing Committee (Councillors EJ, Chairman, RB and PG) would meet within a week to consider the recruitment - Job Description, Advert, pay scale, etc., using the guidance the Clerk had sourced from The Suffolk Association of Local Councils, (SALC), Society of Local Council Clerks (SLCC), and National Association of Local Councils (NALC). The Staffing Committee would report back to full Council at the next Ordinary meeting.

Staffing  
Committee

#### 14. Next Meeting/s - proposed Ordinary Meeting on Wednesday 12th March 2025 at 19.00. Further proposed dates for 2025 to be agreed

K2025033

Council considered the schedule of dates for Kettleburgh Parish Council Ordinary Meetings in 2025 previously raised by the Clerk, and resolved to agree them; Wednesdays at 19.00 on 9<sup>th</sup> April, 7<sup>th</sup> May (Annual Parish Council Meeting), 9<sup>th</sup> July, 10<sup>th</sup> September, 8<sup>th</sup> October, 12<sup>th</sup> November and 10<sup>th</sup> December 2025.

The Chairman thanked all those attending and closed the meeting at 20.20

Chairman's signature to indicate Council approval:

Date: