



DRAFT Minutes of the Annual Meeting of Kettleburgh Parish Council held in the Village Hall on Wednesday 7th May 2025 at 19.00

The following business was transacted:

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| 1. Election of Chairman and to receive the Chairman's Declaration of Acceptance of Office | K2025062 |
| <p>The meeting started at 19.00. Cllr E Jardine (EJ), as the sole nominee for Chairman, was elected unanimously, proposed Cllr P Garland, seconded Cllr L Clark. Cllr EJ signed the Declaration of Acceptance of Office and took his place as Chairman.</p> <p>Cllr (EJ) Chairman welcomed everyone present and reminded them that the meeting was not being recorded by the Parish Council, but members of public should be aware that others may be doing so.</p> | |
| 2. Election of Vice Chairman and to receive the Vice Chairman's Declaration of Acceptance of Office Councillors agreed that Council did not need a Vice Chairman for the time being. | K2025063 |
| 3. Apologies – to note those present and receive and consider any apologies for absence | K2025064 |
| <p>Present: Councillor E Jardine (EJ) Chairman, Councillor P Garland (PG), Councillor J Mealing (JM), Councillor A Barton (AB), Councillor R Booth (RB), Councillor L Clark (LC) Mrs Sonia Frost, Clerk and RFO Two Members of Public Apologies: None.</p> | |
| 4. Declarations of interest and requests for dispensations None. | K2025065 |
| 5. Public Forum | K2025066 |
| 5.1. To receive questions and views from members of the public present ¹ A member of Public spoke regarding regular financial support for grass cutting in the St Andrew's Churchyard. At the 2024 Annual Parish Meeting a verbal request had been submitted. The matter had then been considered at Ordinary Parish Council Meetings in July, November 2024 and in January 2025 at the point of setting the Budget for 2025-26, when Council had resolved to fund only grass cutting in The Pound owned by the Council in 2025-26. The member of Public explained that the volunteer grass group was continuing, but two funded cuts annually would be most welcome. Council agreed to facilitate further discussion at the 2025 Annual Parish Meeting (the following week.) | |
| 5.2. To receive Police, District and County Councillors' Reports, for information | |
| District Councillor Owen Grey had sent his 2024-2025 Spring Report, supported by District | |

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.



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| Councillor Vince Langdon-Morris, which included updates on Planning Policy and Dealing with Flooding. It could be seen on the Parish Council website . | |
| 6. Minutes – to consider and if appropriate approve the minutes of the Ordinary Meeting on 16 th April 2025 as a true and correct record, and the Chairman to sign the minutes | K2025067 |
| Council resolved that the draft minutes of the Ordinary Parish Council Meeting held on 16 th April 2025 were a true and correct record and they were signed by the Chairman accordingly. | |
| 7. 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 | K2025068 |
| <ul style="list-style-type: none"> • Speed Awareness Project – The Clerk had tried to contact SCC Councillor Elaine Bryce regarding the potential to conduct a further speed data recording in the Street, Kettleburgh. She had been unable to contact her but had left messages with relevant contacts. • Speed Survey Data recorded on the Easton - Brandeston road Low Street, A4578, by Suffolk County Council Highways Department in March 2024 could be found on the KPC Website. | |
| 8. Planning – to receive updates on the progress of applications and agree any action needed | K2025069 |
| <p>8.1. Planning ref: DC/25/1530/FUL Relocation of existing vehicular access to improve highway safety. Field Adjacent to Easton Road Kettleburgh Suffolk IP13 7JT</p> <p>Council had considered the application and concerns were raised regarding:</p> <ul style="list-style-type: none"> • Continued issues of highway safety and risk of accident • Speed data recording was not conducted by Suffolk County Council Highways Authority • Risk of further hedge removal and detrimental effect on nature and biodiversity as noted in previous applications. Request reinstatement of removed hedge • Alternative access availability • History of previous applications refused by ESC Planning and Appeal. Decision should not enable revival of previous application. <p>Council resolved unanimously to object to this application and asked the Clerk to respond on its behalf accordingly.</p> | Clerk |
| <p>8.2. Planning ref: DC/25/0693/EIA Screening Opinion Request - 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</p> <p>A decision had been made that an Environmental Impact Assessment was not required. The Chairman Councillor EJ reported that he had spoken with the Chairman of Letheringham Parish Council and concluded that no further action was required at present.</p> | |
| <p>8.3. Neighbourhood Plan – Draft Questionnaire. Consider and agree any actions</p> <p>Council agreed it would enable discussion of the potential for a Neighbourhood Plan at the upcoming Annual Parish Meeting. A questionnaire was being prepared, and Council considered adding a link or QR code to Neighbourhood Plans on the website that had been prepared by parishes comparable to Kettleburgh; Bredfield, Playford, Beyton and Wilby were suggested. The Clerk was asked to update the website accordingly.</p> | Clerk /webmaster |



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| <p>Sea Link DCO ESCEP ONLINE Meeting Monday 12th May at 6.00pm</p> <p>East Suffolk Communities Energy Partnership (ESCEP) was holding an online meeting for all East Suffolk Town and Parish Councils on Monday 12th May 2025 at 6.00pm. This was to finalise its structure, but most importantly, given the acceptance of the Sea Link DCO, to brief towns and parishes again on the importance of registering with the Planning Inspectorate (PINS) as an interested party and submitting representations. It was hoped that representatives from town and parishes would attend the online meeting. Chairman Cllr EJ said that he would attend the online meeting.</p> | <p>Chairman Cllr EJ</p> |
| <p>9. New Defibrillator – to receive an update and agree any necessary actions</p> | <p>K2025070</p> |
| <p>The Clerk reported that the new defibrillator had been delivered and brought to the Village Hall. Councillor AB said that he could install the device in the coming few days as a qualified electrician. Council expressed its gratitude for his offer to complete the work free of charge. The cabinet received had a locked door, although an unlocked one had been ordered. The Clerk was in communication with Community Heartbeat Trust to resolve this. She had contacted Zurich Insurance who had confirmed that the unlocked cabinet was covered under the current policy, as Council had considered the risk of theft in its current location, against the critical need to get the Defibrillator to the patient with minimal delay, as recommended by:</p> <p><i>“A consensus statement on AED cabinets” This statement has been reviewed and updated by the Community Ambulance Resuscitation (CARE) Council UK. Subcommittee within Resuscitation</i></p> <p>CPR Training Seminar. Once the new device had been installed and registered on the Circuit and WebNos database, the device would be visible on the ambulance database. Once that process had been completed a CPR Training Seminar by Community Heartbeat Trust, free of charge, could be arranged.</p> | |
| <p>10. VE-Day-80 Celebration - to receive an update and agree actions and budget</p> | <p>K2025071</p> |
| <p>The event had taken place on 6th June 2025, Project Leaders Councillors LC and PG reported that the day had been cold but dry and well attended by at least ten families. The family picnic event was supplemented by ice cream and other confectionary that had been provided by the two lead councillors, and food items donated by members of the public.</p> <p>Councillors reported that no expenditure had been incurred, although £100.00 had been budgeted for the event. This was due to confectionary being donated and not purchased. Gratitude was expressed by the Lead Councillors for the donations.</p> <p>The bonfire had been a great success; a Risk Assessment having been completed. Council wished to express its appreciation to the member of public who had built and managed the bonfire before, during and after the event.</p> <p><i>(Councillors had hoped to provide thank you gifts to those who had donated, but the Clerk advised that Parish Councils have no legal power to fund small gifts to members of public and that on future occasions it would be better to use the budget properly allocated to the activity.)</i></p> | |
| <p>11. Governance – to:</p> | <p>K2025071</p> |
| <p>11.1. Receive an update on the Business Plan-2025-26</p> | |



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| The Business Plan 2023-26 was noted and would be updated before each Ordinary meeting. | | |
| 12. Internal Audit Report 2023-2024 – to consider the report and agree any action needed | | K2025072 |
| The Report had not yet been received from Heelis & Lodge. Once received, it would be discussed at the next Ordinary meeting | | |
| 13. Finance – to note and where necessary review or approve: | | K2025073 |
| 13.1. Bank Reconciliation 29th April 2025 | | |
| Barclays Business Premium £3,974.40 Barclays Community £1,652.13 Barclaycard Commercial Credit £00.00 Petty Cash £00.00 Cash in Hand £5,626.53 Council considered the Bank Reconciliation against the Bank Statements, resolved unanimously to approve it, and it was signed by the Chairman. | | |
| 13.1. (Contd). Payments made and for authorisation May/June25 | | |
| ICT Services, MS365 Microsoft £44.10 (+ £8.82 VAT) Audit Service Heelis & Lodge £130.00 Marquee Annual Storage Resident..... £75.00 Total.....£249.10 (+£8.82 VAT) Approval was also agreed for an annual payment of £75.00 to the member of public for storage of the Elizabeth Marquee | | |
| 13.2. Receipts and Payments Forecast – Summary Report 2025-2026 | | |
| Council considered the Receipts and Payments Forecast and resolved to approve it. Two councillors signed the authorisation. | | |
| 13.3. Neighbourhood CIL Payment April 2025 £1,114.63 | | |
| The Clerk reported that the first Community Infrastructure Levy funds (CIL) of £1,114.63 had been received in respect of the Housing Development in The Street, Kettleburgh, DC/21/0757/FUL . Council noted the information. | | |
| 13.4. Asset Register – consider and agree updated register | | |
| The Asset Register had been updated by the Clerk. The new Defibrillator device had been added at the purchase value of £1998.00 net, as it had been delivered to the Clerk, but not yet installed. A new cabinet and signage had also been purchased to remain compliant with current legislation. Unlocked Defibrillator Cabinet- covered under Agenda item 9. | | |
| 13.5. Public Rights – Confirmation of Dates for publication | | |
| The current Clerk reported that she would post the Notification of Public Rights on the Noticeboard and Website, but the dates would need to be agreed by the new Clerk who would be in post at that time. The new Clerk confirmed the dates 3 rd June to 14 th July 2025. | | |



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| 13.6. Revised NALC Financial Regulations | |
| The new Financial Regulations were not available for consideration but would need to be considered as soon as possible, once a draft document was ready customised for the needs of Kettleburgh Parish Council. | |
| 14. Annual Parish Meeting, Wednesday 14th April 2025 – to agree format and any action needed | K2025074 |
| The Agenda for the Annual Parish Meeting was discussed. All Village Organisations had been invited and asked to submit a written report to the Clerk. Councillor EJ, Chairman requested an Agenda Item for Neighbourhood Plans because significant Planning Applications had been received over the last two years, and the opportunity for Kettleburgh to prepare a Neighbourhood Plan was now an important consideration. The Clerk was unable to attend to take the Minutes on the chosen date but would transcribe them from a recording that would be made by the Chairman Councillor EJ for that purpose. | |
| 15. New Clerk Appointment – Welcome and handover arrangements | K2025075 |
| <p><i>(Appointment in Accordance with Section 151 of the Local Government Act 1972(9)(d) Financial Administration.)</i> The Council had appointed a person (the new Clerk) to be responsible for the administration of the financial affairs of Kettleburgh Parish Council. Kettleburgh Parish Council's Financial Regulations 1.8 enabled Anna Clarke to be so appointed.</p> <p>The Chairman Councillor EJ, welcomed Anna on behalf of councillors and the retiring Clerk, Sonia Frost. He also expressed appreciation to the retiring Clerk for her work over recent years. Handover arrangements: the retiring Clerk had arranged with the new Clerk to meet on Monday 12th May to provide an insight into the administration of the Parish Council. Her leaving date was 31st May but she agreed to provide support as necessary in the transition.</p> | |
| 16. Items for future agendas – to consider and agree any new items | K2025076 |
| <p>Neighbourhood Plan Questionnaire.</p> <p>New Clerk/RFO Barclays Bank Mandate signatory.</p> <p>New Clerk other administrative access.</p> | |
| 17. Next Meeting/s – Ordinary: Weds 9th Jul and 10th Sep 2025 at 19.00 | K2025077 |
| Chairman Councillor EJ thanked all those attending and closed the meeting at 20.45. | |
| Chairman's signature to indicate Council approval: | |