



Minutes of the Kettleburgh Ordinary Parish Council Meeting
Held in Kettleburgh Village Hall on Friday January 20th 2023 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 E Jardine (EJ), Chairman, J Duckham (JD), Vice Chairman, S Poacher(SP),R Booth (RB), P Winder (PW). Attending: Sonia Frost Clerk/RFO, no members of the public Apologies for absence: Cllr D Thomas (DT), accepted Apologies also received from County Cllr M Cook.	K2023001
3. Members' Declarations of Interest regarding agenda items None	K2023002
4. Requests for Dispensations None	K2023003
5 Approval of Minutes The Minutes of the Ordinary Parish Council Meeting on 8 th December 2022 were approved as a true and correct record, and were signed by the Chairman.	K2023004
6. Clerk's Report <ul style="list-style-type: none">• The Clerk had spoken with SLCC Highways Engineer for Safety and Speed Management. As a result, the process for the installation of the Leander Heritage Signs was ending. The £500 grant from The Carlford Locality Budget had been paid directly to SCC Highways Budget, and Kettleburgh Parish Council had been invoiced retrospectively for the agreed £500 towards installation.• Precept Survey - proposed increase in precept to fund Constabulary in 2023/24: The Police and Crime Commissioner had written explaining that he had proposed raising the policing element of the precept by £15 a year (for a Band D property), to maintain an efficient and effective service. The communication and link to the survey had been sent out on the PEDL.• The Clerk had attended an East Suffolk Clerk Election Briefing, hosted by SALC and East Suffolk District. Local Town and Parish Elections were scheduled to take place on Thursday 4th May 2023. The UK Government had introduced a requirement for voters to show Photo ID when voting at a polling station, and this would apply for the first time at the local elections (which include East Suffolk) taking place on Thursday 4th May 2023. There will be guidance to ensure that residents would be aware of what is required before voting.• Highways: a member of the public had told the Clerk that there was a collapse on the edge of the tarmac, left side of Low Road between Kettleburgh to Brandeston. It was a deep cavity and posed a risk to traffic and pedestrians. The Clerk had: attended; taken the Grid Reference and photographs; reported to the SCC Highways Urgent line; then checked the following day that it had been secured and the area made safe pending repairs.	K2023005
7. Public participation session (15 minutes) - to include Police, District and County Councillors Reports No members of the public were present. Cllr M Cook had sent his monthly report and this had been circulated before the meeting.	K2023006

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9.3.23



<p>8. Kettleburgh Pound - To hear an update and agree any actions necessary for future management</p> <p>The Chairman had no new information to report.</p> <p>The Clerk had sent the report from the Suffolk Wildlife Trust Advisor to the residents of Watermill House for information.</p> <p>Council discussed aspects of managing The Pound and felt the balance between wildlife habitats, and keeping it a place that the public would enjoy visiting was important. More engagement with possible volunteers would be needed to ascertain the level of likely input, and costs of the maintenance tasks required. Further discussion and actions would be discussed in the next Ordinary Meeting on 9th March 2023</p>	K2023007
<p>9. Speed Awareness Initiative – Kettleburgh Parish Council Speed Awareness Project – to review progress and agree any actions</p> <p>The Chairman Cllr EJ reported that he and Cllr PW had had many interesting discussions with residents regarding the project, whilst collecting survey responses. There had been a good response of 40+ completed surveys. The Clerk was collating the responses, and would publish her report as soon as possible.</p> <p>The Clerk had spoken to the SCC Highways Speed and Safety Engineer, who had explained that the next step in the project, once the Survey had completed, would be to request the Black Box speed recorder from SCC Highways that can measure the number of vehicles and speeds and quantify the level of any problem in Kettleburgh. The cost of deploying the speed recording box from SCC Highways for one week was about £265(+VAT) The deployment would be necessary to support the results of the Speed Survey.</p> <p>Council expressed its appreciation to Cllr EJ Chairman and Cllr PW for their efforts.</p> <p>Council resolved to move with urgency to obtain the SCC Recording box as soon as funds were available.</p>	K2023008 Clerk Clerk
<p>10. Forthcoming Coronation of His Majesty King Charles III – to consider and agree any actions</p> <p>Council debated the forthcoming Coronation of His Majesty King Charles III on 6th May 2023. The Clerk reported recent guidance from Bruno Peek, Pageantmaster, that beacons would not form part of the celebrations, but more detailed guidance was to follow. The Parish Council now had a marquee and gazebo available for any festivities.</p> <p>Council concluded that in view of the financial constraints on the Parish Council, and the rising cost of living for all residents, it would not be proper to spend public money on a 'party'. But it agreed that it could support some form of 'cost neutral' event, and would consider other ways of marking the historic moment.</p>	K2023009
<p>11 Finance - to discuss and where necessary approve:</p> <p>Current Year 2022-2023</p> <p>a) Bank Reconciliation Council considered the Bank Reconciliation at 29/12/2022: Barclays Business Premium Account: £3,864.90 Barclays Community Account £3,352.79</p> <p>Council resolved to approve the reconciliation and it was signed by Cllr EJ Chairman and Cllr JD Vice Chairman.</p> <p>b) Payments made and proposed (ex-payment schedule) Council resolved to approve this report and it was signed by Cllr EJ Chairman and Cllr JD Vice Chairman.</p>	K2023010

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<p>c) Receipts and Payments Forecast – Budget 2022-2023 The Clerk had provided a new Scribe report showing a satisfactory position overall. Council felt that this showed promise for supporting future budget reviews.</p> <p>d) Asset Register – Updated This was not discussed due to a lack of time.</p> <p>e) Appoint Internal Auditor for Year End Audit 2022-2023 This was not discussed due to a lack of time.</p> <p>Next Year 2023-2024</p> <p>f) Business Plan (including plans for IT) 2024-2026 – to agree next year’s activities The Clerk had introduced a best practice 3 Year Business Plan in January 2021, to assist the Council with a strategic approach, including setting aims and objectives, and resulting clear maintenance and project activities. Council had considered the Business Plan at meetings during the year, and priorities for projects had been considered. However, in the light of global financial events, and the rapid increase in the cost of living for all, Council considered that the funding for projects would need to be reviewed accordingly. Looking ahead to the likely areas for ‘cuts’, council hoped that the Clerk could secure external grant funding to progress the Speed Awareness Initiative, Community Flood Management Plan, and His Majesty King Charles III’s Coronation celebrations.</p> <p>g) Budget 2023-2024 – to agree funding needed to support next year’s activities The Clerk had provided a spreadsheet provided by Scribe and based on KPC Scribe data. This had set out the position with budgets during 2022-23 for context. The Clerk had then applied inflationary and other known pressures and council’s priorities for projects agreed at previous meetings, to set out recommended budgets for 2023-24. Council initially agreed a constraint/presumption that the precept should ideally not be raised, or failing that, be raised only minimally. It then debated at length the external drivers for next year’s budgets informed by the business plan considered at previous meetings. Council acknowledged that it would not be possible to offset the increases by use of the general reserve, as the precept had been kept as low as possible over previous years. In light of all the factors, it agreed the priority activities it could afford to fund next year. The Clerk was asked to produce an updated spreadsheet confirming what had been agreed and that the budgets would be affordable.</p> <p>h) Precept request for 2023-24 – to agree request to be submitted in light of the budget agreed Council considered the Draft Budget and while it had hoped to avoid an increase in the Precept request, it concluded that it would be necessary to increase the request this year.</p> <p>Council resolved to make a precept request of £6,000 for the year 2023-2024</p> <p>Council asked the Clerk to submit the request to East Suffolk Council</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
<p>12. Planning - to hear updates and consider any action required: a) Development of 16 Houses in The Street Kettleburgh DC/21/0757/FUL. No further information has been made available. b) Planning reference: DC/22/4673/FUL. Proposal: Gable ended single storey extension to rear of property and bay window and porch canopy to front elevation. 11 Church Road, Kettleburgh, Woodbridge, Suffolk, IP13 7LE The Clerk had submitted the response agreed by Council at its last meeting.</p>	<p>K2023011</p>

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<p>13. Parish Elections May 4th 2023 – to consider: an update from Clerk training, and new Voter Photo ID requirements, and agree any actions required</p> <p>This item was not discussed due to a shortage of time.</p>	K2023012
<p>14. Community Flood Management Plan – to hear an update and agree any actions required</p> <p>The Clerk reported that the Operations Manager of the Water Management Alliance had written to her, confirming that a maintenance team would be going to Kettleburgh on Monday 23rd January to carry out a hand Cut and Clear of vegetation. They would report back any problems and rectify any minor problems while on site.</p>	K2023013
<p>15. Motion under the Public Bodies (admission to meetings) Act 1960 - to exclude the public and press from discussions regarding personnel where publicity might be prejudicial to the special nature of the business</p> <p>The Clerk's new pay rate following the recent National Pay Award and her annual appraisal was agreed during the meeting, as no members of the public were present.</p>	K2023014
<p>The meeting closed at 21:35.</p> <p>16. Next Meeting/s – Next Ordinary Meeting planned for Thursday March 9th 2023 at 19.30, but that might need to change in light of the official timetable for the imminent elections.</p>	K2023015

Sonia Frost

Clerk and Responsible Officer to Kettleburgh Parish Council

Chairman's signature to indicate Council approval:

Dated:

9-3-23.