



**Minutes of the Ordinary Meeting of Kettleburgh Parish Council
held in the Village Hall on Wednesday 16th April 2025 at 19.00**

The following business was transacted:

1. Welcome by the Chairman and apologies for absence K2025047

The meeting started at 19.00. Councillor E Jardine, Chairman, welcomed everyone present.

Present: Councillors E Jardine (EJ), P Garland (PG), R Booth (RB), J Mealing (JM) and A Barton (AB)

Mrs Sonia Frost, Clerk and RFO

Apologies: Councillor L Clark (LC) had submitted her apologies for a work-related reason, and these were accepted.

2. Declarations of interest and requests for dispensations K2025048

None.

3. Public Forum K2025049

3.1. To receive Police, District and County Councillors' Reports, for information K2025050

No reports had been received.

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

No Members of Public present.

4. Minutes – to consider and if appropriate approve the minutes of the Ordinary Meeting on 12th March 2025 as a true and correct record, and the Chairman to sign the minutes

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 K2025051

- Clerk had forwarded on to Councillors SCC Councillor Elaine Bryce Parish Newsletter and Annual Report.
- The Clerk had received an update of contact details for the Suffolk Police Inspector , Inspector Liz Casey, Halesworth Locality and Sizewell Inspector East Suffolk Area Policing Command, Suffolk Constabulary. She would circulate this to Councillors and the website/

6. Planning – to receive updates on the progress of applications and agree any action needed K2025052

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.



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

Council formally approved the letter that the Clerk had submitted to the East Suffolk Planning Team, outlining the key concerns that it had regarding this proposal. While no formal consultation letter had been received, Council had been concerned that the key points were so important that they must be put to ESC's Planning Department urging them to require an EIA. Council intended to submit a further response once a formal proposal had been received, to build on the Clerk's letter.

6.2. [DC/24/0746/VOC](#) Variation of Condition 2 of No DC/21/0757/FUL - Construction of 16 no. new dwellings including 5 no. affordable homes. Land North of The Street Kettleburgh Woodbridge Suffolk IP13 7JP

The Application had been permitted by East Suffolk Planning Department, which had said: *"The panel discussed the proposal and concluded that there were no material planning considerations which warranted further discussion by the planning committee. The decision is therefore delegated to officers."*

6.3. [DC/25/1452/FUL](#) New window and doors at ground level. Two new dormers at first floor. Additional ensuite at first floor. Corner House, The Street, Kettleburgh, IP137JP. Consultation expiry: 6 May 2025

Council had considered the plans and information on the East Suffolk Planning Portal and resolved that it had no objections. It did not wish to make a formal response.

6.4. Neighbourhood Plan – to consider a questionnaire to gauge public enthusiasm for a Plan

Council had considered the draft Neighbourhood Plan Questionnaire. Suggestions for improvement were made:

- Possible numbering of each form to ensure one response per voting adult on the Electoral Roll (the Clerk was asked to request a current copy of the Electoral Roll for this purpose).
- Ideally more links to relevant information featuring Neighbourhood Plans in Villages comparable with Kettleburgh.
- Consider adding a QR Code to link to more information on the website

Clerk

The Clerk was asked to produce a new draft incorporating these suggestions where feasible.

Clerk

7. D-Day-80 Celebration - to hear updates and agree actions and budget

K2025053

Councillors (LC) and (PG) had volunteered to organise the celebrations for VE-Day 80 in Kettleburgh. Councillor (PG) reported that:

- The member of public who had managed the D-Day 80 Beacon had volunteered to manage the Beacon on Thursday 8th May too.
- Councillor (LC) had drafted a flyer and sent it to the Clerk to advertise the events - a Family Picnic on the Village Green and the Beacon on Thursday 8th May. It had been circulated on the PEDL, Noticeboard and website.
- The marquee was not needed on either occasion.
- Catering products and perishables were to be purchased from Makro.



- Council considered the event budget, £100.00, and resolved to commit a further £50.00, making a total of £150.00. The Clerk was asked to amend the Budget. Clerk

8. Speed Awareness Initiative – to review progress, consider a new Data Recording, agree any actions **K2025054**

No further communications had been received from SCC Councillor Elaine Bryce in respect of funding a further Data recording. The Clerk was asked to make a further contact to try to establish if the funding was still being considered or no longer available. Clerk

9. Governance – to hear reports and agree any action needed: **K2025055**

9.1. Revised/simplified draft Business Plan-2024-26

The Clerk reported on recent updates to the Business Plan:

- The Bus Shelter quarterly Spring Clean had been completed, but overgrowth remained obstructing the cleaning at the rear. The Clerk was asked to contact the Housing Association again to request that it was cleared. Clerk
- The new Defibrillator was expected to be delivered in the coming days. The new Annual Support package with Community Heartbeat Trust was authorised.
- Once installed, a free CPR Training Seminar would be booked. Clerk
- Clerk to update Zurich Insurance and Asset Register once received.
- Website updated with Council and Local Services information in place.
- Community Action Suffolk Hosting cost increased from £60 to £66 annually.
- The Pound Grass cutting had been agreed with Kindlewood, and a first cut was planned imminently. The Chairman would liaise on the first occasion with Kindlewood. Cllr EJ
- Footpaths – The National Long-Distance Walk was due on 25th May, and the route was passing through Kettleburgh. The National Long Distance Walking Organisation had delivered flyers to residences on the route.
- VE-Day 80 – Flag and bunting had been purchased.

9.2 Internal Control Review document:

Councillor (LC) had conducted a review of Internal Controls on 16th April 2025, and they had met the Control Tests. Council noted that it had a GDPR Policy and Privacy Notice in place, but policies for Data Breaches and Subject Access Requests were in progress.

One Item had been purchased over £500, the new defibrillator (£1998.00), which had been noted on the Payment Schedule and Asset Register. Next Review scheduled for October 2025.

10. Finance – to receive reports and as necessary note, review, approve, and agree action: **K2025056**

10.1 Internal Audit Report 2023-2024

This was not available for the meeting but was expected to be at the next one in May.

The Chairman, Councillor EJ, moved a change to the order of business without a written note, to move Agenda Items 10.9 to follow Agenda Item 10.4. Council resolved to agree his proposal. (Standing Orders 2018, Revised 2020, approved September 2023)

10.2 Bank Reconciliation (Y/E 31/3/2025)

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



Petty Cash	£0.00
Barclays Business Premium	£3,974.40
Barclays Community	£1,401.15
Barclaycard Commercial Credit	£0.00
Cash in Hand	£5,375.55

Council resolved to approve the reconciliation to 31st March 2025 and it was signed by two councillors accordingly.

10.3 Payments made & for authorisation (April)

Payroll Service	SALC	£ 45.00 (+VAT£9.00) £54.00
Audit Service	Heelis & Lodge	£130.00
ICT	MS365/06/04/25	£ 44.10 (+VAT £8.82) £52.92
Council Subscription	SALC	£155.63
Bus Shelter Cleaning	C Clow	£ 20.00
Defibrillator Electricity	KVH	£ 50.00
Defibrillator Support	CHT	£135.00 (+VAT £27.00) £162.00
VE-Day 80	Clerk	£ 22.57
Marquee Storage	B Olley	£ 75.00
Total		£677.30 (+VAT £44.82)- Total: £722.12

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

10.4 Receipts and Payments Forecast, Summary Report 2024-2025

The Summary Report had been circulated and considered by Council, and it was noted.

10.9 The Annual Governance Statement AGAR 2024-2025

Council considered the Statement, worked through the questions and resolved to approve it. It was signed by the Chairman accordingly.

10.5 Financial Statement

The Financial Statement (annual report) 2024-2025 had been circulated. Council resolved to approve it, and it was signed by the Chairman accordingly.

10.6 Annual Financial Statement 2024-2025

The Annual Financial Statement (statement of accounts) had been circulated. Council resolved to approve it, and it was signed by the Chairman accordingly.

10.7 Accounting Statements AGAR 2024-2025

The Accounting Statements had been circulated to Council for consideration, and it resolved to approve them, and were signed by the Chairman

10.8 Certificate of Exemption AGAR 2024-2025

As the annual gross income for the authority in the financial year 2024-2025 was £10,383, it did not exceed the £25,000.00 threshold for an External Audit, and Council resolved to approve



completion of a Certificate of Exemption. The Certificate was signed by the Clerk and Chairman, and the Clerk was asked to submit this no later than 30th June 2025.

Clerk

10.10 Notice of Public Rights

As the new Clerk needed to be available to finalise the period of availability, setting of dates for the Notice of Public Rights was deferred to the next meeting.

Clerk

10.11 Barclays Bank Mandate

Council currently had four Barclays Bank Signatories: Cllrs EJ, PG, RB, and the Clerk in an administrative role. It resolved that this was adequate.

10.12 Barclays Bank Standing Orders

Council had one monthly Standing Order in place paying the Clerk Salary, to ensure timely payment. It was reviewed annually, and at each review or pay award, and an approval letter signed by two signatories at each change. No others were deemed necessary.

10.13 Reclamation of VAT

VAT had been Reclaimed by returning Form 126 Schedule - 01/04/23-31/03/2024: £293.53
01/04/24-28/02/2025: £542.79 Total:£ 836.32

11. Annual Parish Meeting – Wednesday 14th May 2025. Agree format and any actions

K2025057

The Annual Parish Meeting had been agreed for Wednesday 14th April at 19.00 at the Village Hall. The Clerk was unable to attend to record the minutes, but the Chairman may record them for the purpose of transcribing later, unless an alternative person was found to take the minutes. The Clerk was asked to request reports from the representatives of Village Organisations and publish the Agenda

Cllr EJ
Clerk

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

K2025058

Councillor EJ reported for the Staffing Committee (Councillors EJ, PG and RB) that it had interviewed the sole applicant and recommended the Council offer the position to the applicant. Having considered, Council resolved to offer the position to the applicant. There was one abstention. The Staffing Committee was asked to make the applicant a formal offer of the position of Clerk and Responsible Financial Officer for Kettleburgh Parish Council. If accepted, the current Clerk would contact the new Clerk to make plans for handover.

Staffing
Committee
Clerk

13. Items for the Next Agenda

K2025059

New Clerk handover, Speed Awareness, Village Sign, secure storage arrangements during the development construction works in The Street.

14.Dates of Next Meeting/s – Wednesday 7th May, 9th July, 10th September, 8th October, 12th November and 10th December 2025 at 19.00

K2025060

Chairman's signature to indicate Council approval: Date:

K2025061