



Kettleburgh Parish Council Business Plan - Action Plan 2025-2028

1. Objective: To maintain local facilities and infrastructure

Code	Activity/Lead Cllr	Resources/Contracts/Law	Progress	RAG
22	Maintain grass/vegetation Lead: (TBA)	Budget head allocated but no significant grass in village.	Tied in with potential for village maintenance regime 06/10/24 – Need for grass management in the Pound and potentially in the Churchyard. 11/12/2024: KPC Ordinary Mtg resolved that the only funds to be spent were agreed to be for the maintenance of The Pound under the direct control of the Parish Council, which has its own heading, as do bus-stop and village gates. Integrated maintenance seems not currently a runner. Council decided not to take any further action on this item at present.	
23	Maintain the bus shelter Lead: Clerk	Budget £75 2024-25. Quarterly clean by Clow company. There should be a contract even if simple, including required standards.	14/3/24 – currently needing overgrown greenery to be cut back. Clerk in progress with arranging this. 05/07/24 – Clerk liaising with Flagship Housing 06/10/24 – Flagship have arranged for the overgrowth behind the shelter to be removed, making it easier for the quarterly clean. Clerk to review and check with contractor that this is satisfactory. 10/12/24 – Flagship cut overgrowth, possible further clearing. Contractor satisfied and will update. Cost increase to £20.00 per quarter. Allocate Budget 2025-26 £80.00 pa at next meeting.	
24 25	Maintain the defibrillator Lead: Clerk	Budget 2024-25 £254. Continuous monitoring and maintenance checks needed to ensure fully functioning and compliant with legislation, support agreement, governance, and safety guidance.	14/3/24 – new and lead volunteer needed to take part in and manage rota for weekly checks. Need to arrange a CPR and/or First Aid Seminar in Village Hall for residents, possibly jointly with Letheringham PC. 14/03/24 Part funding identified for replacement defib. CPR Seminar with Letheringham PC by CHT agreed for 29/04/24. Lead Cllr for Defib Rota agreed. 05/07/24 – CPR Seminar completed on 29/04/24 Grant funding approved ESC £400 and East Suffolk Gun Club donation £444.05 received. New device to be agreed and procured.	



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			06/10/24 – Purchase Order with CHT. To confirm that the Council still would like the locked cabinet as new recommendation for unlocked in rural settings 10/12/24 – Unlocked cabinet confirmed and awaiting notice of delivery £1680.00+VAT (To be reclaimed once device has been received). Allocate Budget 2025-26 – CHT Support Annual Package £144 TBC at next meeting 18/02/25 Invoice received for the new device. For payment authorisation KPC Ord Meeting 19/02/25															
16	<p>Maintain Council ICT including mandatory website</p> <p>Lead: Clerk</p> <p>Productivity: MS365 Email:.gov.uk boxes x9 Website hosting Scribe Accounts license Parish Online license ICO subscription</p>	<p>Website a legal requirement. The 2014 Regulations apply and to ensure that the Council is open and transparent in its dealings as a public authority.</p> <table><tr><td>MS365</td><td>£275*</td></tr><tr><td>Email .gov.uk x9</td><td>£216</td></tr><tr><td>Website</td><td>£60</td></tr><tr><td>Scribe Accounts</td><td>£160</td></tr><tr><td>Parish Online</td><td>£40</td></tr><tr><td>ICO</td><td>£35</td></tr><tr><td>TOTAL</td><td>£786</td></tr></table> <p>*MS365 cost quoted at full annual cost, but expectation that it will be reduced to eventually only the Clerk to have Business Basic licence. 5 months x£55pm until end of contract 08/25</p>	MS365	£275*	Email .gov.uk x9	£216	Website	£60	Scribe Accounts	£160	Parish Online	£40	ICO	£35	TOTAL	£786	<p>2022 – website deleted by contractor.</p> <p>14/3/24 – Handover has taken place and the Clerk/webmaster in progress of updating and restoring links and data. MS 365 needing greater adoption to justify cost.</p> <p>05/07/24 – Data has been replaced, and many links restored. Work ongoing many new pages; clearer sign posting for the Parish Council and its meetings and Planning Applications, Public Rights of Way, Access Land, Flooding, community services both national and local, and more. Webmaster requests more news, broken links reported, history, photographs and feedback.</p> <p>06/10/24 – The evolution is continuing to improve and update</p> <p>10/12/24 – Now directed to the new.gov.uk domain Kettleburgh-pc.gov.uk (see Project ‘.gov.uk’)</p> <p>Allocate Budget 2025-26 (£60.00 Annual Website Hosting cost) total ICT cost inc. part year MS365 = £786.00 at next meeting</p> <p>CAS/hosting service provides an ongoing SSL certification for the website.</p>	
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Email .gov.uk x9	£216																	
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TOTAL	£786																	
26	<p>Maintain the Village Sign</p> <p>Lead: (TBA)</p>	<p>Need to pay peppercorn rent annually.</p> <p>Need to have sign cleaned and touched up [every 3 years?]</p>	<p>14/3/24 – no maintenance regime or budget in place. New owner has not requested rent despite attempts by Clerk to contact.</p> <p>05/07/24 Clerk to make further contact attempt</p>															



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			<p>Plan for removal, safe transport and storage, insurance for eventual temporary removal when development commences.</p> <p>06/10/24 – Clerk to check that Development plans show the correct placement for the sign after completion.</p> <p>11/12/24 – Clerk making ongoing enquiries</p> <p>No Budget allocated 2025-26</p>	
30	<p>Maintain the heritage road signs</p> <p>Lead: Cllr PG</p>	Maintenance budget £50 2024-25.	<p>14/3/24 – no maintenance regime in place but is needed to honour the donation. Brown Tourist signs need to be replaced</p> <p>05/07/24 Clerk to arrange cleaning for 2025</p> <p>No Budget 2025-26 required – Cllr PG to maintain</p>	
33	<p>Maintain the noticeboard</p> <p>Lead: Clerk</p>	No budget allocated 2024-25	<p>14/3/24 - New seals purchased and available when needed</p> <p>Annual glass clean and oiling of locks needed, greenery pruning to avoid getting trapped in hinge and ingress of water.</p> <p>05/07/24 Clerk cleaned front and glass, trimmed overgrowth and oiled locks. Spare keys to be procured.</p> <p>10/12/24 – Barrel locks +2 keys £50.00 per set. Keys x2 only, £8.61+VAT</p> <p>Allocate Budget 2025-26 £50.00+VAT at next meeting</p> <p>Received two spare keys from Greenbarnes LTD £20.26 +£4.12 VAT</p>	
22	<p>Maintain the Village Pound</p> <p>Lead: Cllr EJ</p>	No budget allocated 2024-25	<p>14/3/24 - Project in place to set up maintenance regime.</p> <p>05/07/24 Drainage issues have been investigated by SCC contractor. Clerk to follow-up with SCC.</p> <p>06/10/24 – Photographs taken by Chairman during contractor works filed. Clerk to contact SCC Manager to request any relevant mapping etc.</p> <p>Tree branches fragile and may fall, advice re cutting/making safe to be sought. Warning signs to advise public in place.</p> <p>10/11/24 – Clerk and Tree maintenance service visit to assess works, now awaiting quote</p> <p>14/11/24 - Quote x1 received from experienced Arborist service to attend to loose branches etc., grass to be cut, hedge on roadside frontage annually. Tree branch surgery quote: £385.00 (+VAT)</p> <p>Allocate Budget 2025-26 £500.00 at next meeting to cover grass cutting</p>	



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	<p>Maintain the marquee and gazebo</p> <p>Lead: <i>lead Cllr urgently needed</i></p>	<p>No budget allocated 2024-25. Should at least be unpacked and checked regularly, possibly cleaned Securely stored & insured</p>	<p>14/3/24 – No maintenance regime in place 11/04/24 - Planned use in KPC/village D-Day 80 Event. To be checked and ensure intact. 05/07/24 - Used for D-Day, storm damage sustained, 7 damaged weld connectors. Not covered by warranty. Replacement £299+VAT Council to agree action. 06/10/24 - Current temporary storage at end - urgent alternative required. No local option after advertising. Long term commercial storage minimum £120(+VAT) and no current availability. Future options storage container to be purchase, or sale if no solution found. 25/10/24 - Marquee safely transported back to the original safe storage location meeting insurance conditions. But a new permanent location will be required in spring 2025. 10/12/24 – Free local storage at present. Budget may be required for emergency storage if current arrangement changes. Storm damage replacement items £110+VAT Allocate Budget 2025-26 - replacement items £84.00 (+VAT) – Agreed Current storage arrangement will be ending March 2025. Urgent new arrangement to be decided on. Update: Existing storage arrangement to be continued, details TBC</p>	
	<p>Maintain the Village Green</p> <p>Lead: <i>delegated. Cllr Jardine is a Trustee</i></p>	<p>Management fully delegated to Kettleburgh Village Green Trust [founding document? Contract? Service Level Agreement?]</p>	<p>2021 - Difficulties in fundraising experienced during Pandemic and Grant funding from KPC in short term to support. Equipment falling into disrepair. At risk of shortfall in funds. 2023 - New Trustees and collaborative working established, effective fundraising. 14/3/24 – need to understand the arrangement better. 06/10/24 – No current issues. 14/12/24 – Some progress on understanding arrangement – to be documented by Clerk for future.</p>	
	<p>Maintain the Village Gates</p> <p>Lead:</p>	<p>No budget allocated 2024-25</p>	<p>14/3/24 – Owned by highways but they will not maintain them. Villages often maintain these. No maintenance regime in place, but potential by agreement with SCC.</p>	



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			<p>05/07/24 – Council has agreed to ‘join’ SCC Self-help Scheme. Maintenance of existing gates to be planned.</p> <p>06/10/24 – Consider replacement of the missing gate on side of Chequers Public House. Requires plan of maintenance and Self-Help scheme to be clarified for KPC. Clerk to action once agreed.</p> <p>10/12/24 - Council to consider benefit for upgrading and increasing visibility in traffic calming awareness strategy.</p> <p>Council decided not to take any further action at present</p> <p>No Budget Allocated 2025-26</p>	
	<p>Contribute to maintenance of FOOTPATHS</p> <p>Lead: Cllr A Barton</p>	<p>There are issues in Kettleburgh as nationally of paths not being maintained and used and missing from Definitive Maps.</p> <p>There have been reports of path issues. There are existing methods for working with County and District Councils and representative bodies such as the Ramblers to: ensure the maintenance of Public Rights of Way. There is also a need to identify and register lost footpaths on the Definitive Footpaths map.</p>	<p>5/11/2022 - Councillors may wish to consider volunteering to start things off with enquiries to known stakeholders and resources. The footpath by the Pound is now a consideration, so Council may wish to now approve a project.</p> <p>8/12/2022 - Council considered this should be deferred to 2023-2024.</p> <p>05/07/2024 – Concerns raised by parishioners regarding footpaths that have not been reinstated. Information already on website with links to report to SCC.</p> <ul style="list-style-type: none"> • Add to PEDL. • Potential for Parish Walk to re-enforce use of paths. Clerk and Cllr AB to promote Footpath information within the parish. <p>26/12/24 Much additional information added to website, including what Parish Councils may still do regarding footpaths. National footpath claiming deadline of 2031 has been lifted.</p> <p>No Budget Allocation was felt to be needed</p>	

2. Objective: To improve and, where necessary or there is an opportunity, expand local facilities and infrastructure

Code	Activity/Lead Cllr	Origin/Resources/Contracts	Progress	RAG
	PROJECT: COMMUNITY FLOOD PLAN	Concern at the level of localised flooding and effectiveness of dealing with localised emergencies.	Working Group established. Feasibility Study completed.	



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	Project Manager: Cllr Jardine		<p>Grant obtained and ESIDB engagement for Annual watercourse clearance secured.</p> <p>Questionnaire issued and evaluated.</p> <p>14/3/24 - No progress towards the Plan document itself.</p> <p>05/07/24 – Date for meeting to progress Flood Plan TBA.</p> <p>11/06/24 – Flood Plan Mtg, agreed `Actions and Plan of progress to take forward.</p> <p>11/11/24 WFG Meeting and Actions agreed.</p> <p>Allocate Budget 2025-26 £300.00 TBC at next meeting</p>	
	<p>PROJECT: ww-80 DD Celebrations June 6th 2024</p> <p>Project Manager: Cllr Jardine</p>	<p>National initiative directed by Pageant Master. Budget allocated: £100 2024-25. Estimated cost 14/3/24 £1800.00.</p> <p>05/07/24 Grant Funding received ESC: £400 and ESGC £100.</p>	<p>Working party being established in collaboration with village organisations.</p> <p>14/3/24 - Outline activity plan drafted. Engaging with community to establish volunteers, plans, and potential Beacon.</p> <p>11/24 - Flyer published and delivered. Clerk seeking grant Funding.</p> <p>05/07/24 - Grant Funding received ESC: £400 and ESGC £100.</p> <p>Event completed successfully with beacon & BBQ. Collection for 5 veteran Organisations £95 to be divided equally. Fallen Soldier narratives displayed and to be available. Photographs and info for website required.</p> <p>06/10/24 –As soon as Boards and Final Budget received from Project Manager by Clerk, Clerk to complete feedback form for ESC Enabling Team, then Council to Close project at the next available meeting</p> <p>18/02/25 Fallen Soldier Boards uploaded to the Remembrance Page on the website: https://kettleburgh-pc.gov.uk</p>	
	<p>PROJECT: VE Day 80 Celebrations Thursday 8th May 2025</p> <p>Project Manager: Cllrs PG and LC</p>	<p>National initiative directed by Pageant Master</p> <p>02/09/24 £100 Donation from ESGC received and agreed to put to this event</p>	<p>VE Day 80 May 2025 Potential event with beacon etc TBC.</p> <p>Working Party to be established, in collaboration with village organisations.</p> <p>Form of activities and funding required to be determined.</p> <p>Consider if further grant funding is needed.</p> <p>Donation received from ESGC £100 held as restricted funds.</p> <p>Allocate Budget 2025-26 (£100 ESGC)</p> <p>Cllrs PG and LC volunteered to organise the event.</p>	



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	<p>PROJECT: SPEED AWARENESS</p> <p>Project Manager: <i>New Manager Cllr to be appointed</i></p>	<p>Speeding Issues in the village were not being dealt with</p> <p>05/07/24 SCC Funding for Data Recording Box received: £410</p> <p>Cost £450 (inc VAT)</p>	<p>Speed Survey undertaken and results published.</p> <p>SCC Highways Speed Data box requested.</p> <p>14/3/24 – Grant issues. New Project Manager needed.</p> <p>11/04/24 – Data Recording information complete and available</p> <p>Feedback and advice by SCC Highways Infrastructure Engineer</p> <p>SCC Grant funding achieved in time limit. Next steps to agree action.</p> <p>05/07/24 – SCC Funding received, and payment completed.</p> <p>Photographic record of road marking to be made, and advice from Highways to be considered once they have assessed photographic information, to inform KPC options and next actions.</p> <p>06/10/24 – Support by SCC Cllr. Possible second speed data recording in The Street. Possible invitation to speak at KPC Meeting by Highways Officer and SCC Cllr. To consider best way forward.</p> <p>29/11/24 – Grant funding requested from SCC Cllr Bryce for extra Data Recording in the Street. Subsequently awaiting contact from Cllr Bryce.</p> <p>No Budget Allocated 2025-26</p>	
	<p>PROJECT: KETTLEBURGH POUND</p> <p>Project Manager: Cllr EJ</p>	<p>10/07/2022 letter received stating current managing residents no longer wish to maintain and looking to purchase. For many years the owners of Mill House kept it an attractive, tidy space. Disputes have periodically compromised efficient effective management. It has now become necessary for the Parish Council as owner to lead and ensure that the Pound is well and regularly maintained.</p>	<p>16/3/24 - Currently being maintained by Chairman. To be considered alongside village wide maintenance, which may include grass cutting and other vegetation? Information board, replacement of hinges/gate needed. Kettleburgh Pound Information of Historic Document to be linked on website. Pound Maintenance Plan in draft but needs assessing, finalising, funding, and long-term arrangements agreed.</p> <p>11/04/24 Gate hinge replaced, and gate name board cleaned.</p> <p>05/07/24 – Update from Cllr EJ</p> <p>06/10/24 -Maintenance grass management by Cllr EJ 8 hrs recently</p> <p>Warning signs for public to advise of potential falling branches.</p> <p>10/12/24 – Quotes requested/in progress re: tree branches, and grass cutting program.</p> <p>To consider if this remains a project at next meeting as Council decided not to progress matters beyond basic maintenance</p>	



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16	.GOV.UK DOMAIN Project Manager: Clerk	Parish Councils are being encouraged to by the Cabinet Office to move to a.gov.uk domain. Cabinet Office has secured current funding of £100+VAT to help offset initial set-up.	Clerk to research full cost and information. 06/10/24 – Progress made on options and their costs and benefits. 10/12/24 Council has agreed move to Gov.uk domain and email - in process. email boxes x 9= £216.00 pa and domain name £18.00 for each of first two years. 12/12/24 - Website under new domain: Kettleburgh-pc.gov.uk, Clerk progressing implementation. Budget 2025-26 to be allocated to ICT Current budget, and Review and Close Project at next meeting.	
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3. Objective: To carry out developmental activities ensuring the Clerk and councillors are knowledgeable and informed, thus enabling them to maintain standards and services and be effective in driving advancement and improvement goals

Code	Activity/Lead Cllr	Resources/Contracts	Progress	RAG
18	Councillor training	Budget £240.00 2024-25 Councillors to have own training records and to receive annual updates on changes in legislation.	Annual review of training records for Councillors and Staff September 2025 to be carried out by Clerk. 14/3/24 – 3 Cllrs booked in for SALC training. -completed Basics 1 and 2 06/10/24 – Next Basic Training to be booked and confirmed with Cllrs. Allocate Budget 2025-26 - 6 modules x £30.00 provider SALC £180.00 - at next meeting	
12	Clerk training	Budget £100.00 2024-25 Clerk to have own training records and to receive annual updates on changes in legislation.	14/3/24 – Scribe training ongoing. 05/07/24 - Clerk Networking with SALC webinars monthly 10/07/24 Possible attendance at SLCC Annual Planning Summit 06/10/24 – Clerk ongoing monthly SALC Networking via zoom. Scribe provides unlimited training in subscription. SLCC Updates/Planning Allocate Budget 2025-26 £150.00 at next meeting	

4. Objective: To: provide a channel of communication for the views and expressions of the local community; be responsive to its needs and aspirations; and make good use of communication channels with county and district representatives, MPs, Suffolk Constabulary and other local and national stakeholders.



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Code	Activity/Lead Cllr	Resources/Contracts	Progress	RAG
	Attended ESPA Conf Cllr PG and Clerk	No resources allocated. (no budgeted expenses)	14/03/2024 Represented and fed back to KPC concerns of village regarding Planning.	
	Clerk & Chair Cllr EJ attended ESC Planning Forum	No budgeted allowances, Forum attendance free	14/03/24 Represented KPC and raised concerns with Planning Team and reported back to KPC.	
	Kettleburgh Annual Parish Mtg Chaired by EJ, Sec by SF/Clerk	No resources (Clerk Time?)	29/05/24 – Updates presented by KPC and Village Organisations <ul style="list-style-type: none"> • Neighbourhood Planning update/discussion by KPC • Issues raised by parishioners to be considered in KPC mtg: • Funding of Church grass cutting in cemetery • Footpaths not being reinstated by landowners 10/12/24 - NP to be considered at a meeting in Early 2025 Church Grass Cutting under consideration with quotes requested Councillor AB allocated as lead for Footpaths (new maintenance heading)	
	Use Web site and other ICT to build engagement Clerk supported by Cllrs	ICT contracts for website. No social media use currently (must observe national policies on its use)	Ensure current Village Website as operated by the Parish Council is always up to date. There should be a range of interactions and opportunities throughout the year, but Council needs to know more about what residents think and how they would like to be communicated with. Idea to introduce social media pages. CIL (Community Infrastructure Levy) will be received from development and must be spent within 5 years, and robust consultation is necessary to invest this prudently in village infrastructure for the benefit of the community. 10/11/2022 - Council considered this should be deferred until 2023-2024 Website and PEDL has been taken over by Clerk/webmaster 01/01/2023 Speed Awareness Consultation-published Dec 2023 and Flood Impact Questionnaire 05/11/23 published Dec 23. 06/10/24 - DDay-80 achieved very high attendance and appreciation, with enduring resource of the Village veterans. 10/11/24 - Remembrance Attendance and Wreath by Chairman. Reasons why no response to website calls for help on some topics need to be looked into.	



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			Could consider use of website polls and better use of other facilities to improve interaction.	
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5. Objective: To provide resources and operate plans and controls that ensure the ongoing financial viability of KPC and enable provision of services that are fit for purpose, efficient, cost effective and sustainable, including managing the Financial Budget on a regular basis, ensuring equality of opportunity, and being a good employer.

Code	Activity/Lead Cllr	Resources/Contracts/Detail	Progress	RAG
6-13	Manage the Clerk Lead: Staffing Committee	Budget 2024-25 £3985.	2023 – Clerk statutory pay increase and progression increment approved 14/3/24 – third staffing committee member needed 06/10/24 – Appraisal and update contract. Allocate Budget 2025-26 (Salary £4028.00 pa) TBC at next meeting	
	Govern the council Lead: Cllr Jardine (Chair)			
17	Manage vacancies and elections Lead: Clerk	Management of vacancies ongoing. Council has an obligation to fill any vacancies as soon as possible. Elections outside scope of current Plan as due 2027.	Council has seats for 8 members, and soon to have only 6. Advertisement and promotion of information to inform parishioners of the role of Councillor. <ul style="list-style-type: none"> Clerk to advertise on noticeboard, PEDL and website. Councillors to promote within the community. 06/10/24 – Cllr moved out of area, 6 members, two vacancies 10/12/24 – recruitment advertising to be completed; Cllrs' local engagement to be stepped up 18/02/25 Advertising for new councillors to be promoted	
20	Maintain SALC and NALC membership		14/3/24 – up to date 06/10/24 – Clerk to check all councillors can login and access SALC and NALC resources	



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	Lead: Clerk			
	Maintain Policies and Procedures documents Lead: Clerk	Policy & Procedures Review - all policies and procedures to be reviewed by full council annually or when legislation requires.	Reviews carried out May 2021-Sept 2021-2022. Annual GDPR updates. 14/3/24 - GDPR processes for compliance in process. Media, Complaints, Fol, Training and Development, Sickness and Absence, Grievance and Disciplinary Policies need updating. Meetings Protocol Policy in draft. New NALC Financial Regulations to be considered, revised for KPC and adopted-likely Sept Ord Mtg 06/10/24 – Policies to be reviewed and Fin Regs approved at KPC Ord Mtgs 06/11/24 and 11/12/24 11/12/24– Delay - Policies review now planned for Ord Mtg 19/02/25	
21	Maintain Asset Register and Insurance Lead: RFO	Must be done at least annually.	14/3/24 – up to date 06/10/24 – Renewed with Zurich 30/09/24 Review provider next year. Allocate Budget? £300.00 at next meeting	
	Carry out financial control Lead: RFO	Council must be Accountable for its financial resources. Review and monitoring of internal control systems to ensure financial records are kept and produced in accordance with the guidelines laid down in the Governance & Accountability Guide - Proper Practises (2021). Quarterly reviews on internal control systems to be carried out by non- signatory Councillors: April, July, and October 2024 and February 2025.	08/12/2022 - Discussed by Council and Scribe Accounting Software has great benefits but is needing to be modified and adjusted to provide the information required by Council. 2023 – Accounts migrated to Scribe Accounts system, adopted as standard and in use. Once standard Internal Control documentation adopted regular independent reviewing can commence. 2023 - Budgeting system improved using Scribe. February 2024 - Standard Statement on Internal Control and consequent standard controls adopted. 14/03/2024 – Clerk and Cllr LC completed Cllr review of Internal Financial controls using SALC adopted Template. 14/3/24 – Regular controls on payments carried out at all meetings. Quarterly independent reviews not currently being done – but Cllr Clark reviewing way forward with RFO. 05/07/24 – Internal Control Review carried out 27/03/24, next 18/09/24 06/10/24 – Internal Control Review O/S - TBA with Cllr Jan/Feb 2025	
14	Manage Internal Audit of accounts	Internal Audit supports the council by identifying any issues ahead of	14/3/24 - 2023-24 Internal Audit delayed	



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	Lead: RFO	external audit and any financial controls needing improvement	05/07/24 – Internal Audit for 2022-23 received, transparency issues noted in 2022-23 Internal Audit noted following website accidental deletion by host service have been addressed. 2023-24 Internal Audit in progress.	
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Closed and potential projects

	Need to be Addressed	Perception of need	RAG
	<p>Consider PROJECT NEIGHBOURHOOD PLAN Planning Applications submitted to Local Authority, Kettleburgh consulted but with limited weight as it does not have a Neighbourhood Plan including Design Statement</p> <p>Lead: Clerk</p>	<p>Contribute to planning process for Kettleburgh in conjunction with the Local Plan for East Suffolk - ongoing process dependent upon Local Plan and planning applications.</p> <p>All surrounding villages and closest town have Neighbourhood Plans (NPs) or other leaving Kettleburgh exposed to development without a Design Statement or NP.</p> <p>06/10/24 – KPC to determine if there is an appetite for creating a NP for Kettleburgh. Will need a feasibility study to determine this by advertisement, public meeting, speakers etc. The amount of engagement of the public needed in 2025-26 must not be under-estimated.</p> <p>Allocate Budget to feasibility study if approved; then to Project if approved and sufficient volunteer force ostensibly available</p>	
	<p>Consider PROJECT TIDY VILLAGE SCC Highways lacks funding to ensure villages are kept tidy and attractive, e.g., hedgerows are maintained and kept clear of pedestrian footpaths, roadsides are kept clear of overgrowth</p> <p>Project Manager: to be agreed</p>	<p>On-going discussions with Highways as to devolvement of powers to deal with matters relating to minor village maintenance works may be needed. Suggestion to take an integrated view of village maintenance, including Pound.</p> <p>06/10/24 – Self-Help Scheme approved to enable KPC to manage/improve the village environment. Further work needed to determine who and how this will work, and cost/training required.</p> <p>11/12/24 - Currently on hold. No Allocation of Budget</p>	
	<p>Consider PROJECT EMERGENCY PLAN</p> <p>The village should have an Emergency Plan Project Manager: to be agreed</p>	<p>An Emergency Plan would enable the village to be ready for any kind of emergency, such as displacement from flooding, medical issues such as COVID-19, widespread power cuts, climate.</p> <p>As flooding is a known issue in Kettleburgh the Plan could usefully be developed alongside the Community Flood Plan.</p>	



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		10/11/2022 Council considered this should be deferred until 2023-2024 06/10/24 – Consider and review if to be included in next year plan. Not to be progressed at this time	
	Consider PROJECT VETS (Village Emergency Telephone Service) This would be a worthwhile extension to current defibrillator provision	V.E.T.S. service has been formulated into a simple communication package for the community volunteer schemes across the country. Using telephone lines, rather than assuming everyone has a 3G/4G smartphone, as in other systems, this service allows a single emergency number for the village to be called, and this will ring simultaneously up to 10 volunteers in the community, who may be able to assist. Primarily this can enable the defibrillator to be collected and delivered to the location it is needed. There is no expectation the volunteer will carry out CPR, but likely a supportive role may be helpful. Initial set-up cost is £50 for phone set up, £100pa thereafter. Further information from the CHT 05/07/24 Raised by parishioners in Annual Parish Mtg 25/05/24. Council to debate at Ord Mtg 10/07/24 06/10/24 – The pace of implementation of VOIP in the UK, which will lead to the end of landlines that work without electricity, will have to be considered by CHT. Consider and if agreed for 25-26, allocate Budget: Initial set up year £150.00. TBC	
	PROJECT: Queen Elizabeth Platinum Jubilee Celebrations	Celebrations and Party on the Village Green, 'Elizabeth@ Marquee Grant Funded.	COMPLETED
	PROJECT: VILLAGE HALL To support VH Committee to enhance VH to	Offers of assistance and grant to install Internet and screen not progressed as potential refurbishment under consideration by VH Committee	CANCELLED