



Minutes of the Kettleburgh Ordinary Parish Council Meeting
Held in Kettleburgh Village Hall on Tuesday 27th September 2022 at 19.30

The following business was transacted:

1. Welcome by Chairman Cllr E Jardine The meeting started at 19.30	Minute No. and Actions
2. Present: Councillors Jardine (EJ), Chairman, J Duckham (JD), Vice Chairman, D Thomas (DT) P Winder (PW), R Booth (RB) Attending: Three members of the public Apologies for absence: Cllr S Poacher (SP) - accepted Apologies also received from District Cllr E Bryce, and County Cllr M Cook	K2022075
3. Members' Declaration of Interests regarding agenda items None	K2022076
4. Requests for Dispensations None	K2022077
5 Approval of Minutes The Minutes of the Ordinary Parish Council Meeting held on 14 th July 2022 were approved as a true and correct record, and were signed by the Chairman.	K2022078
6. Operation London Bridge – Reflection on the passing of Queen Elizabeth II, and agree any actions The Clerk had provided the website and Notice board with the official Buckingham Palace approved front page photograph of the late Queen Elizabeth II, and a message from the Council extending its sincere condolences to the Royal Family at that very sad time. A link had been provided for the official electronic condolence book, for anyone wishing to access it. A Book of Condolence had been made available by the Parochial Church Council in St Andrew's Church: Cllr JD, Vice Chairman confirmed this would be collated and closed as instructed. Flags had been raised and lowered on the Church in accordance with official guidance during the period of National Mourning, by Cllr JD, Vice Chairman, and a member of the public.	K2022079 Cllr JD Vice Chairman /PCC
7 Clerk's Report: <ul style="list-style-type: none"> • The Clerk had collated and submitted the response agreed by Council to the ESC Planning Department Consultation on Cluster Housing development by the deadline. • The Kettleburgh Defibrillator device, an iPad SP1 supplied by WEL Medical, had been subject to a product recall notice. The device software had been duly updated. There had been no gap in availability of the device. Thanks were due to Cllr. JD Vice Chairman for coordinating the delivery and collection. • The Gala Tent gazebo had been delivered. This now supplemented the Gala Marquee. The related storage bags and outstanding accessories had also been delivered. Thanks were due to the member of public who kindly accepted delivery. All Marquee equipment and accessories had been transferred to the safe secure storage of a member of the public as required by insurance. All this had been made possible by the kind donation of the Village Hall Committee. • The Office of the Police and Crime Commissioner for Suffolk had announced dates for the autumn series of meetings. It was keen to promote these to parish/town councillors and the local community. Dates were: 29th September, 3rd, 6th, 11th and 18th October 2022. See poster for details, (This had gone out on the PEDL). • Autojumble Notices. A member of the public had contacted the Clerk regarding the 	K2022080

EJ

10.11.22



<p>now historic contact details for the famous sale, as they were being bombarded with queries. Efforts had been made to remove these details, but some details remain on historic newsletters in the public domain.</p> <ul style="list-style-type: none"> • Suffolk Wildlife Trust was preparing a larger team to support parishes with planning for the future. This should help with the protection of the environment and biodiversity. • The Suffolk Association of Local Councils (SALC) annual Subscription would be rising by approximately 5% . This would be confirmed at the beginning of October as the National Association of Local Councils (NALC) was yet to confirm its contribution. • Heritage Leander road signs. A resident from Cretingham had contacted the Clerk, seeking information about the Kettleburgh new signposts, reporting that they have been greatly admired and they wished to forward information about them to the Cretingham Parish Council. Details had been provided. • Clothing Bank Fund Raising. The Clerk had received a communication from ASTCO, a textile Recycling company. It was based in Alford Lincolnshire, but already works with communities near Kettleburgh. Its service could present a way to raise funds for the village all year round with a regular monthly income stream. Everything received could be re-used, recycled or repurposed so none of it goes to landfill. The Clerk could provide further information. • Healthy Environments Supplementary Planning Document - Initial Consultation. This consultation aimed to gather feedback on what councils think the Healthy Environments Supplementary Planning Document should include and address. ESC Planning Department was in the initial stages of preparing the document, which would provide guidance on how the design of new developments could support communities' health and wellbeing. This would help support policies in existing <u>Local Plans</u>. <p>Comments would need to be submitted by 5pm on Monday 7th November 2022. A formal consultation on the draft HESP document would take place in early 2023. Town and Parish Councils would be contacted again then, to invite them to submit formal comments on the draft SPD. Jasmin Machen Planner (Policy and Delivery) East Suffolk Council is the responsible officer. Clerk would add subject to the 13th October agenda.</p> <ul style="list-style-type: none"> • The Chairman and Clerk had been invited by Framlingham Town Council to represent KPC at the local Reading of the Proclamation on the Accession of the new Sovereign. The Proclamation had been read by the Town Council Chairman and had taken place at St Michael's Church Framlingham on Sunday 11th September. 	
<p>8. Public participation session (15 minutes) - to include Police, District and County Councillors' Reports</p> <p>A member of the Public noted that a car owner was parking regularly on the lower part of Church Road, near the junction, potentially causing inconvenience to other residents.</p> <p>A member of the Public spoke in support of the Kettleburgh Village Pound, and felt it was important to keep it in the ownership of the Parish Council as an asset for the benefit of the Parish. He felt the taskforce set up to manage it by the Parish Council had dwindled, but he would be prepared to volunteer to help. Another also felt the Pound should stay in the ownership of the Parish Council, and that he too might consider assisting with any future management plan. He suggested that farmers in the community may also be prepared to be involved.</p> <p>The current resident of Watermill House confirmed that she was happy and prepared to continue to maintain it while the Parish Council explored the way forward, as she and her husband had done before, involving the cutting of grass and hedges, and tree maintenance when necessary.</p> <p>Cllr EJ Chairman concluded that the Parish Council would pull together responses from the community, to help inform a future plan.</p>	K2022081

EJ 10.11.22



<p>b) Payments for Authorisation - Council considered the report and resolved to approve it.</p> <p>c) Parish Council Insurance -To consider quotations and agree a new provider</p> <p>Community Action Suffolk had provided Insurance Cover with their Parish Protect Policy or the last 3 years, but were unable to continue to provide this service. Quotations had been sought from Ansvar (£369.56), Zurich (£241.00), and BHIB, a specialist Parish Council Insurance broker (£406.45). The Clerk had circulated the quotations and comparison information to assist councillors.</p> <p>Council resolved unanimously to take up the Policy offered by Zurich Insurance, at £241.00. Proposed Cllr EJ Chairman, Seconded Cllr RB.</p> <p>The Clerk was asked to complete the purchase of the Zurich Insurance Policy, to commence 1st October 2022-2023.</p> <p>d) Updated Asset Register - including new gazebo and storage bags</p> <p>Council considered the updated Asset Register including the new 3m x 3m Gala Shade Pro MX, Gazebo, white, purchased on 16/07/2022 , and the storage bags for the Pro Elite Marquee and storage bags and accessories for both.</p> <p>Cost: Net: £399.98 , Gross: £479.98</p> <p>The revised Parish Council Asset value, at 07/09/2022: £12,553.35</p> <p>Council considered the revised Asset Register and resolved to approve it. Proposed: Cllr JD Chairman, Seconded: Cllr JD Vice Chairman</p> <p>Council wished to express its gratitude to the Village Hall Committee for its kind donation of £500.00 making this possible.</p>	Clerk
<p>e) Business Plan 2022-23 - Consider next year's activities to inform next year's Business Plan then at subsequent meetings</p> <p>The Clerk recapped that the Business Plan had been introduced last autumn, with the intention of developing an ongoing Plan to drive Parish Council statutory duties, specific projects and aspirations in consultation with the community. This would in turn inform the Budget setting process, and setting of the precept in January. Cllrs were asked to give thought to potential ongoing maintenance tasks and projects with a starting point of the current Plan, in preparation for debate and agreement at the October meeting.</p>	Clerk
<p>f) Village Hall Internet – to hear an update from Cllr R Booth</p> <p>The Parish Council had approached the Village Hall Committee in 2021 to explore the possibility of installing Internet in the Village hall. This was a strategy initiated by the Conservative Government "Levelling up Policy" that aimed to improve services such as education, broadband and transport. Internet in the Village Hall would enable Planning applications to be viewed by public attending, and enable virtual attendance by District and County Councillors, as well as guest speakers and general public. This would improve accessibility to the Parish Council Meetings, and reduce travel and carbon footprint. There would also be a general benefit to the Hall user groups.</p> <p>The first step would be to install Internet. Screen, projectors and sound equipment infrastructure would be a later upgrade if required. Cllr RB had expertise in the field, and had researched the issues involved with installation. He felt this was now realistically possible. A typical contract for 18 months might cost up to £1,000. Cllr RB proposed that the Parish Council contribute 50% of this cost, up to £500 for the 18 month period. This would be reviewed at the end of the 18 month period to assess the benefit to the community, and the views of the Village Hall Committee, and consider any future input.</p> <p>Council discussed the practical aspects of Internet installation, and Cllr RB stated that while he felt able to make the installation in the Village Hall, it would be helpful to liaise with a nominated Village Hall Trustee who may have an interest/skills in this subject. Two</p>	All Cllrs

EJ 10.11.22



<p>councillors offered to assist with any practical aspects of the installation.</p> <p>Council resolved to make a financial contribution of up to £500.00 in partnership with the Village Hall Committee over an 18-month period to install Internet into the Hall. To be reviewed after the 18-month period.</p> <p>The Clerk was asked to draft a letter to the Village Hall Committee.</p> <p>g) Internal Audit Report - If available to consider</p> <p>The report had not yet been received.</p>	<p>Clerk</p>
<p>12. Data and Information Management</p> <p>GDPR – Microsoft 365 - To hear an update and agree any other actions</p> <p>Council discussed the current situation. All Cllrs now have M365 email accounts and access to M365, but not all have begun to actively use it. Migration had proved difficult for two councillors, and Cllr RB kindly offered to support each councillor individually in the process of transferring onto the software. Council thanked Cllr RB for his support with this process.</p> <p>Council debated the issue of the amount of data to be transferred. The Clerk reiterated the importance of GDPR and Personal Data issues in this process.</p> <p>The Clerk advised that all emails and correspondence should be reviewed in line with current GDPR legislation and the Parish Council Privacy Policy. Addressing Personal, Data. Communications that have historical, legal or business significance should be retained and passed to the Clerk to be archived and stored securely, or if not relevant, deleted. The Parish Council Records Management Policy would guide this process.</p> <p>Cllr RB agreed he would contact and support councillors yet to make the transition to M365.</p>	<p>K2022085</p> <p>All Cllrs / Clerk</p> <p>Cllr RB</p>
<p>13. Speed Awareness Initiative</p> <p>a) Easton Parish Traffic Calming project - To consider queries raised by residents of Kettleburgh</p> <p>The Clerk had received comments from a member of the public, noting that the Highways roadworks in Easton had not been notified as usual, and that the diversion signs had been less than helpful. Councillors had had conflicting reports regarding prior notice of the works. Comments are correctly left on the Highways Portal.</p> <p>Cllr PW reported a communication from a member of the public who had admired a recently implemented traffic calming scheme and wondered why Kettleburgh had not been able to benefit from a similar project. The Clerk explained that a case could be made as part of Kettleburgh Parish Council's Business Planning process. That could be started off by the Council seeking the views of the community to gauge the appetite for such a project and investment in Kettleburgh.</p> <p>b) Kettleburgh Parish Council Speed Awareness Project - review and agree any actions</p> <p>Council debated the urgency for a speed awareness consultation. This had been contemplated in October 2021, and the Clerk had drafted a communication for the purpose. However, GDPR legislation had to be implemented rigorously before this could legally be possible. ANPR Devices used to measure traffic and speeds may retain personal data, such as vehicle registration, dates, times and speeds of journeys. The personal data must be handled in accordance with legislation in terms of where it is stored, for how long, and if it is shared and with whom. The Parish Council continued to implement the processes, systems, training and policies necessary to meet this requirement. Council considered the possibility of conducting a door-to-door consultation, gauging the views of</p>	<p>K2022086</p>

Ej 10.11.22



the residents without taking any personal data. This was felt the most appropriate approach now, and the Clerk was asked to draft a questionnaire for this purpose.	Clerk
14. Motion under the Public Bodies (admission to meetings) Act 1960 to exclude the public and press for discussions regarding personnel where publicity might be prejudicial to the special nature of the business NONE	K2022087
15. Next Meeting The next Ordinary meetings would be on Thursday 13th October 2022, and Thursday 10 th November - both at 19.30 in the Village Hall.	K2022088
The meeting closed at 21.30.	K2022089

Sonia Frost

Clerk and Responsible Officer to Kettleburgh Parish Council

Sonia Frost, 10th November 2022.

Chairman's signature to indicate Council approval:

Dated: