KETTLEBURGH PARISH COUNCIL

Councillors are duly summoned to a **Meeting of Kettleburgh Parish Council** to be held on **Wednesday 11 November 2026** at 19:00 in Kettleburgh Village Hall.
Members of the public are welcome to attend.

Richard Green
Interim Clerk to Kettleburgh Parish Council

AGENDA

26/65 Attendance and apologies for absence

26/66 Declaration of interests

Council members to declare possible interests they may have in any items on the agenda, either pecuniary or non-pecuniary, and to consider requests for dispensation.

26/67 Reports from County Councillor and District Councillor

To receive reports from the County Councillor and District Councillors.

26/68 Public forum

Members of the public are invited to give their views on items on the agenda, raise other relevant issues for Council to note, or to pose questions to the County Councillor and District Councillor.

26/69 Minutes of previous meeting

To approve the minutes of the meeting held on 16 September 2026.

26/70 Matters arising from the minutes

26/71 Council administration and finances

(a) **Resignation of Clerk and appointment of successor** – To note the resignation of the Clerk and to consider the appointment of the Interim Clerk as a permanent successor.
(b) **Bank reconciliation Q2** – To note the bank reconciliation for Q2 2026-27.
(c) **Financial position, performance against budget, and projections** – To note the Parish Council's financial position, performance against the budget, and projections for the remainder of the 2026-27 financial year, as at 30 September 2026.
(d) **Invoices and payments** – To note payments received and consider for approval the schedule of payments presented for authorisation.
(e) **Google Workspace subscription** – To consider a subscription to Google Workspace at £5.90 per month, payable by direct debit, for secure cloud-based file storage and sharing.
(f) **Switch from Barclays to Unity Trust Bank** – To discuss and consider switching the Parish Council's bank accounts from Barclays to Unity Trust Bank.
(g) **Budget 2027-28** – To discuss and consider the draft budget for the 2027-28 financial year.
(h) **CIL** – To note the receipt of Neighbourhood CIL contributions and discuss and consider the formation of a steering group for CIL management.
(i) **Councillor communication** – To discuss councillors' checking of emails and consider setting up an intra-council WhatsApp group for reminders and circulation of non-sensitive documents.

26/72 Parish matters

(a) **Flood Action Group and Emergency Plan** – To receive an update.
(b) **Parish event** – To discuss proposals for a parish event.

26/73 Planning

(a) **Update on recent planning applications** – To receive a report from the Clerk on the status of recent planning applications, and summary of responses made to planning applications lodged since the last meeting.

26/74 Correspondence to the council

To note and consider any key correspondence to the parish council.

26/75 Items for the next agenda

To consider proposals for any items to be added to the next agenda.

26/76 Date of next meeting

To note that the Parish Council will provisionally next meet on Wednesday 20 January 2027.