



**Minutes of the Kettleburgh Ordinary Parish Council Meeting  
held in Kettleburgh Village Hall on Thursday 10<sup>th</sup> November 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
<p><b>2. Present:</b> Councillors Jardine (EJ), Chairman, J Duckham (JD), Vice Chairman, P Winder (PW), R Booth (RB), Cllr S Poacher (SP)</p> <p><b>Attending:</b> One member of the public, Sonia Frost Clerk/RFO, District Cllr E Bryce</p> <p><b>Apologies for absence:</b> - D Thomas (DT) - accepted</p>	K2022090
<p><b>3. Members' Declaration of Interests regarding agenda items</b></p> <p>None</p>	K2022091
<p><b>4. Requests for Dispensations</b></p> <p>None</p>	K2022092
<p><b>5 Approval of Minutes</b></p> <p>The Minutes of the Ordinary Parish Council Meeting held on Tuesday 27<sup>th</sup> September 2022 were approved as a true and correct record, and were signed by the Chairman.</p> <p>The Ordinary meeting scheduled for Thursday 13<sup>th</sup> October had been postponed due to illness.</p>	K2022093
<p><i>Council resolved to bring forward the Agenda Item 7. Public Participation, to enable District Cllr E Bryce to make her representation and travel to her next meeting, in accordance with KPC Standing Orders Item 10.vi</i></p> <p><b>7.– Public participation session (15 minutes) - to include Police, District and County Councillors' Reports</b></p> <p><b>ESC Cllr M Cook Bulletin had been circulated and available on the Parish Council Website.</b></p> <p><b>Suffolk Constabulary.</b> Earl Soham. "Police are appealing for witnesses after a horse died following a collision in Earl Soham on Saturday 22<sup>nd</sup> October 2022. A woman rider was badly shaken and suffered minor injuries in the incident, which happened at around 11.15 am in Church Lane. The motorist did not stop. Any information that could assist the inquiry please call 101. Incident Reference CAD 158."</p> <p>District Cllr E Bryce was welcomed to the meeting. She had sent her monthly report, which would be circulated and added to the website and PEDL Parish Email. She summarised the key points:</p> <ul style="list-style-type: none"> <li>• <b>"An Online Survey.</b> Suffolk County Council was keen to hear from Suffolk residents, businesses and local communities, as it decides its budget for next year. An online survey has been launched; please see her report for contact details and links to respond. It will be available during November and details are in the report.</li> <li>• Being prepared for winter matters to Suffolk County Council Today marks the start of the council's new Winter Matters campaign, a campaign packed full of tips and advice to help you and your loved ones look after your money, health, wellbeing and safety during the colder months. If high energy bills are preventing you from putting the heating on, or you know anyone who may need extra help heating their home, please contact Warm Homes Suffolk on 03456 037 686.</li> <li>• There is a wealth of information on this and other ways in which you can prepare on <a href="#">the Winter Matters page</a>. SCC will also be sharing advice on social media and distributing leaflets via the Rural Coffee Caravan and Suffolk Libraries to support everyone in Suffolk.</li> <li>• <b>Suffolk Roadsafte Partnership rolls out ANPR devices to target speeding</b> motorists. This innovative project is part of the Suffolk Roadsafte Partnership between Suffolk County Council and Constabulary thanks to a £400,000 grant from the council's 2020 fund.</li> </ul>	K2022094

Chairman's signature to indicate Council approval:

Date: 8-12-22



Automatic Number Plate Recognition (ANPR) Speed Indicator Devices (SIDs) will be rotated around sites where there is a problem with speeding or rat-running on roads with a 20mph or 30mph speed limit.

There are ten of these devices and they work like conventional SIDs by displaying the speeds of drivers to them as they approach, encouraging them to slow down.

However, the difference is that if a driver continues to ignore the speed limit the ANPR camera will take a picture of them and record the date, time, speed, vehicle registration and a photo of the vehicle.

In certain cases, persistent offenders will be reported to Suffolk Constabulary and, while no one will be prosecuted as a direct result of the devices, they may be visited by a police officer who will speak to them about their driving.

So, if no prosecution arises, you might ask 'what is the point of them?'. Well, in the majority of cases people seeing the SIDs flash that their speed is over the limit will slow down, so the cameras have done their job.

Unfortunately though there are some people who will ignore the limits, and these are the people whose details will be shared with the police.

The information shared with the police will also help them decide on where speed enforcement vans should be deployed going forward.

So, the case for SIDs is that as part of the bigger picture they will make a valuable contribution to tackling speeding and therefore are money well spent and a welcome addition to the county's roads.

We have developed an approach which offers both enforcement and education to suit the needs and concerns of local communities, details of which can be found at the Suffolk Roadsafe Partnership website.

The £400,000 for the ANPR SIDs project was from the Suffolk 2020 Fund, a £3 million fund set up for investment in emerging policy priorities.

This fund was made possible because of the decision of this council to use part of the Government's one-year financial settlement to invest in some of the beneficial community projects that ordinarily may not have received as much focus or opportunity, given the other huge, costly frontline services that the county council is responsible for.

• **Could you help a Ukrainian family in need?**

Suffolk County Council is asking anyone with spare space to consider signing up to host a Ukrainian family. Visit [www.suffolk.gov.uk/ukraine](http://www.suffolk.gov.uk/ukraine) to sign up and to find out more, including the experiences of people who have hosted Ukrainian families in their homes."

**6. Clerk's Report:**

K2022095

- NALC had provided an update on the Energy Relief Scheme. Utility Aid had been working with suppliers and partners to understand the impact of the Energy Relief Scheme. The scheme affects anyone with a commercial energy contract, including the local (Parish and Town) council sector. This could affect the village hall and would be forwarded to them in case it was relevant.
- The Clerk had received a request for information regarding schools and local services to support a gentleman in France, whose company would be relocating him and his family to the Parish next year. Relevant information had been collated and sent.
- Defibrillator software update. Following an earlier update, another alert had been received. This was found not to have been needed. Battery status was checked and confirmed as satisfactory. A new one was scheduled for early 2024. Appreciation was voiced for Cllrs: JD and PW, and two members of the public, for their vigilance in regular weekly checks submitted to the Webnos database, maintaining critical governance and visibility on the ambulance system.

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<ul style="list-style-type: none"> <li>• A member of the public had contacted the Parish Council, highlighting the importance of the Defibrillator and CPR Training Seminar last year, explaining that he had needed to draw on the knowledge recently.</li> <li>• The Clerk had received an initial communication from Karen Last the ESC Electoral Services Officer, with information relating to the estimated cost breakdown for the National Parish Elections on Thursday 4<sup>th</sup> May 2023.</li> <li>• This would be relevant to the May Bank Holiday. Election results would take place on Friday 5<sup>th</sup> May, the Coronation of HM King Charles III on Saturday 6<sup>th</sup>, and Bank Holiday on Monday 8<sup>th</sup> May.</li> <li>• The Parish Council Noticeboard kindly donated by the KVGT in 2006 had developed a leak. The Clerk was in the process of arranging new seals from the manufacturer, but these might not be available for several weeks.</li> <li>• The Local Councillor Magazine produced by SALC was now available as an e-bulletin and had been forwarded to Councillors.</li> <li>• A member of the public had contacted the Clerk, raising concern that new arrangements for the maintenance of the Kettleburgh Pound, and support for the Internet provision in the Village Hall, could result in an increase in the Precept. The Clerk had explained that the Council's Precept was now correctly driven by its Business Plan as a whole. The Plan would be published and members of the public had the opportunity to make input to it at meetings or in correspondence.</li> </ul>	
<p><b>8. Kettleburgh Village Pound</b> - to hear an update and agree any actions necessary for future management of the land  Cllr EJ, Chairman, reported that he had met with the Clerk, an Officer of the Suffolk Wildlife Trust (SWT), and the residents of Watermill House, to review and assess the Pound on Friday 4<sup>th</sup> November. The SWT Officer had taken note of several of the tree species and other plants, and would complete her report, which she expected to be available for the Council to consider at its 8<sup>th</sup> December meeting.</p>	K2022096
<p><b>9. Planning</b>  <b>Development of 16 Houses in The Street Kettleburgh DC/21/0757/FUL</b> - to hear an update and consider any action required</p> <p>The Clerk had noted that this application did not yet have 'approved' status on the ESC Planning Portal, despite public being aware of approval by the ESC Planning Committee earlier in the year, and had contacted the Senior Planning Officer (Development/Management). She had been advised that the application had been approved by committee earlier this year but was currently 'pending determination' whilst the s106 legal agreement was finalised. Once the legal agreement had been finalised the decision would be issued.</p>	K2022097
<p><b>10. Data and Information</b></p> <p>The webmaster had alerted the Parish Council that he had had difficulty in logging on to the KPC website and had been advised by Community Action Suffolk that the site had been accidentally deleted. It had attempted to restore the data, but had been unable to restore the whole site. The front page showed the title documents, but no links worked and the data 'behind' them was lost. It was agreed that the lost data was a significant loss to KPC and the wider community, and efforts would be necessary to restore as much as possible from other backed up sources. This was recognised to be a huge and time consuming task, and the full magnitude needed to be ascertained. The Clerk advised that CAS's accidental action deleting the website, which it had admitted, could be culpable. But action to seek compensation was not thought worthwhile.</p> <p>Cllr RB explained that he had had some previous success in restoring website pages by using a specific application, and would see if this was helpful in the Kettleburgh Website instance.</p> <p>Cllr RB confirmed that four councillors had now migrated on to MS365 and were using the new KPC MS365 email address. He continued to offer his assistance in supporting Cllrs in this process, and encouraged anyone to contact him if they needed assistance.</p>	<p>K2022098</p> <p>Cllr RB</p> <p>All Cllrs</p> <p>Clerk</p>

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<p>The Clerk advised that she would need to retain the <a href="mailto:PC@kettleburgh.suffolk.gov.uk">PC@kettleburgh.suffolk.gov.uk</a> email address, as it was part of a government standard system, and known to numerous Government and National organisations. But otherwise she would be moving to MS365 shortly. The Clerk reiterated the need for all Cllrs to remain vigilant in the processing of personal data, as set out in the KPC Information and Data Management Policy, but at the same time ensure that information relating to KPC business is not lost but sent to the Clerk to archive in the relevant files.</p>	<p>All Cllrs</p>
<p><b>11. Speed Awareness Initiative</b>  <b>Kettleburgh Parish Council Speed Awareness Project</b> – to review and agree any actions</p> <p>Council reiterated its commitment to address the concerns of the public in Kettleburgh about speeding in the Parish. An existing traffic calming intervention was discussed and pros and cons considered. Cllrs had considered making a door to door survey of residents in the village to determine the extent of the problem in Kettleburgh, and gauge the appetite for interventions of different types.</p> <p>A brief questionnaire was thought to be the best first initiative, enabling Cllrs to engage directly with residents, and capture qualitative feedback whilst keeping data anonymous. The Clerk has already worked on a suitable document and Cllr PW as project manager agreed to review it and advise the Clerk of any amendments required.</p> <p>Council resolved that Cllrs would make a door-to-door survey in the Parish of Kettleburgh, using a brief questionnaire, anonymous, with no personal data collected, to help inform Council in making a future decision on any speed awareness action. Proposed: Cllr EJ Chairman, Seconded: Cllr PW. Once the results had been collated they would be made available to the Parish. Council asked the Clerk to produce the questionnaire.</p>	<p>K2022099</p> <p>Cllr PW Clerk</p> <p>Clerk</p>
<p><b>12. Community Flood Management Plan</b> – to hear an update and agree any actions</p> <p>The Flood Working Group had met on 9<sup>th</sup> November; Cllr EJ Chairman, Cllr DT, Clerk. Cllr PW unavailable. Consideration was given to the way forward following the adoption of the Feasibility Study for the Community Flood Management Plan in January 2022. It was agreed that:</p> <ol style="list-style-type: none"> <li>1. A long term strategy to address the documentation of the Infrastructure, watercourses and the analysis of the geology and land structure. This was seen as necessary as it would inform long term interventions such as annual maintenance, the health of the watercourses and preventative measures, and possibly tree planting schemes. Cllr EJ Chairman had expertise in this area of landscape assessment and would research further.</li> <li>2. Urgent/immediate support and information for those at risk of flooding. Cllr DT had been involved with SCC Flooding Professionals from her own experience of flood. The team provided bespoke assessment of a property with individual interventions for the home to protect and mitigate flood as much as possible. These interventions and expertise may be relevant to others at risk, and it was felt important to ensure that this information was made available to anyone who may benefit.</li> <li>3. Advice on Insurance, equipment, protective devices and installations, and grant funding opportunities. The Clerk was asked to follow this up and report the findings to the next meeting. Cllr DT would need to provide some necessary information.</li> <li>4. Flood Warden. Early warning of flood was felt to be critical, and a number of different sources were discussed. Also the need for local knowledge, somebody who knew the area and watercourses, walked the Parish regularly and could raise the alarm when the situation changes. This person could have a small number of volunteers prepared to be contacted in such urgent situations, and be mobilised to assist those at risk and the more vulnerable in protecting their property and staying safe. These thoughts were only a starting point and this component of the Plan would need to be developed in the coming weeks. Cllr DT had thoughts and would discuss with the Clerk.</li> <li>5. Anyone keen to volunteer for this project should please contact the Clerk Sonia Frost on <a href="mailto:pc@kettleburgh.suffolk.gov.uk">pc@kettleburgh.suffolk.gov.uk</a>, or call 01728 638453.</li> </ol>	<p>K2022100</p> <p>Cllr EJ Chairman</p> <p>Cllr DT; Clerk</p> <p>Cllr DT</p>

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<p><b>Mapping software options:-</b> to discuss and agree any actions</p> <p>The Clerk had arranged a trial of Parish Online mapping software for Cllrs to consider. It was the de facto standard and in use by many Town and Parish Councils. As such it would enable effective discussion with other user agencies and Councils and be useful for many aspects of managing the Parish: defining any AONB and areas of environmental or Special Interest; the context of Planning Applications; flood zones and waterways; location and insurance of assets; location of rights of way and permissive paths; and Contracts Management for tasks such as cutting grass and hedges, and surveying land for trees.</p> <p>The Public Sector Geospatial Agreement is the Ordnance Survey Mapping that is made available freely to Government organisations for their benefit: Ambulance and Emergency Services; Police; and Town and Parish Councils. The Clerk had begun the process of accessing this free service.</p> <p>Cllr EJ Chairman had also identified free sources of mapping and would report back to Council once options had been researched.</p> <p>The facility to print A3 maps was felt to be important and it was hoped to identify a solution.</p>	<p>Cllr EJ Chairman Clerk</p>
<p><b>13. Finance -</b> to consider and where necessary approve:</p> <p><b>a) Bank Reconciliation</b></p> <p>30/09/2022 Barclays Business Premium Account: £3,862.75 30/09/2022 Barclays Community Account: £4,700.94</p> <p>28/10/2022 Barclays Business Premium Account: £3,862.75 28/10/2022 Barclays Community Account: £4,443.74</p> <p>Council Considered the reconciliation and resolved to approve it.</p> <p><b>b) Payments made and proposed (ex-payment schedule)</b></p> <p>Council considered the Payments Proposed for authorisation and resolved to approve it.</p> <p>Council discussed the Noticeboard and the leaking seals, and considered the quotation received from the manufacturers 'Greenbarnes Ltd'.</p> <p>Replacement Door and Glazing seals for the AX18 Noticeboard cost £65.45 each. Both seals would cost £140.90 (VAT £28.18 , P&amp;P £10.00) Total £169.08 Replacement value of the Noticeboard was £2,759.97</p> <p>Council resolved to approve the purchase of both seals for replacement at £169.08</p> <p>The Clerk was asked to order the seals Cllr JD Vice Chairman was asked to examine the noticeboard and replace the perished seals once the replacement seals had been received The webmaster had provided two keys to the Noticeboard for the Clerk and Cllr JD</p> <p><b>c) Village Hall Internet –</b> to hear an update</p> <p>Council had agreed to fund Internet installation and a contract for broadband in the Village Hall for the first 18 months. Connectivity in the Hall had been seen as important for Parish Council Meetings and other Hall users, and essential for the resilience of the community , as defined in the Government's 'Levelling up' Strategy. The Clerk had written to the Village Hall committee to confirm the proposal, and the VH Committee had invited Cllr RB to represent KPC at their next meeting to discuss the project.</p> <p><b>d) Barclays Bank Mandate –</b>to approve Cllr EJ Chairman as signatory to Barclays Accounts</p> <p>Council resolved to approve the addition of Cllr EJ Chairman to the mandate to become a signatory to the Kettleburgh Parish Council Barclays Bank Accounts, Community</p>	<p>K2022101</p> <p>Clerk Cllr JD Vice Chairman</p>

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<p>Account and Business Premium Accounts with online access.</p> <p><b>e) Local Government Pay Award for Clerks</b> Full details of this pay award were not available for this meeting and Council agreed to consider it at the 8<sup>th</sup> December Ordinary Meeting. The Clerk was asked to advise.</p> <p><b>f) Business Plan 2022-23</b> – to consider next year’s activities for the Business Plan The first draft of this document had been considered at the January 2022 KPC Ordinary meeting. It had been updated to form the basis of Parish Council projects and activities over the next three years. Council considered the following to be priority projects:</p> <ul style="list-style-type: none"><li>• Community Flood Management Plan</li><li>• Coronation of HM King Charles III Celebrations on 6<sup>th</sup> May 2023</li><li>• Speed Awareness Initiative</li><li>• Internet Provision in the Village Hall</li><li>• New management of Kettleburgh Pound</li></ul> <p>Ongoing maintenance of Parish Council assets including the Bus shelter and Defibrillator was agreed. The Parish Council website was considered to need updating, but no project was agreed. Council was also aware that community engagement would be required in anticipation of funds forthcoming from the new 16 house development on The Street, DC/21/0757/FUL. Council will continue to consider the Business Plan at the next meeting, when it will set the Budget needed to fund the activities. The Clerk agreed to update the Plan and circulate to all councillors to review.</p> <p><b>g) Internal Audit Report</b> - if available to consider The report had not yet been received.</p>	<p>Clerk</p> <p>Clerk</p>
<p><b>14. Motion under the Public Bodies (admission to meetings) Act 1960</b> - to exclude the public and press for discussions regarding personnel where publicity might be prejudicial to the special nature of the business NONE</p>	K2022102
<p><b>15. Next Meeting</b> The next Ordinary meetings would be on Thursday: 8<sup>th</sup> Dec 2022 and 12<sup>th</sup> January in the Village Hall at 19.30.</p>	K2022103
<p>The meeting closed at 21.45.</p>	K2022104

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