KETTLEBURGH PARISH COUNCIL

The unapproved minutes of a **Meeting of Kettleburgh Parish Council** held on **Wednesday 16 September 2026** at 19:00 in Kettleburgh Village Hall.

Richard Green
Interim Clerk to Kettleburgh Parish Council

MINUTES

26/53 Attendance and apologies for absence

In attendance
Cllr Booth
Cllr Garland
Cllr Jardine (Chair)
Cllr Mealing

Apologies for absence accepted from
Cllr Barton
Cllr Clark

Also present
County Councillor Elaine Bryce

26/54 Declaration of interests

None.

26/55 Reports from County Councillor and District Councillor

County Councillor Elaine Bryce circulated a report in advance of the meeting (*see supporting papers*). She raised concerns about the prospect of a northern by-pass around Ipswich and commented on the proposed quarry at Westerfield and associated highways issues. She offered her support in respect of planning application responses.

26/56 Public forum

No members of the public were present.

26/57 Minutes of previous meeting

The minutes of the meeting held on 21 July 2026 were **agreed by all** to be an accurate record of the meeting and were duly signed by the Chair.

26/58 Matters arising from the minutes

None.

26/59 Parish matters

(a) **Flood Action Group and Emergency Plan** – No further update. Westleton's emergency plan will be used as a template. SALC is hosting an emergency planning workshop on 28 September, which the Interim Clerk will attend.

(b) **Maintenance of the Pound** – A resident has kindly offered to undertake maintenance of the Pound at no cost. Cllr Booth suggested to have a formal agreement in place to ensure agreement on the work to be done. It was **agreed by all** to accept the resident's very kind offer.

(c) **Elizabeth Marquee** – Enquiries were raised prior to the meeting by a resident who is kindly storing the Elizabeth Marquee. It was agreed to ask the resident to submit an invoice for the storage fee and to arrange a visit to inspect the premises and the marquee, with a view to considering whether also to store the village sign there while development work takes place at the site where the sign is currently located. The Interim Clerk confirmed that the marquee is appropriately insured by the Parish Council and will seek to contact the developer for more information about plans for the village sign.

Cllr Jardine took the opportunity to propose a village event to use the marquee. It was agreed to add this proposal to the next agenda.

26/60 Planning

(a) **Town and Parish Forum** – The Interim Clerk attended the Town and Parish Forum earlier in the day and gave an update, noting that a second call for sites was now looking likely. A further round of consultation is scheduled for May/June 2027, and the Interim Clerk requested that this be moved so as not to clash with local elections. The Interim Clerk noted that changes to the National Planning Policy Framework from 31 October will see a raft of changes in the district's decision-making processes.

(b) **Update on recent planning applications** – The Interim Clerk gave a report on the status of recent planning applications, noting that all applications that were pending decision at the last meeting have now been permitted by the district council, namely DC/26/1973/FUL (The Haven, Rectory Road), DC/26/1782/FUL and DC/26/1775/FUL (3 and 4 Church Field).

(c) **DC/26/2622/FUL** (LINK) – A lengthy discussion noted that there has been objections from neighbours and that the heritage consultant has raised concerns. It was further noted that permission for a residential previously was previously refused, but use as a commercial was previously permitted. Concerns were raised about access and parking, and it was mentioned that the proposed design was not commensurate with commercial use. Due to a lack of information on the proposed use of the premises, it was **agreed by all** to object to this application. The Interim Clerk will draft, circulate, and submit a response.

(d) **DC/26/2815/P3Q** (LINK) – After lengthy discussion, it was **agreed by all** to object on all previous grounds, citing the site's protracted planning history and refusals, as well as to reference the new access point that has been formed and associated hedge removal, which poses a flood risk. The Interim Clerk will draft, circulate, and submit a response.

(e) *[Interim Clerk's note – item (e) removed from the agenda due to duplication and amalgamation with item (c) above.]*

26/61 Council administration and finances

(a) **Microsoft 365 and Scribe subscription renewal** – Following discussions with the Clerk (on maternity leave), it was **agreed by all** to end both the Microsoft 365 and Scribe subscriptions. On the advice of Cllr Booth, the Interim Clerk will obtain pricing for switching to a paid-for Google Drive subscription, for consideration at the next meeting.

(b) **Insurance** – It was **agreed by all** to accept the renewal of the Parish Council's insurance with Zurich at a cost of £241. It was further **agreed by all** that the Interim Clerk make payment before the next meeting.

(c) **Financial position** – The Parish Council's financial position as at 1 September 2026 was noted.

(d) **Invoices and payments** – The Clerk provided an update on payments made and received since the last meeting, and presented the schedule of payments for authorisation. It was **agreed by all** to approve the schedule. The Interim Clerk shall set up the payments for authorisation by the signatories.

26/62 Correspondence to the council

Cllr Garland enquired whether there had been any feedback to the Interim Clerk's report to the county council regarding the broken/missing footpath sign near the village hall. The Interim Clerk will chase this and include County Councillor Bryce.

26/63 Items for the next agenda

- Discussion on reserves (Interim Clerk).
- Discussion on a village event (Cllr Jardine).
- Discussion on elections and succession planning (Interim Clerk).

26/64 Date of next meeting

The Parish Council will provisionally next meet on Wednesday 11 November 2026.

Meeting closed 20:41