



<p>the ESC website, or update if needed. This needs to be completed annually. If you need the link and password, let the Clerk know, but you should have this information in previous emails.</p> <ul style="list-style-type: none"> • The Clerk has updated The Pension Regulator, and completed a re-declaration of compliance with the Pension Regulator under the Pension Act 2008. This has to be declared every three years, next due 25/05/2025. 	<p>All Councillors</p>
<p>7. Public participation session (15 minutes)-to include Police, District and County Councillors Reports</p> <p>Two members of the public were present.</p> <p>A member of the Public raised the new format of the Parish Magazine. This has been revised to include seven Parishes, rather than the previous four, and both a printed and online edition. There was a dedicated place for contributions for each parish to submit reports of events of interest. The member of public suggested that the Parish Council might wish to propose a councillor to act as a representative to enable regular reports to be included. Council discussed the value of the Parish Magazine and the potential of regular contributions, and agreed it would consider this in a future meeting.</p> <p>A member of the public asked if it would be possible to bring forward Agenda Item 12. Village Hall Internet, to enable earlier discussion.</p>	<p>K2022064</p> <p>Cllr EJ Chairman</p>
<p>Council considered this request and agreed to bring forward the Agenda Item 12. (KPC Model Standing Orders (2018) for England, revised 2020, approved March 2022. Power to change the Order of business on the agenda without written notice).</p> <p>12. Village Hall Internet: Update and agree any necessary actions.</p> <p>Cllr EJ, Chairman, referred to the supporting notes the Clerk had provided, and explained that KPC has a legal duty to publish its meetings and make access available for planning discussions etc. This had been encouraged recently by District Councillor M Cook, and County Councillor E Bryce, who had endeavoured to attend Parish Council meetings in their ward, but had struggled with the logistics of wide areas between meetings. The Pandemic forced Zoom use, which had become widely popular. Grants have been available to enable installation of the initial broadband. The cost of ongoing internet provision in the Village Hall could reasonably be supported by a regular contribution to be agreed by the Parish Council, if they so wished. The Village Hall Committee had written to the Clerk, and invited a representative of KPC to attend the next VH committee meeting to enable informed discussion on this issue.</p> <p>Cllr RB explained that he had made extensive research into this and was now confident that it would be possible for superfast broadband to be installed in the VH. The VH committee would need to register the VH for a Royal Mail address, as not having one had resulted in it not being identifiable on the BT database.</p> <p>Cllr EJ Chairman explained that KPC would discuss the financial implications of installation (this may be covered by a grant) and could consider making a regular contribution towards the monthly internet costs, possibly 50% but to be considered prior to the VH meeting.</p> <p>Council agreed that a representative of the Council would attend the VH Committee meeting on 8th September. Proposed by Cllr RB, Seconded Cllr PW.</p> <p>Action: Clerk to check VH meeting dates and add to September agenda.</p>	<p>K2022065</p> <p>Clerk</p>
<p>8. Planning</p> <p>1. Development of 16 Houses in The Street Kettleburgh DC/21/0757/FUL. To hear an update and consider any action required</p> <p>No further updates have been posted on the ESC planning Portal. Cllr PW had attended a</p>	<p>K2022066</p>

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<p>Planning Training session with SALC recently and noted that engagement with the Parish Council and community by the developer was always recommended, but had not happened in this case.</p> <p>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.</p> <p>Council considered this application and resolved that it did not need to send a response.</p> <p>3. Town and Parish Councils Workshop – Preparation of Housing in Clusters and Small-Scale Residential Development in the Countryside Supplementary Planning</p> <p>The Clerk had attended via Zoom a workshop a few weeks ago in preparation for this wider Supplementary Consultation. Cllr EJ, Chairman reported that he had spoken with Jim Friend, Officer at SALC, and SALC were emphasising the importance of Parish Councils contributing to this Supplementary Consultation, as recent experience with the development in The Street, DC/21/0757/FUL would be fed in to the revised policy, therefore informing future planning policy. The Clerk had reported at a previous meeting following her attendance at the Planning Workshop:</p> <p><i>“The Workshop was facilitated by ESC Planning Officers and Parish Councillors, and considered issues around building small numbers of homes, or single dwellings where only 3-5 currently existed. Attending Parish Cllrs expressed a view that it was preferable for homes to be designed as a range of styles and sizes, blending well into the rural environment they were set in, as hamlets had evolved over centuries and are not all uniform. The Planning Officers agreed to take this into account in the future consultation”.</i></p> <p>Cllr EJ, Chairman proposed that he take the lead in collating a response from KPC to be submitted before the deadline 5th August, and Council resolved to approve this.</p>	<p>Cllr EJ Chairman+ All councillors</p>
<p>9. Finance</p> <p>1. Internal Controls – To understand Scribe-based processes and VAT processing (in the absence of the Clerk, this will be discussed at the next meeting)</p> <p>2. To consider and where necessary approve:</p> <p>Bank Reconciliation: Council considered the Bank reconciliation and resolved to approve it.</p> <p>Payments for Authorisation: Council considered this report and resolved to approve it.</p> <p>Clerk Home Working Allowance: The Clerk had been advised by SALC that she should have received this allowance, and it covers her office space, storage of files and archives including the filing cabinet from the Village Hall, all PC, printer and electricals, insurance, BT/phone/internet. SALC advise £6 per week, £26.00 per month, is the minimum and tax fee Allowance.</p> <p>Council resolved to pay this allowance. Proposed Cllr EJ Chairman, Seconded Cllr JD.</p> <p>Queen’s Platinum Jubilee – expenses claims: The above report included reimbursements to Cllr. JD and members of the public for expenditure during the Queen’s Platinum Jubilee. A spreadsheet itemising the costs had been circulated, and receipts and invoices were available scanned and hard copy.</p> <p>Proposed further tent purchase: Council had benefitted from a Grant from ESC Enabling Team for £1899.00 towards the purchase of the Pro Elite marquee 12m x 6m, at cost £1904.35 net, £380. 87 VAT, Total £2,285.22</p> <p>Proposed Purchase of Gazebo 3m x3m and storage bags: The Village Hall Committee had donated £500, also towards the purchase of the marquee, and Cllr JD had researched an</p>	<p>K2022067</p>

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<p>addition from Gala Tents, a 3m x 3m Gazebo that would enhance the practical function of the main marquee. The quote for this item, and including storage bags for the main marquee was: £399.98 net, £80.00 VAT Total: £479.98</p> <p>Council considered this proposal and resolved to approve it.</p> <p>The Clerk was asked to procure these items as Gala Tents Quote No: 961289</p> <p>Total cost of both new marquee, gazebo and storage accessories for both: Net : £2,304.33 VAT: £460.87 Total: £2,765.20 paid upon purchase, VAT to be reclaimed by Council in due course.</p> <p>Updated Asset Register - including Marquee: Council considered the updated Asset Register including the Pro-Elite Marquee, and the revised Asset value, and resolved to approve it.</p>	<p>Clerk</p> <p>Clerk</p>
<p>10. Data and Information Management</p> <p>Data and Information:</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. Cllr RB had begun to add documents for reference and Minutes to the Share Point. The Clerk has provided new documentation to SharePoint. Details of this had been circulated and councillors could start to routinely use M365. Councillors discussed what constituted 'Personal Data', and the implications of simply transferring Cllrs' current email accounts into the M365 service 'behind the firewall' was considered.</p> <p>Cllr RB has offered support to anyone needing it, and Cllr EJ Chairman wished to formally record the Parish Council's appreciation.</p> <p>Data Protection and Information Management Policy: Cllr EJ Chairman explained that M365 has now been implemented, and the concerns previously expressed by council in regard to compliance with BOYD have been met by this service.</p> <p>Cllr EJ Chairman proposed the policy was now approved, seconded by Cllr RB. Council resolved to approve it.</p> <p>Kettleburgh PEDL: To note status of the Village email service.</p> <p>The Clerk had requested that Council confirm the status of the PEDL service. This was important to ensure there was clarity around the GDPR aspect of this service, and if it was a Parish Council owned service, with the relevant responsibilities and accountabilities, or a separately owned/managed service.</p> <p>Cllr PW noted that it was important that everyone carefully audited their email account for personal data, and either checked with the owner of any personal data if it was still relevant to continue to hold it before uploading it to M365, or deleted it if no longer relevant.</p> <p>Council discussed the PEDL, and noted that it was a very useful and well supported service. Now updating subscribers with local information emails, it was initially set up by the Webmaster on behalf of the Parish Council, responding to the Covid-19 community support service. It was agreed that there was a need for clarification regarding this service and the GDPR implications.</p>	<p>K2022068</p> <p>All cllrs</p> <p>Cllr RB / all Cllrs.</p> <p>All Cllrs</p> <p>Clerk Cllr EJ Chairman</p>
<p>11. Queen's Platinum Celebrations - To consider and agree any necessary actions.</p>	<p>K2022069</p>

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<p>Cllr EJ Chairman wished to record his thanks to Cllr JD for the tremendous success of the Queen's platinum Jubilee celebrations.</p> <p>He noted that the Clerk had forwarded a formal certificate from Hugo Peek, Pageant master, thanking Kettleburgh Parish Council for their part in celebrating the Queen's Platinum Jubilee. Cllr EJ Chairman proposed framing it, adding photographs and possibly hanging in the Village Hall if the Committee were agreeable.</p> <p>Council agreed unanimously to this proposal.</p> <p>Cllr EJ Chairman, proposed that he write to all parishioners and thank them formally for attending and participating and noting the legacy, including for example the Marquee and Treebilee.</p> <p>Council unanimously agreed to his proposal.</p>	<p>Cllr EJ Chairman</p> <p>Cllr EJ Chairman</p>
<p>13. Councillor Training - To update on recent courses and decide future needs.</p> <p>Cllr PW reported that he had attended a Planning Training a SALC, and while he noted that it was too late to change anything regarding recent planning consultations in the Village, he had found it informative. He particularly noted the benefit of meeting with Councillors from other Parish Councils and their recommendations and experiences, such as encouraging communication with Developers at an early stage.</p> <p>Cllr EJ Chairman noted that the new LGA Code of Conduct had been raised by SALC and NALC, and Parish Councils advised to adopt it during this year, and would be added to the next agenda for consideration.</p>	<p>K2022070</p> <p>Clerk</p>
<p>14. Community Flood Management Plan: Project initiation</p> <p>Cllr EJ Chairman noted that the Community Flood Management Plan had not yet been progressed, and proposed that the FWG arranged to meet before the next KPC meeting in September. He also reported that the Clerk had been able to secure access to the Ordnance Survey PSGA (Public Sector Geospatial Agreement) for advanced mapping software and also Trial demonstrations of Parish Online Mapping. It would be beneficial for Cllrs to be familiar with this prior to meeting and she would send out the information.</p> <p>Council agreed to meet prior to the next September KPC meeting, a date TBA.</p>	<p>K2022071</p> <p>Clerk</p> <p>FWG-Cllrs PW. DT, EJ Chairman</p>
<p>15. Staffing Committee</p> <p>To propose Cllr EJ, Chairman to replace vacancy left by Cllr resignation.</p> <p>Council resolved that Cllr EJ Chairman be appointed to the Staffing Committee.</p> <p>Proposed Cllr PW, Seconded Cllr SP</p>	<p>K2022072</p>
<p>16. Next Meeting</p> <p>The next Ordinary meetings will be on Thursday 8th September, and Thursday 13th October 2022 at 19.30 in the Village Hall.</p>	<p>K2022073</p>
<p>The meeting closed at 21.30 hrs</p>	<p>K2022074</p>

Sonia Frost

Clerk and Responsible Financial Officer to Kettleburgh Parish Council

Chairman's signature to indicate Council approval:

Dated: 27.9.22