



## Minutes of the Ordinary Meeting of Kettleburgh Parish Council held in the Village Hall on Thursday 14<sup>th</sup> March 2024 at 19.00

The following business was transacted:

- |  | <b>Minute No.<br/>and Actions</b>    |
|--|--------------------------------------|
| <p><b>1. Welcome by the Chairman</b></p> <p>The meeting started at 19.00. Councillor E Jardine (EJ) Chairman took the Chair, welcomed everyone present and reminded them that the meeting was not being recorded by the Parish Council, but members of public should be aware that others may be doing so.</p>   |                                      |
| <p><b>2. Apologies for absence</b></p> <p><b>Present:</b> Councillor E Jardine (EJ) Chairman, Councillor P Garland (PG), Councillor R Booth (RB), Councillor J Mealing (JM), Councillor D Thomas (DT)<br/>Mrs Sonia Frost, Clerk and RFO</p> <p><b>Apologies:</b> Councillor L Clark (LC) had sent apologies explaining she had exceptional work commitments. Council accepted her apologies. ESC District Councillor Vince Langdon-Morris had also sent apologies.</p> <p><b>Attending:</b> Three members of Public</p>   | K2024023                             |
| <p><b>3. Declarations of interest and requests for dispensations</b></p> <p>None</p>   | K2024024                             |
| <p><b>4. Co-option of a new councillor to a casual vacancy</b> – to consider a candidate and if eligible co-opt them to the council</p> <p>Council considered the application submitted by Mr. Andrew Barton and resolved to co-opt him to the Council. The Acceptance of Office document and the Acceptance of Electronic Summons were signed by Mr Barton, and then by the Clerk. Councillor Andrew Barton took his place at the table and was welcomed.</p> <p>The Clerk was asked to arrange for a secure email account for Councillor Barton and notify The East Suffolk Electoral Services Department so he could complete online a Notification of Disclosable Pecuniary and Other Interests form within 28 days.</p>   | K2024025                             |
| <p><b>5. Minutes</b></p> <p>Council resolved that the draft minutes of the Ordinary Parish Council Meeting held on 18<sup>th</sup> January and the Extraordinary meeting held on 22<sup>nd</sup> January 2024 were true and correct records and they were signed by the Chairman accordingly. <i>(There was no item 6.)</i></p>  | Clerk and Cllr<br>AB<br><br>K2024026 |
| <p><b>7. Clerk's Report</b> including actions taken since the last meeting for information</p> <ul style="list-style-type: none"><li>• At the request of the Clerk to Brandeston Parish Council, the Clerk had disseminated information about the Brandeston Queen Public House, and the Public Meeting that was to be held.</li><li>• D-Day 80. The Clerk had attended a meeting with the Chairman, Councillor EJ and the Village Hall committee on 28<sup>th</sup> January. An open discussion about plans for different parts of the event had taken place.</li><li>• An Extraordinary Parish Council Meeting had been held on 22<sup>nd</sup> January to consider and agree responses to two planning Consultations. The Clerk had submitted responses to the East Suffolk Planning Department accordingly.</li><li>• East Suffolk Planning Alliance (ESPA). The Clerk and Councillor PG had attended the first annual conference at Grundisburgh Village Hall on 17<sup>th</sup> February. A panel of experts in their fields had taken questions from the audience, which had given rise</li></ul> | K2024027                             |



to energetic discussions. The ESPA Steering group had said that it would draw on aspects of the discussion and report back to their members.

- Sink Hole on Brandeston Road opposite Church Farm driveway. The Clerk had been alerted by a member of the public who had reported the problem on the SCC Highways website. The Clerk had visited on 28/02/2024 and measured and photographed the 3' x 4' deep hole at the edge of the highway, which it appeared had been exacerbated by water eroding and undercutting the tarmac. She had submitted a detailed report to SCC, indicating it was likely to need more complex repair, as it had already been repaired in January 2023 and January 2024.

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

K2024028

There were no formal reports. Two members of public spoke.

**9. Community Flood Management Plan – to hear an update including outcome of ESC councillor's letter to stakeholders following Storm Babet and agree any actions required**

K2024029

The Clerk reported to the Council on the response that District Cllr Langdon-Morris had received from Anglian Water after it was contacted following the significant impact of the flooding on Framlingham and the nearby parishes.

Anglian Water had visited Kettleburgh in November 2023, and noted two points of interest, the Village Hall and near and around the Pumping Station. A camera survey had been conducted up and downstream, nothing major being found - a piece of broken pipe, fat build up and some root ingress. These had been cleared.

Regarding the Village Hall, Anglian Water had determined the main cause was surface water draining from fields into the drain from a steep gradient. The sewer had also been flooding on The Street. This had been worse around the Pumping Station. Issues had been identified and the necessary remedial work agreed. The Clerk had not been made aware of those investigations at the time.

Council agreed that a Flood Working Group Meeting should take place to consider necessary actions and the Clerk was asked to arrange it.

Clerk

**10. Planning – to:**

K2024030

**a) consider feedback from Clerk and Councillor PG from the ESPA Conference.**

The Clerk and Councillor PG had attended the first annual conference of the East Suffolk Planning Alliance (ESPA) at Grundisburgh Village Hall on 17<sup>th</sup> February. It had been attended by about 70 parish and district councillors and other representatives. Councillor PG reported on the event, explaining that a panel of experts in their fields had taken questions from the audience and a spirited discussion had followed. Serious concerns had been voiced, that professionals had far greater knowledge of the new laws - many still to be introduced - than lay people such as councillors. A suggestion had been made that ESPA should create a fund to acquire professional expertise that could be made available to members, to help them in the processes of working with planners and developers. The Alliance was still in its early stages, but the steering group intended to draw on the discussion to draft a communique to affiliates.

**b) Agree a response to application reference DC/24/0677/FUL: new access road and formalisation of existing farm access entrance off Kettleburgh Road - barn at Rookery Farm, Framlingham Road, Kettleburgh, Suffolk**



Council considered the application and had heard the concerns expressed by two members of the public. It was concerned that there were inaccuracies in the boundary shown in the application, that would need to be validated before further action. Suffolk County Council Highways and Infrastructure had placed a Holding Objection regarding the proposed vehicular access, and improved plans would need to be approved by SCC Highways.

Council resolved unanimously to **object to the proposal** and asked the Clerk to respond on its behalf to East Suffolk Planning accordingly. Clerk

**11. Finance (current year 2023-2024) - to discuss and where necessary approve:** K2024031

**a) Bank Reconciliation**

Barclays Business Premium	28/02/2024	£3,901.70
Barclays Community	28/02/2024	£2,329.47
Cash In Hand		£6,231.17

Council considered the Bank Reconciliation against the Bank Statements, resolved unanimously to approve it, and it was signed by the Chairman.

**b) Payments made:**

Bus Shelter Clean	C Clow	£36.00
ICT Services, MS365	Microsoft/R. Booth	£41.18 (exc £8.24)
Clerk Salary Home Working Exp	Mrs S Frost	£xxx.xx
Village Hall Hire	Village Hall	£52.00
Village Hall Hire	Village Hall	£51.00

**Payments for authorisation:**

The Clerk drew attention to two payments for Microsoft subscription for Jan and Feb 2024, where it had not been possible to access the two invoices in time for the presented schedule. Council therefore approved a maximum sum of £50.00 for each, accounts to be corrected once invoices accessed. Clerk

Council considered the Payments for Authorisation schedule, with the above matter noted, and resolved to approve it. Two councillors signed the authorisation.

**c) Receipts and Payments Forecast – Budget 2023-2024**

Summary Report dated 13<sup>th</sup> March 2024 was considered and noted.

**d) Barclaycard Application**

The Clerk had contacted Barclaycard Business Team to reactivate the application for a Barclays Business Card that had been in process since May 2023. Barclays had advised that KPC was eligible for the card, but it had then not completed the process due to an e-mail transcription error and the mis-categorization of the Parish Council to 'Charity' status. The Clerk had established that the latter issue had been affecting many Parish Councils. On that basis she had been able to send Barclays advice from the National Association of Local Councils (NALC) on the issue. The bank's response was awaited.

She reminded Council that having a card would enable it to make well-controlled payments more readily and avoid the use of personal credit cards, which was proscribed by the Financial Regulations. The Clerk was asked to actively monitor the progress of the application. Clerk



e) Signatories to Barclays Accounts

Council noted that the signatories to the Barclays Bank Business Premium account and Barclays Community Account were Councillors PG, RB and E J, Chairman.

The Final 2024-25 Budget approved on 18<sup>th</sup> January was signed by two councillors.

The Clerk confirmed that the £7,434.00 Precept request agreed at the 18<sup>th</sup> January 2024 meeting had been submitted to the East Suffolk Financial Services Team. (*Local Government Act 1982 s150*).

**12. Governance (next year 2024-2025)** – to consider draft Business Plan 2024-26 including Asset Maintenance Plan K2024032

The Clerk had submitted a shorter, simplified draft 3-Year Business Plan and reminded Council that such a plan was essential to drive a structured approach, including setting aims and objectives, resulting in clear maintenance and project activities. It would then evidence and drive the budget and precept level. Council had not yet adopted a Plan but was committed to ongoing projects and operations. It agreed to engage with the revised Plan and to consider and develop it over the next meetings.

All Cllrs

**13. Defibrillator** - to hear about and if appropriate approve a proposal for a CPR training seminar by Community Heartbeat Trust to be held jointly with Letheringham Parish Council K2024033

The Clerk had been working with a Councillor from Letheringham Parish Council. As a result, the Community Heartbeat Trust would be demonstrating the use of defibrillators and explaining how the equipment worked and its benefits to the community in saving lives. By jointly managing this event, the cost was shared, making it cost effective. The date had been agreed as 29<sup>th</sup> April 2024 in Easton Village Hall. Cost to Kettleburgh Parish was likely to be a maximum of £100.00.

Residents keen to reserve a place could contact the Clerk at [pc@kettleburgh.suffolk.gov.uk](mailto:pc@kettleburgh.suffolk.gov.uk), and if required, a certificate would be supplied.

Council approved the cost up to a limit of £100.00 (*Local Government Act 1972 s139*) and expressed its appreciation to Letheringham Parish Council.

Councillor Booth agreed to become the Councillor responsible for the weekly checking Rota of volunteers in the Village. His offer was appreciated, and the Clerk would continue to act as the scheme co-ordinator.

Councillor RB

**14. Forthcoming D-Day-80 Celebration** - to hear updates and agree actions and budget K2024034

Council heard a report from the Project Manager - Cllr EJ, Chairman. A meeting of the Village Green Trust, Church Secretary, and Parish Council representatives was agreed in the following week to progress plans and agree the flyer.

D-Day Working Group

The D-Day 80 Remembering Project had been considered and it was hoped to bring together memories and archival information regarding soldiers named on the war memorial, and particularly relevant, but not limited to D-Day 80. A resident had kindly offered to make available a rare map relating to D-Day and this was much appreciated.

Cllr EJ Chairman.

Cost of printing the single page flyer for door-to-door delivery was approved up to a maximum of £45.00. (*LGA 1972 s142*). The Clerk was asked to arrange for the printing once the flyer was finalised by the Project Manager.

Clerk



- 15. The Pound** – to hear any updates and agree any actions required K2024035
- Councillor EJ, Chairman, reported to the Council. Arrangements had been made for the replacement and making good of the main gate hinge ironwork and it was expected to be completed shortly. No further updates at present. Councillor EJ  
Chairman
- The Clerk reported that she had collated a document that included much information about the history, heritage, and environmental facts of the Kettleburgh Pound, and its importance to the village. It was a work in progress, but she hoped that it would become a valuable resource, bringing together information currently held in many places. It should be made available on the website in due course. The document, which included a Pound Maintenance Plan that built on Suffolk Wildlife Trust’s advice, should, once approved by Council, be an extension of the KPC Business Plan – part of a live ‘ongoing’ process. Clerk
- 16. Speed Awareness Initiative** – to review progress and agree any actions K2024036
- The Speed Awareness survey had been completed in 2023, and [the report](#) was on the village website
- The Clerk reported that she had talked to the SCC Highways Community Liaison Engineer regarding the deployment of the Speed Data Monitoring equipment. It was the next step in gaining quantitative data to inform the Speed Awareness Project. The equipment was due to be deployed over the week beginning 14th March 2024. SCC Grant Funding from SCC Councillor Elaine Bryce, £500.00, was held in the Carlford Budget, until required. The Clerk was acutely aware that the funding would not be available after 31st March 2024, and was therefore urgently expediting the funding and box deployment.
- 17. Motion under the Public Bodies (admission to meetings) Act 1960** K2024037
- None
- 18. Next Meeting/s** – next Ordinary Meeting Thursday 11<sup>th</sup> April 2024. Annual Parish Council Meeting Thursday 9<sup>th</sup> May 2024, both at 19.00. K2024038
- A new date was agreed for the Annual Parish Meeting, Wednesday 29<sup>th</sup> May 2024 at 19.00.

Chairman’s signature to indicate Council approval: