

KETTLEBURGH PARISH COUNCIL

Councillors are duly summoned to the **Annual Meeting of Kettleburgh Parish Council** to be held on **Tuesday 19 May 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

26/26 Election of Chair

26/27 Election of Vice-Chair

26/28 Attendance and apologies for absence

26/29 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.

26/30 Reports from County Councillor and District Councillor

To receive reports from County Councillor Elaine Bryce and District Councillors Owen Grey and Vince Langdon-Morris.

26/31 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. Members of the public may not participate in the meeting outside of the public forum.

26/32 Minutes of previous meeting

To approve the minutes of the meeting held on 4 March 2026.

26/33 Matters arising from the minutes

26/34 Parish matters

- (a) **Flood Action Group and Emergency Plan** – To receive an update from Cllr Jardine.
- (b) **Communications** – To receive an update on the Communications/Social Media Policy from Cllr Clark.

26/35 Planning

- (a) **Local Plan – proposed sites** – To receive an update on the sites proposed under the Call for Sites for East Suffolk District Council's preparations for a new Local Plan.
- (b) **Neighbourhood Plan** – To receive an update from Cllr Jardine and Cllr Garland.
- (c) **Update on recent applications** – To receive an update on the status of recent planning applications.
- (d) **Deben Solar** – To discuss and consider a response to the re-submission of application DC/25/2733/FUL – [LINK](#)
- (e) **Chequers Inn** – To discuss and consider a response to application DC/26/1420/FUL – [LINK](#)
- (f) **Church Cottage** – To discuss and consider a response to application DC/26/1123/LBC – [LINK](#)

26/36 Council administration

- (a) **Code of Conduct** – To re-adopt the LGA Model Councillor Code of Conduct 2020.
- (b) **Register of interests** – Councillors to be reminded to review the registration of any interests.
- (c) **Standing Orders** – To review and re-adopt the Standing Orders for Kettleburgh Parish Council.
- (d) **IT Policy** – To adopt an IT policy in line with SALC guidance.

26/37

Council finances

(a) **Closing of accounts for 2025/26 financial year**

- i. **Overview of 2025/26 financial year** – To receive an overview of financial performance for the 2025/26 financial year.
- ii. **AGAR** – Members to approve sections 1 and 2 of the Annual Governance and Accountability Return for 2025/26 financial year.
- iii. **Bank reconciliations** – To note the bank reconciliations for Q4 and the 2025/26 financial year.
- iv. **CIL report** – To approve the CIL report for 2025/26 for submission.

(b) **Income** – To note receipt of the precept for 2026/27 and to note receipt of a Neighbourhood CIL contribution.

(c) **Financial position** – To note the Parish Council's financial position as follows, correct as at 17 May 2026:

Account	Balance
Current account	£14,878.40
Savings account	£4,022.67
TOTAL	£18,901.07
Reserves	
CIL 2025-26 (exp. 31.03.2031)	£2,196.47
CIL 2026-27 (exp. 31.03.2032)	£1,081.84
Election	£200.00
Defibrillator sinking fund	£200.00
Village sign sinking fund	£200.00
ESGC donation for village event	£77.43

(d) **Invoices and payments** – To note payments made and consider the schedule of payments presented for authorisation (*see supporting papers*).

(e) **Transfer to savings** – To consider an internal transfer from the current account to the savings account to maximise interest income.

(f) **Asset register** – To review and approved the Asset Register.

(g) **Internal control** – To approve the Internal Control statement and report.

(h) **Risk assessment** – To approve the Risk Assessment.

(i) **Pre-paid debit card** – To receive an update from the Clerk.

26/38

Correspondence to the council

To note and consider any key correspondence to the Parish Council since the last meeting:

- Enquiry regarding matchstick model of Tannington Church
- Complaint regarding hedge trimming along south side of The Street

26/39

Items for the next agenda

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

26/40

Date of next meeting

To note that the Parish Council is provisionally scheduled to meet on Wednesday 15 July 2026.