

KETTLEBURGH PARISH COUNCIL

The **unapproved** minutes of a meeting of Kettleburgh Parish Council held on
Tuesday 21 July 2026 at 19:00 in Kettleburgh Village Hall

Richard Green
Interim Clerk to Kettleburgh Parish Council

MINUTES

26/41 Attendance and apologies for absence

In attendance

Cllr Booth
Cllr Clark
Cllr Jardine (Chair)
Cllr Mealing

Apologies for absence accepted from

Cllr Barton
Cllr Garland
District Councillor Langdon-Morris
County Councillor Elaine Bryce

Also present

Two members of the public

26/42 Declaration of interests

None.

26/43 Reports from County Councillor and District Councillor

County Councillor Elaine Bryce submitted a report prior to the meeting, which the Clerk circulated to all councillors.

26/44 Public forum

Two members of the public were present who raised concerns regarding vegetation removal and excavation at a site adjacent to The Chequers Inn. The Clerk advised them that the planning enforcement team has been informed and advised any member of the public who is concerned to use the planning enforcement contact form on East Suffolk District Council's website so that a planning officer can investigate any potential breaches.

26/45 Minutes of previous meeting

The minutes of the meeting held on 19 May 2026 were duly **agreed by all** to be an accurate record of the meeting and were duly signed by the Chair.

26/46 Matters arising from the minutes

Nothing not already listed on the agenda.

26/47 Parish matters

- (a) **Flood Action Group and Emergency Plan** – Cllr Jardine explained that there had been no recent progress due to absence, but that a date has been set to reconvene. He stated that fire risk must now also be incorporated into the emergency plan, which has delayed its adoption.
- (b) **Marquee** – Cllr Booth proposed the hiring out of the Parish Council's marquee following a suggestion by the Village Hall Committee. Following a discussion, the general consensus among members was that this is not feasible at this time, but that the proposal may be revisited in the future.

26/48 Planning

- (a) **Local Plan and Neighbourhood Plan** – The Clerk gave an update following the attendance of Cllr Mealing, Cllr Garland, and the Clerk at an information session on the new Local Plan. It was **agreed** that the scoping consultation is too broad for the Parish Council to respond to, and that efforts will be directed at engaging the public to encourage them to respond individually. Information has been circulated via the PEDL and on the website. At the information session, the Clerk posed a question regarding the feasibility of pursuing a Neighbourhood Plan prior to the adoption of the new Local Plan. The advice from planning officers was to postpone pursuing a Neighbourhood Plan until the Local

Plan is adopted in 2029. Cllr Jardine suggested holding a series of informal consultations to encourage residents to think of ideas in the interim.

- (b) **Housing Enabling Strategy** – It was **agreed** not to respond to consultation on East Suffolk District Council's Housing Enabling Strategy.
- (c) **Tree and Hedgerow Strategy consultation** – It was **agreed** that Cllr Jardine and the Clerk will engage with East Suffolk District Council's consultation on a tree and hedgerow strategy.
- (d) **Update on recent planning applications** – The Clerk reported on the status of recent planning applications, summarised in the table below:

Application reference	Status
DC/26/1420/FUL (LINK)	Refused
DC/26/1123/LBC (LINK)	Permitted

Three planning consultations had been received since the last meeting. Due to the consultation deadlines falling before the date of this meeting, the Clerk drafted responses to the applications and circulated to all councillors for input and approval in line with his delegated powers. The responses are summarised in the table below:

Application reference	Response
DC/26/1973/FUL (LINK)	The property is located a distance outside of the village envelope, and some way from its nearest residential neighbours. While the amendments proposed are substantial, they would be unlikely to have a material impact on neighbouring properties. The increase in height of approximately 1.3 metres to accommodate an additional storey is modest, and the overall design appears to be sympathetic to the character of the property, with the rear extension replacing some of the unharmonious extensions that have been added over time. The scale of the proposals can easily be accommodated within the substantial plot, and although the character of the building would shift away from a cottage-style bungalow, the proposals appear to fit with the overall varied vernacular of Kettleburgh's housing stock. At the time of writing, no neighbours notified have raised any concerns, and Kettleburgh Parish Council therefore raises no objection to this application.
DC/26/1782/FUL (LINK) DC/26/1775/FUL (LINK)	It is very pleasing to see a unified approach to the replacement of windows in a pair of semidetached houses. Often, window changes at different times and by different owners can give a disjointed appearance to what was once a set of homogeneous homes. The proposed woodgrain UPVC finish will look traditional, while enhancing energy efficiency. As such, Kettleburgh Parish Council supports both applications.

- (e) **DC/23/4464/FUL** ([LINK](#)) – The Clerk reported on a request for information from a planning officer. It was **agreed by all** that the Parish Council uphold its original concerns and response in respect of flooding. The Clerk will respond to the planning officer's enquiry.

26/49

Council administration and finances

- (a) **Internal audit** – The internal audit report for the 2025-26 financial year was circulated in advance of the meeting and is available to view on the website. The Clerk has drafted an audit action plan, which councillors reviewed, and is also available to view on the website. The Clerk will proceed to work through the recommendations made in line with the action plan.

It was noted that a key concern was the lack of an internal audit report for the 2024-25 financial year. The Clerk raised serious concerns about the handling of the matter by the previous internal auditor and the matter was discussed at length. It was ultimately agreed not to contest the invoice which, together with the internal audit report, had been sent 13 months after the supposed completion of the audit, resulting in the council failing on its statutory obligation to publish its internal audit for that year by 1 July. Cllr Jardine

suggested to continue using SALC as the Parish Council's internal auditor going forwards, and the Clerk explained that this would need to be approved on a year-by-year basis. Cllr Jardine thanked the Clerk for his work on the audit.

- (b) **Social media and IT policy** – A combined social media and IT policy was presented, reviewed, and **approved** as amended. It will be uploaded to the website.
- (c) **Microsoft 365 subscription renewal** – It was noted that the Microsoft 365 subscription will increase from £9.66 per month to £11.53 per month excluding VAT from August. After discussion, it was **agreed** to amend the subscription to a monthly rolling agreement, and that the Interim Clerk will liaise with the incumbent Clerk as to whether they wish to use the service on their return from maternity leave. This will be discussed at the next meeting. Cllr Jardine also took the opportunity to question whether Scribe was still needed. Again, the Interim Clerk will liaise with the incumbent Clerk on this matter.
- (d) **Reserves** – There was a discussion on the current status of earmarked reserves. The Clerk commented that an election reserve was largely unnecessary given the Parish Council's current position. The Clerk requested that Cllr Booth review historic records to identify the current status of reserves.
- (e) **Financial position** – The Parish Council's financial position correct as at 18 July 2026 was noted (available on the website under "supporting papers" for this meeting).
- (f) **Bank reconciliation** – The bank reconciliation for Q1 2026-27 was signed by Cllr Clark and noted (available on the website under "supporting papers" for this meeting).
- (g) **Invoices and payments** – Payments received, including the VAT reclaim were noted, and the circulated schedule of payments was **approved by all** for authorisation and duly signed by the Chair (available on the website under "supporting papers" for this meeting).

26/50 Correspondence to the council

The Clerk reported on correspondence from a resident regarding a impassable public right of way due to a cropped field. The Clerk had reported this to Suffolk County Council.

26/51 Items for the next agenda

Microsoft 365 and Scribe subscription renewals.

26/52 Date of next meeting

The Parish Council will provisionally next meet on Wednesday 16 September 2026.

Meeting closed at 20:40