



**Agenda for the Kettleburgh Annual Parish Council Meeting
to be held at Kettleburgh Village Hall on Thursday 9th May 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. **Election of Chairman and to receive the Chairman's Declaration of Acceptance of Office**
2. **Election of Vice Chairman and to receive the Vice Chairman's Declaration of Acceptance of Office**
3. **Apologies** – to note those present and receive and consider any apologies for absence
4. **Declarations of interest and requests for dispensations**
5. **Public Forum**
 - 5.1. To receive Police, District and County Councillors' Reports, for information
 - 5.2. To receive questions and views from members of the public present¹
6. **Minutes** – to consider and if appropriate approve the minutes of the Ordinary Meeting on 11th April 2024 as a true and correct record, and the Chairman to sign the minutes
7. **Clerk's report** – including updates on projects, actions taken since the last meeting for information, and correspondence received since the last meeting requiring a response
8. **Planning** – to receive updates on the progress of applications and agree any action needed
 - 8.1. **Planning ref: DC/24/0746/VOC:** Variation of Condition 2 of DC/21/0757/FUL - Land North of The Street, Construction of 16 no new dwellings
 - 8.2. **Planning ref: DC/24/0677/FUL:** Barn at Rookery Farm, Framlingham Road. New access road and formalisation of existing farm access entrance and relocation of silos
9. **Defibrillator** – to receive an update and consider and agree rota arrangements
10. **D-Day-80 Celebration** - to receive an update and agree actions and budget
11. **Governance** – to:
 - 11.1. receive an update on the Business Plan-2024-26;
 - 11.2. consider and approve the LGA Model Councillor Code of Conduct
 - 11.3. note and consider the amendment to the LGA 1894 clarifying that there is nothing to prevent local councils from funding places of worship
12. **Internal Audit Report 2022-2023** – to consider the report and agree any action needed
13. **Finance** – to note and where necessary review or approve:
 - 13.1. Bank Reconciliation April 2024
 - 13.2. Payments made & for authorisation April/May 24
 - 13.3. Receipts and Payments Forecast – Budget 2024-2025
 - 13.4. Use of new Barclaycard
 - 13.5. Potential revised NALC Financial Regulations
14. **Appoint Internal Auditor for 2023-2024**
15. **Annual Parish Meeting** (Wednesday 29th April 2024) – to agree format and any action needed
16. **Items for future agendas** – to consider and agree any new items
17. **Next Meeting/s** – Ordinary: Weds 10 Jul and 11 Sep 2024 at 19.00 (NB change Thur to Weds)

Sonia Frost, Clerk to Kettleburgh Parish Council

Published 2nd May 2024

¹ The session will last no longer than 15 minutes. Members of the public may speak for up to 3 mins and at the discretion of the Chairman raise issues for future consideration. They may not take part in the meeting itself.

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