

Minutes of Kettleburgh Parish Council Meeting held on Thursday 4 November 2004

Present: Cllrs J Bater, R Booth, T Butcher, T Chase, P Norman (Chair), D Pike, E Sargeantson, S Scott, J Clark (Parish Clerk) in attendance
Three Parishioners present

The Meeting began at 19:15

1. Declarations of Interest: There were no Declarations of Interest arising.

2. Apologies for absence: No apologies

3. Minutes of Previous Meetings

Minutes of meeting held 9 September were unanimously approved and signed.

4. Parish Clerk appointment

a) The chairman welcomed Mrs Clark in her rôle as Parish Clerk. Her contract and job description (previously circulated) were approved and signed.

b) The resolution "To appoint Mrs J Clark as Responsible Finance Officer" (RFO) was agreed.

c) A change of banking details, to enable the RFO to administer the council's account at Barclays Bank, was authorised. A standing order mandate with the bank was signed for the monthly payment of the clerk's salary.

d) Addresses, email addresses (where available) and telephone numbers of councillors were confirmed.

5. Working Parties – Reports

a) Communications

Broadband Internet access: Cllr Booth reported that Framlingham exchange was enabled on 18 August. Access to broadband in Kettleburgh may not yet cover the whole village.

Kettleburgh website: Council minutes and agendas are posted on the website by Cllr Booth, alongside reports of other village events.

b) Door Step Green Sub-committee

Access road: The chairman reported that the access road finance problem had been resolved, at no cost to the village.

Finance: the majority of finance is in place, with sufficient matched funding for essential work. Fundraising will be needed to provide extras: 40 letters have been sent to local companies.

Hedge lines: There will be a working party to establish these; CDM regs. have been adopted with regard to Health & Safety issues.

Village awareness: an extraordinary meeting of the Council will be called to update the village on progress and to allow for an exchange of ideas.

c) Footpaths/bridleways

FP10 (**AP:04/1**) - After an inspection of the footpath Cllr Scott reported that the adjacent field had been direct drilled: thus the footpath will need to be reinstated.

Rights of Way Improvement Plan Survey: this has been completed and returned.

d) Finance

Considered under item 5

e) Parish Meeting speakers(AP:04/2**)**

Cllr Butcher will confirm to the clerk whether Annette Gray of Suffolk Acre will speak about the Parish Plan at the January or March meeting.

AP04/6: Cllr Butcher to confirm date of Parish Plan speaker to clerk

f) Community

Resiting of village post box: Preferred position is in front of the village hall. A second option is by the Kettleburgh village sign.

AP04/7: Cllr Bater to ask for permission from Mr Hill to site post box on his land (the triangle of grass by the village hall sign)

AP04/8: Clerk to ask Post Office to move post box from outside former P.O. to outside village hall.

Resiting of Parish notice board: Following closure of the village shop, the notice board is to be moved to a position by the village hall. New posts and refurbishment of the interior of the board are necessary.

AP04/9: Cllr Bater to find out cost of new posts for notice board.

Use of Village Hall: Framlingham pre-school have made enquiries about the hire of the hall for their playgroup. The village hall committee are considering this matter.

g) Police Liaison

No report.

Speeding: concern has been expressed to Cllr Sargeantson about speeding vehicles through the village.

Crime & Disorder Reduction survey: Cllr Sargeantson will complete and return this questionnaire.

AP04/10: Cllr Sargeantson to make enquiries about the hire of a mobile speed camera

h) Management of the Pound

Cllr Chase reported a meeting with Suffolk Wildlife Trust. Four options were put forward and a fifth was suggested by the chairman:

- i) grazing for sheep or goats (the yew hedge would be a problem)
- ii) continue with twice yearly mowing and raking cuttings to a heap
- iii) regular mowing to form a glade and paths
- iv) sell
- v) rent to Mr Harris, with a maintenance plan in place

Cllr Chase will produce a management plan for the January meeting. A choice of one of these options can then be made.

AP04/11: Cllr Chase to produce management plan for the Pound for meeting in January.

j) Trees

Trees will be planted on the new village green in due course.

6. Finance

a) The attached financial statement was received.

b) The clerk reported the advertisement of the closure of audit. Accounts are available for view, by appointment, from 1 – 26 November.

c) Clerk's salary and expenses invoice received for payment

d) Budget for 2005/6

The attached draft budget was discussed. Revisions were made to some figures and a precept of £3500 was suggested. The precept for 2005 will be set at the next meeting.

e) Payment of village hall hire fees should be made to the village hall treasurer, Mrs O'Leary.

7. Correspondence

- a) SCDC – Strategic plan for Easton Farm Park and Kerr Farm*
- b) SCC Update (September/October) from Cllr Peter Howard *
- c) Letter from George Newson - reply to Council's thanks*
- d) Hastoe Housing Association Annual Report*
- e) St Elizabeth Hospice Newsletter*
- f) Standards Committee Minutes from meeting of 2 September/Agenda for 4 Nov*
- g) Wicksteed Leisure outdoor play areas & the Disability Discrimination Act*
- h) Framlingham & Dist. Dev.Trust – Agenda for meeting on 21 Oct/response request* Request copy of report
- i) Suffolk ACRE Training Courses/Suffolk Scene newsletter *
- J) SCDC: grant for notice board - clerk to reply that funding is not required
- k) SCDC: Armistice Day 2004*
- l) Coasts & Heaths newsletter*
- m) Bus service changes* (not affecting Kettleburgh service)
- n) East Suffolk Mind newsletter*
- o) Age Concern – request for local point of contact* * for circulation amongst councillors
- p) SALC – training/2005-6 subscription*
- q) NALC – Annual review & accounts*
- r) Tree Council– National Tree Week poster*

8. Questions to Chairman

Disposal of planning applications: Council agreed that the clerk could dispose of those planning documents before 1998 that were no longer relevant.

9. Planning

SCDC Planning Decision:

C04/1340 2 Storey dwelling, Sandpit Cottage **APPROVED**

Secretary of State Appeal Decision:

C03/1704 The Chequers Inn: construction of new house **APPEAL DISMISSED**

Planning Application:

C04/1931 Change of use from post office & village store to residential dwelling.

Action: **APPROVED.** Proposed by Cllr Chase, Seconded by Cllr Pike

10. Footpaths

Diversion of Footpath 11. Confirmation of this order has been published in the press and is displayed on the Parish Notice Board.

11. Date of next meeting: Tuesday 11 January 2005 at 19:15

The meeting closed at 21:35