



**Agenda for the Ordinary Meeting of Kettleburgh Parish Council
to be held at Kettleburgh Village Hall on Thursday 11th April 2024 at 19.00**

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 and apologies for absence**
2. **Declarations of interest and requests for dispensations**
3. **Minutes** – to resolve that the minutes of the Ordinary Meeting on 14th March 2024 are a true and correct record, and the Chairman to sign the minutes
4. **Clerk’s report** – including actions taken since the last meeting for information
5. **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 meeting itself
6. **Community Flood Management Plan** – to hear an update including outcome of ESC councillor’s letter to stakeholders following Storm Babet and agree any actions required
7. **Planning** – to consider any updates and agree any actions
 - a) **Planning reference: DC/24/0746/VOC:** Variation of Condition 2 of DC/21/0757/FUL - Land North Of The Street, Construction of 16 no new dwellings - amendments relate to improved connectivity to the public highway, drainage strategy, floor levels, plot changes and garages. Public consultation Expiry Date 12th April 2024; Parish Council 16th April
 - b) **Planning reference DC/24/0677/FUL:** Barn at Rookery Farm, Framlingham Road. New access road and formalisation of existing farm access entrance and relocation of silos. Consultation Expiry date: 18th April 2024.
8. **Defibrillator** – to hear updates, consider and agree provisional rota arrangements, and cabinet lighting
9. **D-Day-80 Celebration** - to hear updates and agree actions and budget
10. **Speed Awareness Initiative** – to review progress, consider Data Recording Box results, feedback from and recommendations by SCC Highways and agree any actions
11. **Governance** – to consider and approve:
 - a) Revised/simplified draft Business Plan-2024-26; b) Internal Control Review document
12. **Finance** - to discuss and where necessary review or approve:

a) Bank Reconciliation (Y/E 31 st March 2024)	g) Certificate of Exemption AGAR 2023-2024
b) Payments made & for authorisation (April)	h) The Annual Governance Statement AGAR 2023-2024
c) Receipts and Payments Forecast – Budget 2024-2025	i) Notice of Public Rights
d) Financial Statement	j) Barclays Bank Mandate
e) Annual Financial Statement 2023-2024	k) Barclays Bank Standing Orders
f) Accounting Statements AGAR 2023-2024	l) Barclaycard Application
13. **Annual Parish Meeting** – Wednesday 29th April 2024. Agree format and agree any actions
14. **Motion under the Public Bodies (admission to meetings) Act 1960** - to exclude public and press from discussions where publicity might be prejudicial to the special nature of the business
15. **Next Meeting/s** – Ordinary: Thu 9 May 2024. Annual Parish Council Meeting 2024 at 19.00. Annual Parish Meeting: Wed 29 May 2024 at time TBC

Sonia Frost, Clerk to Kettleburgh Parish Council

Published 7th April 2024

Please be aware that filming and recording may be taking place during the meeting

Email: pc@kettleburgh.suffolk.gov.uk 01728 638453