

KETTLEBURGH PARISH COUNCIL

Councillors are duly summoned to a **Meeting of Kettleburgh Parish Council** to be held on
Tuesday 21 July 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

26/41 Attendance and apologies for absence

26/42 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.

26/43 Reports from County Councillor and District Councillor

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

26/44 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.

26/45 Minutes of previous meeting

To approve the minutes of the meeting held on 19 May 2026.

26/46 Matters arising from the minutes

26/47 Parish matters

- (a) **Flood Action Group and Emergency Plan** – To receive an update.
- (b) **Marquee** – To consider a proposal to hire out the marquee.

26/48 Planning

- (a) **Local Plan and Neighbourhood Plan** – To receive an update and discuss.
- (b) **Housing Enabling Strategy** – To consider a response to East Suffolk District Council's Housing Enabling Strategy ([LINK](#)).
- (c) **Tree and Hedgerow Strategy consultation** – To consider a response to East Suffolk District Council's consultation on a tree and hedgerow strategy ([LINK](#)).
- (d) **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.
- (e) **DC/23/4464/FUL** – To consider a response to a planning officer's enquiry regarding application DC/23/4464/FUL ([LINK](#)).

26/49 Council administration and finances

- (a) **Internal audit** – To receive and discuss the internal audit report for the 2025/26 financial year and to consider the audit action plan (*see supporting papers*).
- (b) **Social media and IT policy** – To consider the adoption of a combined social media and IT policy, in line with recommendations from the internal audit.
- (c) **Microsoft 365 subscription renewal** – To discuss and consider the renewal of the Microsoft 365 subscription.
- (d) **Reserves** – To discuss the current status of earmarked reserves.
- (e) **Financial position** – To note the parish council's financial position, correct as at 18 July 2026 (*see supporting papers*).
- (f) **Bank reconciliation** – To note the bank reconciliation for Q1 2026-27 (*see supporting papers*).
- (g) **Invoices and payments** – To note payments made and consider the schedule of payments presented for authorisation (*see supporting papers*).

26/50 Correspondence to the council

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

26/51 Items for the next agenda

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

26/52 Date of next meeting

To note that the Parish Council will provisionally next meet on Wednesday 16 September 2026.