



Minutes of the Ordinary Meeting of Kettleburgh Parish Council
held on Wednesday 6th December 2023 at 19.30 in the Village Hall

The following business was transacted:

1. Welcome by the Chairman	Minute No. and Actions
<p>Apologies had been received in advance from Cllr E Jardine Chairman. Under the Administration of the Council, Local Government Act 1972, s15(2) Council proposed and unanimously agreed that Cllr P Garland would take the Chair.</p> <p>The meeting started at 19.30. Cllr Garland took the Chair, welcomed everyone present and reminded them that the meeting was not being recorded by the Parish Council.</p>	
<p>2. Apologies for absence</p> <p>Present: Councillor P Garland (PG), Councillor R Booth (RB), Councillor J Mealing (JM), Mrs Sonia Frost, Clerk and RFO</p> <p>Apologies: Councillor E Jardine (EJ) Chairman, (away on leave), Councillor D Thomas (DT) (health reasons), and Cllr L Clark, (work commitment), and their apologies accepted.</p> <p>Attending: Two members of Public.</p>	K2023250
<p>3. Declarations of Interest</p> <p>None</p>	K2023251
<p>4. Requests for dispensations</p> <p>None</p>	K2023252
<p>5. Minutes</p> <p>Council resolved that the draft minutes of the Ordinary Parish Council Meeting held on 9th November 2023 were a true and correct record and they were signed by the Chairman accordingly.</p>	K2023253
<p>6. Clerk's Report including actions taken since the last meeting for information</p> <ul style="list-style-type: none"> • SALC Conference – the Clerk had attended the Suffolk Association of Councils (SALC) conference at the Hold in Ipswich on 29th November 2023. There had been presentations from: Peter Aldous MP for Waveney and Vice President of SALC; ESC Planning (update); Suffolk Public Health and Communities; Climate Action Suffolk; SCC Highways (including Milestone Infrastructure who had taken over the contract for repairs from the Company Kier); and Burkitt's Solicitors (Neighbourhood Planning). The recordings had been shared with Councillors. • ESC Forum on Neighbourhood Planning - the Clerk had attended the forum designed for Clerks and had been able to speak with the Planning Officers and other Councils who had completed, or were in the process of completing, Neighbourhood Plans (NP), about the reality and benefit of KPC completing a NP. KPC would qualify for funding of between £10,000 and £20,000 if Kettleburgh decided to create a NP. • The East Suffolk Community Partnership Annual Forum – the date for "Bringing Ideas to Life" had been confirmed as 22nd March 2024. 	K2023254



<ul style="list-style-type: none"> • Easton Neighbourhood Plan – the consultation period was 10th Nov -5pm Friday 22nd December. • Flooding - financial aid for flood-affected properties in Suffolk was imminent as the number of reports had hit 750. • SALC Clerk Virtual Networking - the Clerk had attended the latest regular session. Discussions had been held about: planning aspects of Solar Farms and related planning policy changes; and vulnerable residents - how to help parishioners whilst complying with GDPR considerations. • Slice of Suffolk - the most recent publication had been added to the website, but the magazine was at risk because there was now no editor for the publication. A new editor was being sought. • Website and PEDL – the Clerk needed to be informed of events to advertise, etc. • Impact of new developments - recent floods had raised concerns again regarding the future impact of the 16 House Development in The Street (DC/21/0757/FUL). SCC Cllr Elaine Bryce had requested copies of KPC responses and objections to the development during the period of consultation in 2021-23, and key consultee responses relating to the flooding implications. • Flood Survey - date had been extended to Nov 29th but was now closed. • Training for Councillors - three councillors had booked places to attend SALC Basic Training sessions in the new year and were reminded to let the Clerk know if unable to attend. This would allow the place to be reallocated. • Cllr P Garland and the Clerk were expected to attend the ESC Webinar on 8th December for the two Draft Supplementary Planning Consultations - Healthy Environments and Rural Development. 	
<p>7. Public Forum to include Police, District and County Councillors’ Reports. Members of the public are invited to give their views on issues on this agenda, or raise issues for future consideration, at the discretion of the Chairman. They may speak for up to 3 mins and the session will last no longer than 15 minutes. Members of the public may not take part in the following Council meeting itself.</p> <p>Two members of the public spoke about a planning application they had submitted to the East Suffolk Council (ESC) Planning Department for Pre-Planning advice. During this phase they hoped to engage with the Parish Council and parishioners to achieve positive community engagement.</p>	K2023255
<p>8. Planning - to hear any updates and agree any action required:</p> <ul style="list-style-type: none"> a) Consultation: DC/23/3162/FUL Nest Care Farm Kettleburgh - awaiting decision b) Consultation: DC/23/3265/FUL 3 Bungalows adj Chequers PH – permission refused c). Consultation: DC/21/0757/FUL 16 Dwellings in The Street, Kettleburgh – approved - no change d) Consultation DC/23/2948/FUL - Conversion of disused Dutch Barn, Borretts Lane, IP13 7LD - awaiting decision 	K2023256



<p>e) ESC Supplementary Planning Consultations: Healthy Environments and Rural Development Council agreed that Councillors PG and MJ would meet with the Clerk the week before Christmas to complete the KPC Submission, before the deadline on 10th January 2024. The Clerk and Councillor PG were expected to attend a supporting webinar by ESC to explain aspects of the Draft Consultations.</p> <p>f) East Suffolk Planning Alliance (ESPA)- Housing survey response Councillors had provided more information, and the Clerk had been able to confirm the final information to complete the brief survey.</p> <p>g) The Piggery, Land behind the Village Hall, Kettleburgh IP13 7JZ The applicants were present, and had explained the concept of their application, “to create a residential dwelling, through the self-build route to provide a long-term-multi-generational principal residence”. They had prepared plans and information and shared with several residents to engage feedback on the application. They were keen to attend a Parish Council meeting to make a presentation and answer questions from the public. This proposal had been submitted to ESC but would not become an ‘application’ until it had been considered at the Pre-application panel, and then formally submitted by the applicants.</p> <p>h) Draft [KPC] Policy for Pre-application Planning consultation Council had considered the Draft Policy and unanimously resolved to approve it.</p>	
<p>9. Speed Awareness Survey - to hear an update and agree any actions</p> <p>The Draft Report had been considered at the last meeting, and further recommendations had been suggested. The Clerk had updated the Draft Report accordingly and re-circulated to councillors.</p> <p>Council had considered the Revised Draft Report and the revised recommendations and resolved to approve the Report.</p> <p>The next step was to capture the quantitative data. This had been agreed with SCC Councillor Bryce, to be achieved by deployment of a Speed Data monitoring box from Suffolk County Council. SCC Grant Funding for the data box, £500.00, was held by SCC Councillor Bryce in the Carlford Budget, until required. Councillor Bryce was aware the Council was ready to proceed and had agreed to liaise with the relevant Officers in SCC Highways Department to contact the Clerk to plan for the data recording box.</p> <p>The Clerk was asked to liaise with the Highways Department.</p>	<p>K2023257</p> <p>Clerk</p>
<p>10. Community Flood Management Plan:</p> <p>ESC District Councillor Owen Grey had collated a report regarding the impact of Storm Babet on many parishes surrounding Framlingham, including a submission by the Clerk covering Kettleburgh. The Report had been sent to 16 key County and National Stakeholders including: the Secretary of State for Environment, Food and Rural Affairs; MP for Central Suffolk and Northern Ipswich; Leader of SCC; and CEO Environment Agency. A response had been received from Matthew Hicks, Leader of Suffolk County Council,</p>	<p>K2023258</p>



<p>acknowledging receipt of the report, and giving assurance that the council was working to ensure recovery from the storm as quickly and effectively as possible.</p> <p>A Flood Survey questionnaire had been drafted to be distributed by hand to all households in the Parish. The closing date had been revised to 29th November 2023 to enable late responses to be submitted.</p> <p>Preliminary results indicated that:</p> <ul style="list-style-type: none"> • 26 of 120 questionnaires were completed, giving a 21.6% response rate. • 8 residents' homes had been significantly affected, 2 indirectly. • 16 residents were very concerned about flooding. • 8 had water entering the house, 10 had water in their garden, driveway, or outbuildings. 8 residents were affected by car bow wash, exacerbating the problem. • Field runoff was felt most to blame, with overflow from irrigation ditches and wash from highways next, then the levels of the River Deben were felt least to blame initially on the day of the storm, but had a significant impact in the following days. • 1 residence had a pump and flood gates in place, 3 others used sandbags. • Sewerage issues were a problem for 3 residents, another had clargest failure with resulting problems. • 2 residents used an emergency number, 9 had a number but didn't need to use it, and 5 didn't have a number and were not sure who to call for help. • 6 residents felt they had sufficient warning of the flood, while 17 did not. <p>Council agreed that it would review the findings in the New Year once Cllr E Jardine was present and agree necessary actions.</p>	<p>Council</p>									
<p>11. Governance - to discuss and where necessary approve [several documents]:</p> <p>Council agreed that in view of the low temperature in the Hall, it wished to defer the Items a), b) and d) to the next meeting to finalise: a) Business Plan- - to consider 2024-25 activities b) Maintenance Plan for KPC Assets; d) Consider maintenance for wider village</p> <p>c) Defibrillator - update The Clerk had begun to seek grant funding to enable this purchase and was awaiting the outcome of her initial enquiries.</p>	<p>K2023259</p> <p>Clerk</p>									
<p>12. Finance - to discuss and where necessary approve:</p> <p>a) Bank Reconciliation</p> <table border="0"> <tr> <td>Barclays Business Premium.....</td> <td>30/10/2023</td> <td>£3,888.16</td> </tr> <tr> <td>Barclays Community</td> <td>30/11/2023</td> <td>£3,806.77</td> </tr> <tr> <td>Cash In Hand.....</td> <td></td> <td>£7,694.93</td> </tr> </table> <p>Council considered the Bank Reconciliation against the Bank Statements, resolved to approve it, and it was signed by the Chairman.</p> <p>b) Payments for authorisation dated 6th December 2023 - Council considered the Payments for Authorisation schedule and resolved to approve it. Two councillors signed the authorisation.</p> <p>c) Receipts and Payments Forecast – Summary Report dated 6th December 2023 Council considered the Report and noted the information.</p>	Barclays Business Premium.....	30/10/2023	£3,888.16	Barclays Community	30/11/2023	£3,806.77	Cash In Hand.....		£7,694.93	<p>K2023260</p>
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<p>d) Budget 2024-25 - initial considerations for budget setting in December Council considered projects for the next three years, and mandatory maintenance responsibilities of council assets and would finalise at the next meeting.</p>	
<p>13. Motion under the Public Bodies (admission to meetings) Act 1960 - to exclude the public and press from discussions where publicity might be prejudicial to the special nature of the business None</p>	K2023261
<p>14. Next Meeting/s Agreed dates: Ordinary Meeting Thursday 18th January 2024 at 19.30. Council considered changing the meeting days to enable more councillors to attend. Any changes would be published once proposed by the Clerk and agreed by council.</p>	K2023262 Clerk

Chairman's signature to indicate Council approval:

Dated: