

KETTLEBURGH PARISH COUNCIL

Councillors are duly summoned to a **Meeting of Kettleburgh Parish Council** to be held on **Wednesday 4 March 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

26/14 Attendance and apologies for absence

26/15 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.

26/16 Reports from County Councillor and District Councillor

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

26/17 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.

26/18 Minutes of previous meeting

To approve the minutes of the meetings held on 18 December 2025 and 21 January 2026.

26/19 Matters arising from the minutes

26/20 Parish matters

- (a) **Flood Action Group and Emergency Plan** – To receive an update.
- (b) **Churchyard and community payback scheme** – To receive an update.
- (c) **Communications** – To receive an update.
- (d) **Register of electors** – To note the application and receipt of the Register of Electors.
- (e) **Annual Parish Meeting** – To discuss arrangements for the Annual Parish Meeting on Wednesday 6 May.

26/21 Planning

- (a) **Neighbourhood Plan** – To receive an update.
- (b) **Town and Parish Forum** – To receive a report from Cllr Jardine and the Interim Clerk on their attendance at the Town and Parish Forum in Melton on 2 February.

26/22 Council finances

- (a) **Banking mandate** – To note the addition of the Interim Clerk to the Barclays' mandate.
- (b) **Precept submission** – To note the submission of the precept request for 2026/27.
- (c) **Internal audit** – To consider the engagement of SALC for the internal audit for the 2025/26 financial year (*see supporting papers*).
- (d) **CIL** – To note anticipated additional CIL income on 28 April 2026.
- (e) **Financial position** – To note the parish council's financial position, correct as at 28 February 2026 (*see supporting papers*).
- (f) **Bank reconciliation** – To appoint a non-signatory member for the scrutiny of quarterly bank reconciliations (*see supporting papers*).
- (g) **Invoices and payments** – To note payments made and consider the schedule of payments presented for authorisation (*see supporting papers*).
- (h) **Review of financial regulations** – To perform a regular review of the Parish Council's Financial Regulations (*see supporting papers*).
- (i) **Renewal of approval of BACS payments** – To consider renewing the approval of BACS as a payment method.
- (j) **Pre-paid debit card** – To consider applying for a pre-paid debit card.
- (k) **Banking provider** – To discuss and consider changing banking provider.

26/23 Correspondence to the council

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

26/24 Items for the next agenda

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

26/25 Date of next meeting

To note that the Annual Parish Meeting is scheduled to take place on Wednesday 6 May and the Annual Meeting of the Parish Council on Tuesday 19 May 2026.