

Minutes of Kettleburgh Parish Council Meeting held on Wednesday 15 June 2005

Present: Cllrs J Bater, R Booth, P Norman (Chair), S Scott
J Clark (Parish Clerk) in attendance.

Cllrs P Bellfield (County Councillor) and N Jackson (District Councillor) and two parishioners were present.

The Meeting began at 7:15pm in Open session. The chairman welcomed members of the public. He extended the welcome to our County and District Councillors, giving them the opportunity to address the meeting.

Cllr Bellfield introduced himself as our new County Councillor, gave a brief overview of his role and urged both councillors and villagers to contact him with any matters of concern. Cllr Jackson added that he was also pleased to be asked for help on any matters of local interest. Contact details of both Councillors will be published in the Parish magazine and on the village website.

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

2. Apologies for absence: Cllrs T Butcher and T Chase

3. Minutes of Previous Meetings

Minutes of meeting held on 10 May were unanimously approved and signed.

4. Clerk's Conditions of Employment.

This item held over to the next meeting.

5. Working Parties – Reports

a) Communications

Email list: Cllr Booth outlined the new email list set up on the village website, accessible from a link on the homepage.

AP/05/13: This facility will be advertised in the Parish magazine and its use reported at the September meeting. Cllr Booth requested from the Chairman a soft copy of his annual report, so that it can be posted on the website.

b) Village Green Sub-committee

i) Approval of Licence Agreement: Two copies of the amended Licence Agreements for tenants on land adjacent to the Village Green were signed and will be sent to Mr & Mrs Seal and Mr Baker for their completion, together with a request for payment of the setting up fee and of the annual licence fee.

ii) Update on Village Green: The chairman reported progress in obtaining three estimates for construction works. A charity for the administration and maintenance of the green is in process of formation, with guidance from the Charity Commission. The next step will be to consider how to administer the ownership and management of the green, setting up a formal lease agreement between the Council and the Village Green Committee.

c) Footpaths/bridleways No report

d) Community

i) Post box: The clerk is waiting for a site meeting with the Post Office to agree its new position.

ii) Parish notice board: **AP/05/7** Cllr. Bater will attend to this soon.

iii) Bus shelter: There will be no further progress until the Autumn: SCC is aware of the Council's preferred position for the shelter.

iv) Good Neighbour Scheme: Following advice from SALC, Cllr Bater suggested combining Emergency Planning with this scheme.

AP/05/14: The chairman will ask Mr R Bishop if he is willing to act as coordinator of skills and equipment.

e) Police Liaison

Safer driving through the village: The council's letter to SCC Highways had been forwarded by SCC to Traffic Management at SCDC. A copy will also be sent to Cllr Bellfield.

f) Management of the Pound

The chairman read a letter from Mr Harris, which identified problems arising with ongoing maintenance of the Pound:

1. Clearing of mown grass and nettles:

AP/05/15: Cllr Bater will weed wipe the nettles and clear away mown grass.

2. Poplar and willow: In liaison with Mr Harris, the clerk will obtain estimates for the pollarding of these trees and will reply to Mr Harris' letter, outlining the action to be taken. A working party, comprising Cllrs Bater, Booth and Norman, will discuss alternative arrangements for the future of the Pound, and report back to the next Council meeting.

g) Trees: No report.

6. Finance

a) The audited Annual Accounts (previously circulated amongst councillors) were received and unanimously approved.

The Audit Commission Annual Return Statement of Accounts and Statement of Assurance for the year ended 31 March 2005 was completed and signed.

b) The Financial Statement for the end of May was received and approved. There was no Financial Statement available from KVG.

c) Invoices for payment: These were approved and signed.

d) The higher interest savings account available from Barclays will be set up. The current interest rate is 1.25%. The clerk will investigate whether a better rate may be obtained elsewhere.

7. Correspondence and Clerk's Report

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| a) Trafalgar Weekend celebrations | Information to be passed to Mr Germain at The Chequers, with offers of help if required. |
| b) FDDT minutes and date of next meeting | To be passed to Cllr Sargeantson |
| c) SALC AGM Agenda | Chairman unable to attend. Vice chairman will attend. £12 attendance fee approved. |
| d) SCDC LDF workshops | Cllr Norman (and possibly Cllr Chase) to attend on 13 July |
| e) SCDC Waste management consultation | Questionnaire completed by council to be returned. |

Other correspondence to be circulated amongst Councillors.

8. Questions to chairman. There were none

9. Planning

Planning Decisions: No decisions yet available from SCDC on the following applications:

C05/0694: (Resubmission)

Erection of 6 two bedroomed dwellings (two terraces of 3 dwellings), land between Sandpit Cottage & 1 Constable Court.

C05/0845/FUL:

Erection of Stable block & 3 bay garage (amended under consent C01/1261, C01/1262)

10. Date of next meeting:

Thursday 8 September 2005

11. The meeting closed at 20:32