



**Agenda for the Ordinary Meeting of Kettleburgh Parish Council  
To be held at Kettleburgh Village Hall on Thursday 14<sup>th</sup> July 2022 at 19.30**

**Members of the Kettleburgh Parish Council are summoned to attend for the purpose of transacting the following business. The public and press are invited to attend.**

- 1. Welcome by the Chairman**
- 2. Apologies for absence**
- 3. Declarations of Interest**
- 4. Requests for dispensations**
- 5. Minutes** – To resolve that the minutes of the Annual Parish Council meeting on Thursday 5<sup>th</sup> May 2022 are a true and correct record.
- 6. Clerk’s Report** including actions taken since the last meeting for information
- 7. Public Forum** - to include Police, District and County Councillors’ Reports. Members of the public are invited to give their views on issues on this agenda, or raise issues for future consideration, at the discretion of the Chairman. They may speak for up to 3 mins and the session will last no longer than 15 minutes. Members of the public may not take part in the Committee meeting itself.
- 8. Planning:**
  - 1. Development of 16 Houses in The Street Kettleburgh DC/21/0757/FUL.** To hear an update and consider any action required.
  - 2. Planning reference: DC/22/2191/FUL**  
**Proposal:** Installation of a ground mounted solar pv system in 2 rows each 40m long with 7M between them, address: Watermill House, Mill Lane, Kettleburgh, Woodbridge, Suffolk. To agree Council response.
  - 3. Consultation** on Draft Housing in Clusters and Small Scale Residential Development.  
To agree a response.
- 9. Finance**
  1. Internal Controls – To understand Scribe-based processes and VAT processing
  2. To consider and where necessary approve:
    - Financial Statement
    - Payments made and proposed (ex-payment schedule) - including proposed further tent purchase
    - Queen’s Platinum Jubilee – expenses claims
    - Updated Asset Register - including Marquee
- 10. Data and Information:**
  - GDPR**– Microsoft 365 - To hear an update and agree any other actions.
  - Data Protection and Information Management Policy** - To approve.
  - Kettleburgh PEDL** - To note status of the Village email service
- 11. Queen’s Platinum Celebrations** - To consider agree any necessary actions.
- 12. Village Hall Internet:** Update and agree any necessary actions.
- 13. Councillor Training** - To update on recent courses and decide future needs.
- 14. Community Flood Management Plan:** - Project initiation
- 15. Staffing Committee** – To propose Cllr EJ, Chairman to replace vacancy left by Cllr resignation.
- 16. Next Meeting/s** – Next Ordinary Meeting Thursday 8th September and Thursday 12<sup>th</sup> October at 19.30 at Kettleburgh Village Hall.

Mrs Sonia Frost, Clerk to Kettleburgh Parish Council

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