

KETTLEBURGH PARISH COUNCIL

The unapproved minutes of the **Annual Meeting of Kettleburgh Parish Council** held on
Tuesday 19 May 2026 at 19:00 in Kettleburgh Village Hall.

Richard Green
Interim Clerk to Kettleburgh Parish Council

MINUTES

26/26 Election of Chair

Cllr Edward Jardine was duly elected Chair of Kettleburgh Parish Council.

26/27 Election of Vice-Chair

Cllr Robert Booth was duly elected Vice-Chair of Kettleburgh Parish Council.

26/28 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
County Councillor Elaine Bryce

Also present

No members of the public

26/29 Declaration of interests

None.

26/30 Reports from County Councillor and District Councillor

No reports were received.

26/31 Public forum

No members of the public were present.

26/32 Minutes of previous meeting

The minutes of the meeting held on 4 March 2026 were **agreed by all** to be an accurate record of the meeting and were duly signed by the Chair.

26/33 Matters arising from the minutes

None.

26/34 Parish matters

- (a) **Flood Action Group and Emergency Plan** – Cllr Jardine reported that consultations are still underway as there are outstanding responses from the public that need to be pursued. Cllr Jardine and Cllr Garland attended a seminar regarding the emergency plan and noted that the plan must now also include fire, which requires further investigation.
- (b) **Communications** – Cllr Clark was not present to provide an update. Cllr Garland stated that there is an overlap between the Social Media Policy and the proposed IT Policy (item 26/36(d)).

26/35 Planning

- (a) **Local Plan** – a publication strategy regarding the public consultation was discussed. Once the public consultation is live, information will be published via the PEDL and on the website.
- (b) **Neighbourhood Plan** – No update at this time.

- (c) **Update on recent applications** – It was noted that application DC/26/0854/FUL for a replacement pool building at Kettleburgh Redhouse Farm was approved on 12 May with conditions, one of which relates to noise limits for the proposed air source heat pump.
- (d) **Deben Solar** – The re-submission of application DC/25/2733/FUL ([LINK](#)) was discussed, and it was **agreed by all** to reiterate the Parish Council's original concerns and to support the responses from other parishes and the Stop Deben Solar group.
- (e) **Chequers Inn** – Application DC/26/1420/FUL ([LINK](#)) was discussed at great length. Councillors found it difficult to adopt a stance on this application, but it was ultimately **agreed by all** to object to this application on the grounds that the proposed development falls outside of the settlement boundary and risks setting a precedent for such development. It was also noted that the letting rooms make a valuable contribution to the local tourism industry. Mention was also made of the planning history of the site, including a previous appeal and subsequent dismissal, again on the grounds that the site falls outside of Kettleburgh's settlement boundary.
- (f) **Church Cottage** – Application DC/26/1123/LBC ([LINK](#)) was discussed and it was **agreed by all** not to object to this application.

26/36

Council administration

- (a) **Code of Conduct** – The LGA Model Councillor Code of Conduct 2020 was re-adopted.
- (b) **Register of interests** – Councillors were reminded to review the registration of any interests. The Clerk will circulate information on how to do so.
- (c) **Standing Orders** – The Standing Orders for Kettleburgh Parish Council were reviewed following revision by the Clerk and re-adopted.
- (d) **IT Policy** – It was **agreed by all** to defer the adoption of an IT policy pending further review and input. The Clerk will flag this to the auditor in June.

26/37

Council finances

- (a) **Closing of accounts for 2025/26 financial year**
 - i. **Overview of 2025/26 financial year** – The Clerk provided an overview of financial performance for the 2025/26 financial year.
 - ii. **AGAR** – Sections 1 and 2 and the exemption certificate of the Annual Governance and Accountability Return for 2025/26 financial year were completed and **approved** for submission.
 - iii. **Bank reconciliations** – Cllr Mealing was duly nominated to verify the bank reconciliations for Q4 and the 2025/26 financial year. These were then noted.
 - iv. **CIL report** – The CIL report for 2025/26 was **approved** for submission.
- (b) **Income** – Receipt of the precept for 2026/27, of a Neighbourhood CIL contribution, and of a donation of £200 from the East Suffolk Gun Club were all noted. The Parish Council extends its sincere gratitude to the gun club for its continued support.
- (c) **Financial position** – The Parish Council's financial position correct as at 17 May 2026 was noted as below. Cllr Booth noted that he felt the reserves to be incorrect, and it was agreed to review this at the next meeting.

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** – Payments made were noted and the circulated schedule of payments was **approved** for authorisation.
- (e) **Transfer to savings** – An internal transfer of £10,000 from the current account to the savings account was **agreed by all** in order to maximise interest income.

- (f) **Asset register** – The revised Asset Register was **approved**. The Clerk will update the defibrillator photo.
- (g) **Internal control** – The revised Internal Control statement and report were **approved**.
- (h) **Risk assessment** – The revised Risk Assessment was **approved**.
- (i) **Pre-paid debit card** – The Clerk provided an update on the unsuccessful application for a prepaid debit card. It was **agreed** to review the Financial Regulations at the next meeting to permit the use of personal debit cards in exceptional circumstances.

26/38 Correspondence to the council

Correspondence to the Parish Council since the last meeting was noted and discussed as follows:

- **Enquiry regarding matchstick model of Tannington Church** – The Clerk will circulate the enquiry to councillors.
- **Complaint regarding hedge trimming along south side of The Street** – Cllr Garland will reply to the resident.
- **Enquiry regarding relatives** – No councillors had any information. It was suggested to make contact with the archives in Wickham Market.

26/39 Items for the next agenda

Nothing in addition to that already recorded in these minutes.

26/40 Date of next meeting

The Parish Council will next meet on Tuesday 21 July 2026.

Meeting closed at 20:55