

KETTLEBURGH PARISH COUNCIL

The minutes of a **Meeting of Kettleburgh Parish Council** held on **Wednesday 21 January 2026** at 19:00 in Kettleburgh Village Hall.

Richard Green
Interim Clerk and RFO to Kettleburgh Parish Council

MINUTES

26/1 Attendance and apologies for absence

In attendance

Cllr Barton
Cllr Booth
Cllr Clark (from minute 26/3)
Cllr Garland
Cllr Jardine (Chair)
Cllr Mealing

Apologies for absence accepted from

None

Also present

Richard Green
(joined as Interim Clerk and RFO from minute 26/3)

No members of the public

26/2 Declaration of interests

None received.

26/3 Appointment of interim Clerk and RFO

Cllr Clark arrived

The appointment of an interim Clerk and RFO was discussed. It was **agreed by all** to appoint Richard Green as Kettleburgh Parish Council's Interim Clerk and RFO at pay scale SCP 18. The newly appointed Interim Clerk and RFO joined the meeting from this minute.

26/4 Reports from County Councillor and District Councillor

No reports were received from either the County Councillor or District Councillors. A speeding report has been received from Cllr Bryce, along with general circulars from Cllr Vince Langdon-Morris, which the Interim Clerk will circulate.

26/5 Public forum

No members of the public were present.

26/6 Minutes of previous meeting

No minutes of the meeting held on 18 December 2025 were available to the Interim Clerk and so this item is deferred until the council next meets.

26/7 Matters arising from the minutes

None raised.

26/8 Parish matters

- (a) **Neighbourhood Plan** – Cllr Jardine reported that a survey has been conducted and that there have not been as many responses as hoped. He further reported that there has been clarification on the use of CIL reserves to fund the development of a Neighbourhood Plan and, while this is permitted, it would be contingent on the Neighbourhood Plan including sites for development. Cllr Jardine therefore stated that the parish council needs to await the outcome of the Local Plan review and see whether Kettleburgh's settlement boundary is changed. He further noted that the previous Strategic Housing and Economic Land Availability Assessment (SHELAA) had five designated sites.
- (b) **Flood Action Group** – Cllr Jardine reported that the draft of the Flood Action Plan and Emergency Leaflet had been drafted and circulated to councillors. He further stated that the Flood Action Plan expected of Suffolk County Council goes beyond the capabilities of

a small Parish Council. Fortunately there are a limited number of properties in Kettleburgh at risk of acute flooding, but small things such as these preparations can make a big difference.

- (c) **Churchyard and community payback scheme** – It was reported that there has been no further progress.
- (d) **Communications** – Cllr Clark circulated a draft Social Media Policy ahead of the meeting and reviewed key points during the meeting itself. There were queries regarding the number of administrators, with Cllr Jardine proposing two. There were also concerns raised regarding photography permissions and privacy. Cllr Booth also raised a concern regarding which channel parishioners should choose as their first port of call for information, with Cllr Jardine stating that information should be duplicated across all channels, although acknowledged that different channels have different target groups. It was ultimately **agreed by all** to approve the policy as amended during the meeting, and to begin with more of a bulletin board approach and to see how this evolves.

26/9 Planning

An update on the discharge of conditions on an earlier application were noted, although the parish council is not being invited to comment on this. There has been no further news on the Deben Solar Project. The Interim Clerk and Cllr Jardine will attend the Town and Parish Forum in Melton on Monday 2 February.

26/10 Council finances

- (a) **Budget 2026/27** – The draft budget for 2026/27 prepared by the previous Clerk was discussed with some small amendments made. In summary, budgeted expenditure has been increased by 4 percent to cover inflation increases and an expected uplift in the Clerk’s salary once the NALC pay award for 2026/27 is agreed. The budget as amended was **agreed** by all.
- (b) **Precept 2026/27** – The Clerk circulated a precept report and modelled the proposed options. It was **agreed** by all to increase the precept component of council tax by 5% from £71.09 to £74.64 per year per Band D equivalent property. This represents an annual increase of £3.55 or roughly £0.30 per month. This will increase precept income from £8,100 in 2025/26 to £8,788 in 2026/27 and will help the parish council to bolster its general reserves.
ACTION – Interim Clerk to submit precept request of £8,788.
- (c) **Financial position and bank balances** – Due to delays with updates to the banking mandate with Barclays, it has not been possible to present financial data for this meeting. It is hoped that this information, along with regular bank reconciliations, will be available by the time the council next meets.
ACTION – Cllr Booth to update the Barclays mandate to include the Interim Clerk.
- (d) **Invoices and payments** – The Interim Clerk presented the following payments to note and for approval:

Payee	Details	Amount	VAT	Total	Power
Microsoft	Invoice G133099457 Microsoft 365 subscription	£9.66	£1.93	£11.59	LGA 1972, s.142
Parish Online	Invoice 42UG059-0007 Mapping software	£40.00	£8.00	£48.00	LGA 1972, s.137 (TBC)
SALC	Invoice 30422 Payroll service	£45.00	£9.00	£54.00	LGA 1972 s.112
Scribe	Invoice 15137 Accounts software renewal	£180.00	£36.00	£216.00	LGA 1972, s.137

- (e) **Banking arrangements** – The current banking arrangements were clarified for the Interim Clerk, who suggested a switch away from Barclays to Unity Trust Bank and to consider applying for a pre-paid debit card subject to the Financial Regulation. It was **agreed** to defer these discussions until a later agenda.

26/11 Correspondence to the council

Cllr Garland had received a report of rats from a resident. Cllr Garland has explained that the Parish Council has no powers to act in this regard and has advised the resident to make contact with the District Council. Members engaged in a lengthy discussion to try to find a solution to the resident's concerns.

ACTION – Cllr Garland will continue to liaise with the resident, and Cllr Clark has offered to introduce a reputable pest control company.

The Clerk will circulate any other relevant correspondence together with these minutes once he has familiarised himself with the email account.

26/12 Items for the next agenda

None, other than deferrals from this agenda.

26/13 Date of next meeting

It was noted that the parish council will next meet on Wednesday 4 March 2026. Members also agreed dates for the Annual Parish Meeting, to take place on Wednesday 6 May, and the Annual Meeting of the Parish Council, to take place on Tuesday 19 May.

Meeting closed 20:59

Signed as approved: _____
Cllr Edward Jardine, Chair

4 March 2026