

Draft Minutes of Kettleburgh Annual Parish Meeting
held on Wednesday 7th May 2014

Present: Cllr D Harris (Chairman), the Clerk, PCSOs Thora Taylor & James Newson, and 18 parishioners.

The meeting began at 7:30pm.

1. Apologies for Absence: Cllr D Germain, SCC Cllr P Bellfield, SCDC Cllr B Snell, PCSO C Hassler, Mr & Mrs Norman

2. Welcome

The Chairman welcomed everyone to the meeting.

3. Minutes of the previous Annual Parish Meeting held on 8th May 2013 were approved and signed.

4. Reports

a) County Councillor Peter Bellfield

Cllr Bellfield was unable to attend the meeting due to ill health.

b) District Councillor Bob Snell

Cllr Snell's report (which will be filed with these minutes) was summarised by the Chairman.

c) Suffolk Police

In PCSO Hassler's absence PCSO Thora Taylor read his report (which will be filed with these minutes).

Questions:

1) In comparable villages the next lowest crime figure is 6 (compared to 1 in Kettleburgh), why is this? PCSO Taylor declined to comment.

2) Is the nature of the crimes in other villages known? No. It was commented that the spate of agricultural thefts seems to be over.

3) When is the Framlingham Police Station open? There is shift cover from 8am until midnight but if staff are out on a job then there will be nobody there. That station is not intended as manned, the nearest of which is Woodbridge, which will be manned from 9am to 6pm.

4) What do we do if we need a policeman? Call 101 if it's not an emergency or 999 if it is.

d) Parochial Church Council

Bill Clerk, lay chairman of the PCC, read the PCC report (which will be filed with these minutes) to the meeting.

e) Village Hall

Village Hall Chairman Graham Mooney noted that the village hall is 90 years old this year and proceeded to read his report (which will be filed with these minutes).

Questions:

1) Why are the committee attempting to become a charity? There are advantages with donations and gift aid as well as better chances of obtaining grants. The committee try not to ask the village for funding.

2) Could the kitchen facilities be improved to enable better events to be held in the hall? Kettleburgh Village Hall (KVH) fills a niche and should not be compared with the much more modern halls in Hacheston and Brandeston. KVH is not intended for mass catering although a means for providing hot food for more is being investigated. A dishwasher to wash up for 100 people would be too expensive. In response to the comment that people use other halls because of the facilities it was reiterated that KVH is not competing but stated that these points will be discussed by the committee.

f) Kettleburgh Green Trust

KGT Chairman Mrs Caroline Wheeler-Rowe suggested that the KVH committee arrange to register on the BT donation website and proceeded to read her report (which will be filed with these minutes). After her reminder to fill in gift aid forms where appropriate, it was pointed out that gift aid can be claimed without a form for donations under £20.

Questions:

- 1) Who are the Trustees? Heidi Finbow, Deborah Bell and Angus Wheeler-Rowe. Caroline clarified that her post is Chairman of the fundraising committee.
- 2) When will the gate post be repaired? The non-standard size of the original is causing problems but progress is being made.

g) Kettleburgh Village Produce Association

Mrs Claire Norman, Secretary to the Kettleburgh VPA, after answering question 1 (below) by way of introduction, read a report (which will be filed with these minutes).

Questions and points raised:

- 1) What is the KVPA? A group who run a single annual event, the Kettleburgh Village Produce Show, on the first Saturday in September every year, at which the village hall is transformed, smelling nice and filled with flowers, plants and cakes. These events happen all over Suffolk (and probably England) but ours' is the best.
- 2) What happens to the produce after the show? Entrants have the chance to take entries home and what's left is auctioned.
- 3) It was mentioned that traditionally the Parish Council Chairman would entertain the judges of the show at The Chequers before the show and run the auction after the show. The Cllr Harris said he would continue the entertainment tradition but leave the auction to Mr Norman.
- 4) What happens to the profits? There's a 20p entry fee and a 50p first prize which means the show just about breaks even except for engraving of the cups. Other organisations don't do the engraving or ask winners to pay for it.
- 5) How much does the KVPA have in the bank? £700-800 which should cover engraving costs for some years.

h) Kettleburgh Town Estate Charity

The Clerk read a report (which will be filed with these minutes) provided by Mrs Valerie Upson, a trustee of the charity. It was suggested that the misnomer of the Charity's name may have come from the fact that charity land used to be called Town Lands.

i) Neighbourhood Watch

NWO Derrick Neilson had no report. He stated that he puts useful information in the Parish Magazine when appropriate.

Questions and points raised:

- 1) Is Derrick the only Neighbourhood Watch representative? Yes.

- 2) How do parishioners join? Derrick replied that his role is only as a mid-point for advice or to assist contact with the police.
- 3) PCSO Taylor reminded parishioners of Police Direct, the free messaging service to the public. It was agreed that Derrick would be provided with some information about the service for distribution.
- 4) Neighbourhood Watch signs were put round the village 23 years ago 2 of which are still up but they are badly faded. Derrick will obtain some new signs and replace them.
- 5) A parishioner had called the police about an alarm at a neighbour's house and was asked to check the house herself. PCSO Taylor said that was unacceptable and advised all not to perform such checks but to insist on being put through to the Safer Neighbourhoods Team (SNT).
- 6) Do the SNT have a duty of care to send a uniformed officer in such cases? Yes, but only if there are staff free.
- 7) How can neighbours not respond in such circumstances? Obtaining contact details for your neighbours can be helpful or having keys for neighbours houses. Alarm companies often have key holder information.
- 8) Police numbers are reducing and likely to continue doing so. If parishioners are particularly worried by anything appropriate they should call 999.
- 9) When calling the police be as descriptive as possible, including how you feel and whether frightened or scared.
- 10) If we spot a potential crime, such as a tractor prepared for theft, how do we get the message out quickly? Ring 101, the event will be logged and the SNT will attend.

j) Parish Council Chairman

Cllr Harris read a report (which will be filed with these minutes).

Cllr Harris invited a report from the village Petanque team. Deborah Bell said that the team: -

- would welcome more players;
- won their league division last year and are currently top this year;
- are planning to build a new piste at The Chequers as the piste on Kettleburgh Green has no loos or shelter;
- have a plaque in the chequers which was awarded for the league position last year.

It was suggested that reports should be invited from both the village Petanque and Cribbage teams in future years.

Questions and points raised:

- 1) After the change of planning conditions imposed on the Easton Grange venue it seems that developers can apply for permission then change their plans later if they have a reason to. There ought to be a way to issue an undertaking, when planning permission is granted, to prevent some things being changed. The Clerk was asked to write to SCDC Cllr Snell, who is also head of the SCDC Planning Committee, mentioning that the point was raised at the Kettleburgh Annual Parish Meeting and suggesting that undertakings taken at the outset should not be changed within 10 years. Parishioners should report planning issues to the SCDC Building Control team.
- 2) It was confirmed that the planning permission for Easton Grange did not allow fireworks without written permission.
- 3) A discussion ensued about Easton Grange and the impact on our community which resulted in general agreement that the Parish Council should pursue the matter and check: that it is only a wedding venue; that fireworks are forbidden; the noise level assurances; and driving through the community in the early hours. It was pointed out that the views of the village will have more impact than those of the Parish Council (PC) but that each letter, from parishioners or the PC, will have be counted so parishioners with views should write to SCDC.

4) The SNT were asked about them attending noise disturbances and explained that they were very unlikely to attend such incidents. Parishioners should report noise disturbances to the SCDC Environmental Health department.

5) The idea of a village defibrillator was raised. In France they have them on the outside wall of the village or town hall; users don't need to know how to use them in advance; and they have a keypad to get access. It was agreed that: -

- The Parish Council should obtain one
- Village charities could contribute, such as the Autojumble
- The village phone box would be a good central and accessible location
- It would be nice to have a traditional red phone box

5. An appeal for help from the Fete Committee

Mrs Jackie Clark reported upon the help still required for the fete this year and ideas or offers of help were given.

Questions:

1) As the proceeds from the Fete traditionally are split between the Village Hall (VH) and the Church (PCC), how can the Kettleburgh Green Trust become a beneficiary? A discussion followed this question of which the most salient points were:

- Generally but not unanimously joint fundraising was thought to be a good idea
- The idea has already been discussed at VH and PCC meetings
- The process could be started with another new event for all 3 to run
- Any event should be planned to bring in outsiders to avoid charity fatigue within the village
- We are 1 village so all should benefit from all fundraising and we should work together for the best results
- The PCC have to pay the diocese the parish Share which is over £8,000 each year and creates a big imbalance in fundraising requirements
- Historically the PCC and VH did not work together but they now do, so it can be done
- Representatives from all 3 should meet but will have to get a remit from their committees

The Chairman asked that committees discuss an exploratory meeting on this subject.

6. Question Time: There were no further questions raised.

7. Close Meeting: The Chairman thanked everyone in attendance for making this meeting possible and practical. The meeting closed at 9:25pm