



Kettleburgh Parish Council Meeting

9th July 2025 at 19.30 – Kettleburgh Village Hall

MINUTES

Attendees: Cllr Jardine, Cllr Booth, Cllr Garland, Cllr Mealing, 1 member of the public and Cllr Bryce.

1/9/7 Welcome by the Chairman and apologies for absence: To receive and vote on any apologies for absence

Cllr Barton and Cllr Clark sent their apologies; **Councillors voted to approve absences.**

Chair requested the Public Participation session be moved be up the agenda to be the next item – approved by Councillors.

4/9/7 Public Participation Session (15 minutes) – Cllr Elaine Bryce gave an update. Her report is available [here](#). Cllr Bryce requested feedback on the PC's perspective on the Northern Bypass. The Chair clarified that they had not consulted on this previously and would be happy to consider making comment if further background was provided. Cllr Jardine requested speed monitoring on the street. Cllr Bryce confirmed she is happy to fund this via the Locality Budget and will speak to Highways to ask them to push through the. Cllr Garland raised to Cllr Bryce that the road is collapsing on the way out of Kettleburgh by Church Farm which requires attention; Cllr Bryce agreed to investigate further. Cllr Jardine requested insight as to Highways projects that could CIL money could be sent on. Cllr Bryce confirmed she would seek feedback.
Cllr Bryce left the meeting at 19.46.

2/9/7 Motion to approve the appointment of the new Clerk and RFO and approve the contract of employment. Proposed and seconded – approved.

3/9/7 Declarations of Interest and Requests for Dispensation – None

5/9/7 To approve the minutes from the [Annual Meeting of the Parish Council](#). Proposed and seconded; approved.

6/9/7 To receive Police, District and County Councillors' Reports, for information – Clerk awaiting reports

Chair requested agenda item 10 be moved to occur after the District Councillors report. Councillors agreed.

10/9/7 Planning: To review and comment on the following planning applications:

[DC/25/2142/FUL](#) – 2 Stone Cottage, Kettleburgh.

The Chair stipulated that material planning matters must be adhered to in responding to the application.
Council agreed to support the application on majority.

7/9/7 Internal Audit

- (a) To receive and note the [Internal Audit Report](#) for the year ending 31 March 2024
- (b) To consider any recommendations arising from the Internal Audit Report and for the Clerk to action as necessary:

Approved by Cllr Jardine (Chair):.....

Date: 10.09.25



- Recommendation: To publish all items of expenditure above £100 on the Council's website.
- Recommendation: To publish details of public land and building assets on the website.
- The Council have yet to meet the requirements of the Transparency Code. Recommendation: To comply with the requirements of the Transparency Code in accordance with the guidance.

Noted by Councillors.

Action: Clerk to confirm year of audit and submission documents.

8/9/7 Maintenance Consideration of the impending application of funds for the Churchyard by the Church. Grants Policy available [here](#).

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Councillors discussed the request for support with churchyard maintenance. While recognising the value of maintaining this community space, Councillors were reluctant to commit to funding through an increase to the parish precept. As such, alternative avenues were considered. Councillors were in agreement that engaging Community Access Support would be a practical and appropriate way to assist without placing a direct financial burden on the precept.

Motion to approve the Clerk engaging Community Access Support to fulfil the church request for help with regards to maintaining the churchyard.

Councillors agreed they are willing to offer volunteer sourcing via the PEDL with assistance from the Clerk. **Proposed and seconded; approved.**

9/9/7 Finance

- To note the Banking Reconciliation – **To be added by the Clerk**
- To confirm banking arrangements for the Parish Council bank account: **Motion to approve adding the Clerk and removing previous Clerk from the account. Proposed and seconded; approved.**
- Motion to approve paying the Clerk salary and Home Working Allowance by standing order every month. Proposed and seconded; approved.**

11/9/7 Neighbourhood Plan – To note that the national Locality Neighbourhood Planning Grant Programme has ended.

ACTION: Clerk to locate the village survey and draft final version for approval at the next meeting.

12/9/7 Scheme of Delegation – **Motion to approve adopting Scheme of Delegation. Proposed and seconded; approved.**

13/9/7 Meeting Schedule for the remainder of the year - Future meetings to be held at 19.00. October meeting to be cancelled. The next meeting will be 10th September 2025.

14/9/7 CIL Update – To note that Kettleburgh Parish Council is due funds of £2163.70 from planning application DC/24/1837/FUL - Rookery Farm, Framlingham Road, Kettleburgh, Suffolk. Potential amount due to Kettleburgh Parish Council should works commence at DC/24/0746/VOC - Land North Of The Street, The Street, Kettleburgh, Woodbridge, Suffolk, IP13 7JP (16 dwellings): £17,909. **Action: Clerk to establish when the funds are likely to be received by the Council.**

15/9/7 Updates to Parish Council Business Plan

- Code 16: Council IT - Motion to terminate renewal of Microsoft 365 business accounts for Councillors and ascertain whether budgeted funds are available for a laptop for the Clerk.

Approved by Cllr Jardine (Chair):.....

Date: 10.09.25



ACTION: Clerk to establish if funding available in the budget to fund a laptop. Investigate whether CIL funding is available for laptop purchase.
Motion to remove all other Councillors except Cllr Booth (for 12 months) and the Clerk from the 365 account.
Proposed and seconded; approved.

Meeting closed 21.04

A Clarke – Clerk and RFO

Approved by Cllr Jardine (Chair):.....

Date: 10.09.25