



## Minutes of the Ordinary Meeting of Kettleburgh Parish Council

held on Thursday 26<sup>th</sup> July 2023 at 19.30 in the Village Hall

The following business was transacted:

### 1. Welcome by the Chairman

The meeting started at 19.30. Chairman Councillor E Jardine (EJ) welcomed everyone present and reminded the attendees that the meeting was being recorded solely for the purpose of the minutes and the recording would then be destroyed.

**Minute No.  
and Actions**

### 2. Apologies for absence

**K2023169**

**Present:** Councillor E Jardine (EJ), Councillor R Booth (RB), Councillor Louise Clark (LC), Councillor Patrick Garland (PG), and Councillor D Thomas (DT)

**Attending:** Mrs Sonia Frost, Clerk and RFO

**Apologies:** The Clerk had received apologies from Councillor J Mealing (JM). He was representing the Parish Council attending the ceremony to license the new Church of England incumbent for the benefice. His apologies were accepted.

The Clerk reported she had received the resignation of Councillor S Poacher, following his move out of the parish. Councillor EJ, Chairman, offered his thanks to ex-Councillor Poacher for all his hard work and contributions. The Clerk was asked to advertise the new vacancy.

Clerk

### 3. Declarations of Interest

**K2023170**

None

### 4. Requests for dispensations

**K2023171**

None

**5. Minutes** - to resolve that the minutes of the Kettleburgh Ordinary Parish Council Meeting on Thursday 18<sup>th</sup> May 2023 were a true and correct record, and sign the minutes

**K2023172**

Council considered the minutes of the Kettleburgh Ordinary Parish Council Meeting on Thursday 18<sup>th</sup> May 2023 and resolved that they were a true and correct record. They were signed by the Chairman accordingly.

**6. Clerk's Report** including actions taken since the last meeting for information:

**K2023173**

- Owen Grey, Councillor for Framlingham Ward, had contacted the Clerk reporting that regrettably the Women's Day Forum had been postponed and a new date would be published.
- The Clerk had learnt from a member of the public of an Archive Museum in Wickham Market and would arrange to visit it. She would record the relevant Kettleburgh documents held there.
- The Kettleburgh Scouts had been in communication with the Clerk and Chairman. They had explained that while they were sadly no longer meeting in the Village Hall, (now based at Earl Soham Primary School), they were clear that they would remain an active part of the village in the future.
- Correspondence raising valid points of factual accuracy had been received from a member of the public following the Annual Parish Meeting held on 25<sup>th</sup> May 2023. The Clerk as secretary of that meeting had corrected the minutes accordingly.
- The Clerk had received a communication from the East Suffolk Communities Officer about a 'Community Partnership refresher' for Parish Councils. He had attached Community Partnership introduction/refresher packs – one for clerks and one for councillors. This was intended to inform councils about Community Partnerships,

Clerk



about his Community Partnership, the work done to date, and the role parish councils can play on the groups. Kettleburgh Parish Council had not recently contributed to his group, and the Community Officer was keen to emphasise the importance of ensuring issues from across the area were feeding into the Community Partnership. The Community Partnership could provide support on key issues and themes affecting local people.

- A councillor had given the Clerk an anonymous letter that had been delivered to them in the last 24 hours, for the attention of the Parish Council. (It expressed concerns regarding agricultural land behind the Village Hall.) It could not correctly be added to the agenda for the present meeting, but the Clerk was asked to add it to the next Ordinary Meeting Agenda.

Clerk

**7. Public Forum** to include Police, District and County Councillors' Reports

K2023174

No Members of public were present.

Monthly reports had been received from County Councillor Elaine Bryce and District Councillors Vince Langdon-Morris and Owen Grey. These had been circulated to Councillors.

**8. Planning** - to hear updates and consider any action required

K2023175

**a) Development of 16 Houses in The Street Kettleburgh DC/21/0757/FUL**

No further updates had been received.

The Clerk reported that a response from the Developer, G Homes Ltd, was still awaited regarding the £1.00 annual rent for the village sign, and she would continue to follow-up the issue.

Clerk

**b) Nest Care Farm Kettleburgh** - Application currently withdrawn (checked 26/07/2023)

No further updates had been received. No resubmission had been made.

The Minutes of the Annual Parish Meeting held on 25<sup>th</sup> May were available on the village website, including the presentation by the Nest Care Farm team.

**c) East Suffolk Council Planning Forum for Town and Parish Councils**

The Clerk updated the Council on the Forum that she had attended at Darsham on 7th July 2023. Presentations had covered: Building Control; Planning Policy; Specialist Services; the role of the Development Management Team; Determination of Planning applications; Enforcement; Pre-applications; Community Infrastructure Levy (CIL); and community engagement. There had been very helpful insight into how Parish Councils can be involved in the process and how they can best influence the determination route.

A link to the presentations had been forwarded to Councillors.

The Clerk had also attended a virtual conference by the Society of Local Council Clerk (SLCC) 'Community Building Management Summit 2023.' Information relevant to Clerks involved with Planning applications in their parishes had been provided.

There had been a large amount of information provided overall that Council considered very relevant to Kettleburgh. It therefore resolved to hold a Teams



virtual workshop to consider and understand the key points prior to the next Parish Council meeting on 14<sup>th</sup> September 2023, when any necessary decisions could be taken.

The Clerk was asked to send out possible dates for a Teams workshop and ahead of that, relevant presentations, to all Councillors.

Clerk

**9. Finance** - to discuss and where necessary approve:

K2023176

**a) Bank Reconciliation**

**Barclays Bank Reconciliation at 30/06/2023**

Barclays Business Premium Account £3,877.77

Barclays Community Account £6,527.53

Total cash in Hand £10,405.30

Council considered the Bank Reconciliation and resolved to approve it. It was signed by Councillor EJ Chairman accordingly.

**b) Payments made and proposed**

Council considered the Payment Schedule for Authorisation dated July 26<sup>th</sup> 2023 and resolved to approve it. It was signed by two councillors accordingly.

**c) Receipts and Payments Forecast – Summary Report**

Council considered the receipts and Payments Forecast and the Clerk explained aspects of the data.

**d) Donation from Gun Club**

The Clerk had been contacted by the Gun Club, who had advised that it would be making small donations to both Brandeston and Kettleburgh Parish Councils. But as the Fete had not been held (when the donation would normally have been made) the donation had not been made. The Club was now therefore asking Council how it could make the donation later in the year. Gratitude was expressed by Council for the donation and it asked the Clerk to advise the Gun Club.

Clerk

**e) Barclaycard Business Credit card – update on application**

Progress had halted as, despite Council being eligible for the card, Barclays Business Services had cancelled the application on the basis that it had not had a reply to correspondence it had sent to an incorrect Council email address. Despite this being a Bank error, the application would need to be restarted.

The Clerk would recommence the application.

Clerk

**10. Governance** - to discuss and where necessary approve:

K2023177

**a) Draft Form of Acceptance of Electronic Summons**

It is necessary to have agreement for the Meeting summons to be sent by the Clerk to the councillor electronically, not by postal services, as failing to receive a summons for a meeting would have significant implications for a councillor. The Draft Form of Acceptance of Electronic Summons was considered by Council. It made one amendment - to strike out the requirement to register with 'remote locate and wipe' facility to maintain confidentiality of data in the event of a loss or theft. This was felt unnecessary given the use of Microsoft 365 for all Council business and email communications.

Council resolved to approve the Acceptance of Electronic Summons as amended and each councillor signed the document accordingly.



**b) Internal Control Document (standard SALC version)**

The document approval was deferred to the next meeting, as a councillor wished to further consider amendments.

**c) Website**

The Clerk had updated Councillors and the current webmaster prior to the meeting.

When the Clerk had taken up post, the webmaster had kindly agreed to continue managing the website and the Parish Email Distribution List (PEDL) until the Clerk had the capacity to take it on. Both the Council and the Clerk expressed gratitude for the time and effort he had given over many years.

Following the accidental deletion of the website by the hosting service, Council had hoped a new website could be enabled by a grant from East Suffolk Council. The Parish Council had procured MS 365 separately, but the grant was no longer available for the website after the election.

At the same time Community Action Suffolk (CAS) had advised that the current site could be significantly improved over time by using facilities differently. It had increased its security and backup rigour and had offered free training. The Clerk's Partner (a qualified IT Service Manager who had designed and maintained another Parish Council website) had agreed to provide initial free support to the Clerk, who expected CAS training and handover to be in early August. In extremis, Community Action Suffolk would also post documents. The Clerk undertook to prepare over time a 'standard operating procedure' for maintaining the site, as part of a 'Clerk Pack'.

Council considered the website issues and agreed that the Clerk proceed with the training, current site development and handover, and that the Clerk could act as webmaster across all village matters, coordinating input from other organisations such as the Village Hall Committee and the Village Green. Council would review the outcomes in the long run and a new site could then be reconsidered if necessary.

**d) Audio recording of meetings**

Current Council practice was that meetings be recorded by the Clerk solely for the Public Task of completing the minutes, and once completed recordings would be destroyed. A councillor had raised the subject of recording Parish Council meetings routinely and publishing the recording. Council considered aspects of GDPR, the implications for Personal Data and the Data Protection legislation and ICO advice regarding the taking and storing of recordings. It concluded that once the initial Public Task of completing minutes had been completed, there was no correct public purpose in retaining recordings, but in any case, resolved that Parish Council Meetings would not be recorded in future.

11. **Green Issues** - to discuss and where necessary agree any action

K2023178



**a) Deben water pollution study**

As the responsible councillor had not been able to attend the update meeting on the 11th July, the Clerk was asked to seek feedback from the organiser and provide the result at the next Parish Council meeting. Clerk

**b) Climate Forum**

Links to the Suffolk Association of Local Councils (SALC) Climate Forum would be sent out to all councillors who were able to register for the regular virtual event. Clerk

**c) Hedgehog Highway Project**

The Clerk had received a communication from Linda Cook promoting the 'Hedgehogs R Us Highway Project'. Unfortunately, not all councillors had received the forwarded email, and it was agreed to defer to the next meeting as an issue about which many people are concerned. Clerk

- 15. Councillor Training** - to consider and agree training with Suffolk Association of Local Councils (SALC) for new and existing councillors K2023179

SALC had developed a new series of training to help new councillors, and as a refresher for existing councillors. The Councillor Basics workshop provided an understanding of 'what makes a good council', and the role a councillor plays. Dates for the 2 x 2hour sessions would be emailed to Councillors, and once the Clerk had their chosen dates, she would book places. All Councillors

- 16. 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 K2023180

None

- 17. Next Meeting Dates** K2023181

Agreed dates were: Ordinary Meetings Thursday 14<sup>th</sup> September; Thursday 12<sup>th</sup> October; and Thursday 9<sup>th</sup> November 2023, all at 19.30.  
The meeting closed at 20.31.

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Chairman's signature to indicate Council approval:

Dated: