

# KETTLEBURGH PARISH COUNCIL

The minutes of 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

## MINUTES

### **26/14 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**

Cllr Elaine Bryce (*minute 26/22(d) to 26/22(k) inclusive*)

No members of the public

### **26/15 Declaration of interests**

None.

### **26/16 Reports from County Councillor and District Councillor**

County Councillor Elaine Bryce pre-circulated a report, which the Interim Clerk has circulated and will upload to the website as part of the supporting papers.

### **26/17 Public forum**

No members of the public were present.

### **26/18 Minutes of previous meeting**

The minutes of the meetings held on 18 December 2025 and 21 January 2026 were **agreed by all** to be an accurate record of the meetings and were duly signed by the Chair.

### **26/19 Matters arising from the minutes**

None.

### **26/20 Parish matters**

- (a) **Flood Action Group and Emergency Plan** – Cllr Jardine and Cllr Garland reported that have spent a lot of time on these matters and that flood plan is now complete. It will be further built by way of consultation with residents that were flooded in Storm Babet to ensure that they are prepared with their own household flood plans and personal flood defences. Cllr Jardine believes that the County Council's conditions have now been met, and the plan will now be submitted. A redacted version of plan (to comply with GDPR requirements) will be published and accompanied by an Emergency Plan leaflet. As the two documents cross-reference each other, publication will be deferred until both are complete. Cllr Jardine requested £40 towards printing costs, which was **agreed**.
- (b) **Churchyard and community payback scheme** – There is no update at this time.
- (c) **Social media policy** – Cllr Garland noted concerns relating to consent to feature in photographs and encouraged that this be included in the policy.
- (d) **Register of electors** – The application and receipt of the Register of Electors was noted.
- (e) **Annual Parish Meeting** – Arrangements for the Annual Parish Meeting on Wednesday 6 May were discussed. It was **agreed** that the Interim Clerk will liaise with the various groups in the parish to collate their reports. Cllr Mealing and Cllr Jardine suggested that groups such as the coffee morning and lottery are included under the Village Hall and Kettleburgh Green reports, respectively.

## 26/21 Planning

- (a) **Neighbourhood Plan** – Cllr Garland reported that 111 responses had been received, with 102 in favour, 4 against, and 5 unsure, resulting in 51.25% of electors being in favour of pursuing a Neighbourhood Plan. The Interim Clerk will circulate a resource pack and it was **agreed** to take the next steps.
- (b) **Town and Parish Forum** – Cllr Jardine and the Interim Clerk reported on their attendance at the Town and Parish Forum in Melton on 2 February. More than 500 sites throughout East Suffolk were proposed in East Suffolk District Council's call for sites. These are being compiled and a longlist is due to be put out for consultation shortly. In addition, the forum touched on a proposed new Developers' Charter and Design Code for Suffolk.

## 26/22 Council finances

- (a) **Banking mandate** – The addition of the Interim Clerk to the Barclays' mandate was noted.
- (b) **Precept submission** – The submission of the precept request for 2026/27 was noted.
- (c) **Internal audit** – The engagement of SALC for the internal audit for the 2025/26 financial year was **agreed by all**.
- (d) **CIL** – The Parish Council's CIL position was noted. The Parish Council is due to receive further CIL income in April 2026.
- (e) **Financial position** – The Parish Council's financial position (see annexed supporting papers) was noted, correct as at 28 February 2026.
- (f) **Bank reconciliation** – It was suggested that Cllr Clark scrutinise and sign the quarterly bank reconciliations. The Interim Clerk will liaise with Cllr Clark on this.
- (g) **Invoices and payments** – Payments made were noted and the schedule of payments presented (see annexed supporting papers) was **agreed** for authorisation.
- (h) **Review of financial regulations** – A regular review of the Parish Council's Financial Regulations was conducted and minor amendments made. The Financial Regulations were then **agreed by all** as amended.
- (i) **Renewal of approval of BACS payments** – Per the Financial Regulations, the approval of BACS as a payment method was reviewed and **agreed by all**.
- (j) **Pre-paid debit card** – The application for a pre-paid debit card was **agreed by all**. The Interim Clerk will action this.
- (k) **Banking provider** – It was **agreed** to defer the consideration of a change of banking provider to a later agenda.

*\*\* Cllr Bryce left the meeting. \*\**

## 26/23 Correspondence to the council

Cllr Garland reported that the vermin issue reported at the last meeting has been resolved. Cllr Jardine reported on a resident's request for social care support, which was discussed.

## 26/24 Items for the next agenda

No items were proposed to be added to the next agenda at this time.

## 26/25 Date of next meeting

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.

*\*\*Meeting closed 20:36\*\**