



**Minutes of the Ordinary Meeting of Kettleburgh Parish Council  
held in the Village Hall on Wednesday 12<sup>th</sup> March 2025 at 19.00**

The following business was transacted:

**1. Welcome by the Chairman and apologies for absence K2025034**

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 L Clark (LC) and Councillor J Mealing (JM)

Mrs Sonia Frost, Clerk and RFO

One member of public.

Apologies: Councillor A Barton (AB) had submitted his apologies as he had a family event to attend and these were accepted.

**2. Declarations of interest and requests for dispensations K2025035**

None.

**3. Public Forum K2025036**

**3.1. To receive Police, District and County Councillors' Reports, for information K2025037**

No reports had been received.

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

The member of public present spoke of their concerns about Planning Application [DC/25/0693/EIA](#) (on the agenda, item 6.1). Council thanked them for their contribution.

*The Chairman, Councillor EJ, moved a change to the order of business without a written note, to move Agenda Items 6.1 to follow Agenda Item 3. Council resolved to agree his proposal. (Standing Orders 2018, Revised 2020, approved September 2023)*

**6.1. DC/25/0693/EIA:** EIA Screening Opinion - Installation and operation of a Solar Development and Battery Energy Storage System with associated equipment and necessary infrastructure. Land North of Kettleburgh Road Easton and Land South of The Street Letheringham Suffolk  
<https://publicaccess.eastsuffolk.gov.uk/online-applications/centralDistribution.do?caseType=Application&keyVal=SRX8NQQX06O00>

The Developer had asked ESC Planning Department for its opinion as to whether an Environmental Impact Assessment (EIA) was required. Council had become aware of this Request although it had not been asked to consider and submit a response. The Clerk had researched the potential issues and circulated a draft letter. Council agreed that the paper

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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.



submitted by the developer lacked detail and was likely not to contain all the information required to decide if an EIA was needed. The key concerns identified were:

- An EIA was essential in considering whether such a large solar installation may be installed in an attractive River Valley Landscape
- It was claimed the land would be capable of remediation and return to agriculture. But there was no mention of the risk of substantive harm from storm damage to such farms. Even without storm damage, as such sites age, dangerous materials and substances such as lead, cadmium and glass shards may make the underlying soil economically unrecoverable, leading to wildlife impacts and the site being declared 'brown field'.
- Avoidance of Regulation. The selection of a "solar array of maximum of 49.9 MW" falls just below the 50MW threshold for an EIA. It was felt that a margin of error should be applied by ESC and the 49.9MW be taken as 50 or more.
- There would be Economic, Historic Heritage and Environmental harm to the area, and flooding risk.

While no formal consultation letter had been received, Council was concerned that the key points were so important that they must be put to ESC's Planning Department urging them to require an EIA, response to be based on the Clerk's draft.

Clerk

**4. Minutes** – to consider and if appropriate approve the minutes of the Ordinary Meeting on 19<sup>th</sup> March 2025 as a true and correct record, and the Chairman to sign the minutes

**K2025038**

Council requested that the Minutes be amended by removing the beginning of Agenda Item 11. "*There was a need to create a Neighbourhood Plan (NP)*". Council then resolved that the draft minutes of the Ordinary Parish Council Meeting on 19<sup>th</sup> February 2025 as amended 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

**K2025039**

- The Clerk had contacted SCC Councillor Elaine Bryce, to follow-up the offer of grant funding for a further Data Recording measurement in The Street. This was intended to provide conclusive data informing any future speed mitigations. Response awaited.
- The Clerk had contacted both ESC Councillors Owen Grey and Vince Langdon-Morris regarding the current planning applications and they were aware.
- Bus Shelter Cleaning, the rear of the Bus Shelter had been partially cleared of strong shrub growth but still required more clearance. A further request to the Housing Association was to be made.
- The Elizabeth Marquee spare parts had been put together with the main marquee in secure storage. The new residents were happy to continue the arrangement of storage. An annual fee of £75.00 had been agreed and this now needed approval.
- The Clerk and Councillor PG had attended the East Suffolk Gun Club AGM, and the Clerk had given a report thanking the Club for its generosity in donations to the Parish Council, towards the new defibrillator and village events.
- A quiz supporting St Andrew's Church was planned for 28<sup>th</sup> March [*later cancelled and rearranged*].
- Citizens Advice had sent a request for more volunteers to meet the demand of supporting the community. More staff roles and an Energy Hub had been created.
- Community Action Suffolk had raised the annual subscription of their website hosting from £60.00 to £66.00, still competitive in comparison with other web hosting options.



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

**K2025040**

**6.1.** - discussed following Agenda item 3.2.

**6.2. Department for Environment Food & Rural Affairs Land Use consultation** – to hear views on the papers circulated, ahead of agreeing a response on 9th April (closes 25th April)

Councillors (EJ) Chairman, and (LC) had agreed to complete the survey on behalf of the Parish Council before its expiry date on 25<sup>th</sup> April 2025

Cllrs EJ & LC

**6.3. Neighbourhood Plan** – to consider a questionnaire to gauge public enthusiasm for a NP

Council discussed and agreed that it was important to seek the views of residents to gauge if there was an appetite for creating a Neighbourhood Plan (NP). An increasing number of villages, including several around Kettleburgh, have a Plan. Without one, a village can be more exposed to development, and poorly designed misfitting development. Council felt the process of discussing one was beneficial, understanding the process, and the commitment and engagement that was required. The Clerk had drafted and circulated a draft questionnaire for consideration and Councillors had made suggestions for improvement. A further draft taking those into account was to be circulated and once agreed, distributed to all residents. While not a formal part of the NP process, the level of engagement evident from the responses would inform any future formal commissioning of a NP for Kettleburgh. Council asked the Clerk to prepare the revised draft.

Clerk

**7. Governance** – to hear reports and agree any action needed:

**K2025041**

**7.1. Risk Assessment** – to consider the draft provided and approve if appropriate

Council considered the Draft Risk Assessment and resolved to approve it.

**7.2. Asset Register** – to consider the draft provided and approve if appropriate

Council considered the Draft Asset Register and resolved to approve it.

**7.3. Standing Orders**

Council considered the Standing Orders and resolved to re-approve them without amendment.

**7.4. Policies and Procedures** – for re-approval

- Grant Awards Policy & Application Form
- General Privacy Notice
- Internal Controls
- LGA Code of Conduct
- Standard Operating Procedure for Internet Banking
- Health & Safety Policy
- Equality and Diversity Policy



Council considered the policies and resolved to re-approve them without amendment.

**8. Finance –to receive reports and as necessary note, review, approve, and agree action: K2025042**

**8.1 Bank Reconciliation 27<sup>th</sup> February 2025**

The bank reconciliation, Barclays Bank statements and Barclaycard statements had been circulated and considered by councillors.

Petty Cash	£0.00
Barclays Business Premium	£3,960.39
Barclays Community	£1,677.21
Barclaycard Commercial Credit	£0.00
Cash in Hand	£5,637.60

Council resolved to approve the reconciliation to 27<sup>th</sup> February 2025 and it was signed by two councillors accordingly.

**8.2. Payments made and for authorisation March 2025**

Village Hall Service	KVG	£ 52.00
ICT Services	MS365 06/01/25/	£ 44.10 (+£8.82 VAT)
ICT Service (Scribe)	Starboard Systems	£180.00 (+£36.00 VAT) £216.00
Staff Salary	Clerk	£321.53
Home Working Expense	Clerk	£ 26.00
Travel and Subsistence	Clerk	£ 50.40
Total		£674.03 VAT £44.82- £Total: £718.85

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

**8.3 Receipts and Payments Forecast, Summary Report**

The Summary Report was considered by Councillors and noted.

**8.4 Financial Regulations – to consider the new NALC model regulations circulated and direct KPC customisations ahead of approving a customised version on 9th April**

Council deferred this item to the next meeting as it needed more time for consideration. Clerk

**8.5. Appoint Auditor for End of Year 2024-2025**

Council resolved to appoint Heelis & Lodge Local Council Services for the 2024-2025 Internal Audit. The Clerk had verified that they were prepared to undertake the Internal Audit and expressed appreciation for their assistance.

**9. Items for future agendas – to consider and agree any new items K2025043**



**VE-80 Day Event**, 5<sup>th</sup> May Bank Holiday, and Thursday 8<sup>th</sup> May. Councillors PG and LC had agreed to work together to deliver the celebrations to mark this important shared moment. An event flag was requested to fly from the flagpole on the Village Green, and funding of up to £10.00 was approved. The Clerk was asked to purchase a suitable flag.

Cllrs PG and LC

Clerk

**Annual Parish Meeting.** To discuss and agree any necessary arrangements and format.

**10. Recruitment of new Clerk** – to receive an update from Staffing Committee, agree next actions and approve costs **K2025044**

The Chairman, Councillor EJ reported that the Staffing Committee (Councillors EJ, PG and RB) had met once to discuss the matter and consider advertising, Job Description etc. The Clerk offered to raise awareness of the vacancy with Clerks she knew, and this was agreed by Council.

Clerk

**11. Next Meeting/s** – Wednesday 9<sup>th</sup> April, 7<sup>th</sup> May and 9<sup>th</sup> July 2025 at 19.00 **K2025045**

Council agreed the Ordinary Meeting dates and to hold the Annual Parish Meeting on Wednesday 14<sup>th</sup> May 2025.

The Chairman thanked all those attending, and closed the meeting at 20.45.

Chairman's signature to indicate Council approval: **K2025046**

Date: