

Minutes of Kettleburgh Parish Council Meeting held on Wednesday 10 January 2007

Present: Cllrs J Bater, R Booth, T Chase, P Norman (Chair), A Pearce, S Scott.
The Parish Clerk was in attendance. Six parishioners were present.

The Meeting began at 7:15pm in Open Session. The chairman gave a special welcome to Mrs Vikki Neilson, a new resident in the village, and wished all present a very happy new year.

As advertised on the agenda, there was a discussion with representatives from the Kettleburgh Green Trust, regarding the rectification of the registered title to the Village Green. A letter from the Land Registry suggested that there is a mistake in the register (Title No. SK263330) and that the northern end of the pond has been wrongly registered to the Parish Council. The application for rectification has been made by Mr and Mrs Butcher of Woodlands, Church Road. Documents provided included a map of the land owned by Suffolk Coastal District Council which was sold to KPC in March 2005. On this map, the northern end of the pond extends beyond the boundary.

Mr David Harris, chairman of KGT, felt the decision was a matter for the past and present owners of the land, i.e. the District Council and the Parish Council. He added that if a portion of the pond became accessible from land not belonging to the Parish Council, and therefore not in the safekeeping of KGT, a safety issue could arise which would need to be clarified with the owners. Mr Trevor Jessop, liaison officer between KGT and KPC agreed to report back to the Council regarding this safety issue.

Whilst still in Open Session, Trevor Jessop provided an update on Village Green activities. The KGT December newsletter gave a synopsis of recent progress: maintenance of the Green is secured for 2007, with the intention to enable future maintenance by the formation of an endowment fund; the play area funding of £30,000 should be in place by March; following the great success of the celebration Fun Day in September 2006, there are plans for this to become an annual event; at the Village Green breakfast on 28 January there will be a slide show presentation of the celebration photos. KGT thanked the Parish Council for the annual land rental payments.

The chairman took this opportunity to thank the Kettleburgh Green Trust for their work in maintaining the Village Green. Open session was then closed and the meeting began.

1. **DECLARATIONS OF INTEREST.** There were none.
2. **APOLOGIES FOR ABSENCE.** Apologies were accepted from Cllr. D Pike and our County Councillor Peter Bellfield, both due to illness. The clerk will write to Cllr Bellfield to wish him a speedy recovery.
3. **MINUTES of the meeting held on 29 November 2006 were unanimously approved and signed.**
4. **Rectification of the Registered Title to the Village Green.** Following the full discussion in Open Session, there were no further comments. **Councillors agreed that rectification should proceed.** The clerk will reply accordingly to the Land Registry and write to Mr and Mrs Butcher to inform them of the Council's response, asking that they consult with KGT regarding safety issues.
5. **WORKING PARTY REPORTS**
 - a) **Communications**

Village Website: Cllr Booth provided usage information, showing an average of 150 visits per month. The hosting contract has been renewed. It is hoped that information about the Parish Plan can be displayed. The clerk added that the Parish Council website will soon be active.

Footpaths/bridleways
 - b) FP 25 (Kettleburgh Hall – Mill Lane) will be reinstated when the weather allows.

FP 26 (Watermill House – The Chequers Inn): Cllr Scott has replied to a letter from Mr Harris of Watermill House regarding the stile. SCC Rights of Way will deal with the issue of access.
 - c) **Community**

Carol Singing and Christmas Tree Lights: Over fifty people attended on 19 December to see the lights switched on.
 - d) **Police Liaison**

Cllr Pearce reported that PC Upson is on sick leave, but he has made contact with PC Taylor to get background information on the spate of break ins along the Street overnight on 29/30 November. It seems that an opportunist made their way along the Street on that evening. When questioned about the review of fire hydrants in the Parish, Cllr Pearce replied that he has the information about their location and that he will attend to the matter soon.
 - e) **Trees**

Cllr Chase reported that 70 –80 trees have been planted around the village. He will provide an invoice for payment to the clerk.
 - f) **Parish Plan**

No report. (But see note at end of minutes.)

6. INSURANCE COVER FOR VILLAGE EVENTS

The clerk outlined the background to a Village Events Public Liability Insurance Policy: a Group Insurance Scheme has been in place for several years, with the premium paid either by the Village Hall Committee or Kettleburgh Parochial Church Council. This policy covers the annual village fete. Councillors were asked to consider extending this idea to cover all village events, with KPC paying the premium on behalf of the village. Discussion raised the following points: the cost of the policy should be shared retrospectively between event organisers; the question of KPC accepting liability for all events was considered; additional premiums may be payable if the event was deemed a higher risk (e.g. bouncy castle).

The meeting went into Open Session to enable members of KGT to give their thoughts:

KGT has Public Liability Insurance in place at a cost of £115. Each event has to be risk assessed and the insurers informed. So far, Village Green events have not attracted a raised premium.

The meeting resumed. The chairman suggested that more research was needed with both the insurers and village organisations, to establish the needs, requirements and limitations of this kind of policy.

7. BUDGET SETTING

- a) The clerk circulated budget proposals which were discussed fully: the amount provisionally allocated to Village Events insurance will be transferred to the reserve; the sum allocated for Traffic Calming was questioned - it was suggested that the Parish Plan would identify village requirements, so this sum should be held ready for future use; the desirability of lowering the precept was discussed. The chairman summed up the debate, stating that the Council should be proud of its achievements over the past four years, and that whilst the precept had been raised, it was now set at a level which allowed for necessary village expenditure.

The proposal to accept the budget was agreed, with one councillor voting against.

- b) **The precept was agreed and set for £3200 for 2007 – 8, with one councillor in disagreement.**

The chairman expressed thanks to the clerk for the work involved in producing this year's budget.

8. FINANCE

- a) **The Financial Statement for the end of December was received and approved.** The chairman admitted to preferring the former style of presenting the financial statement.
- b) **Invoices for payment were approved and signed.** (List attached)

9. i) CLERK'S REPORT

- a) **Council Elections** – the clerk is to attend a training session at SALC offices at the end of February. Candidates need to be aware of the deadline of 2 April for returning nomination papers to SCDC for the elections on 3 May 2007.
- b) **CiLCA Qualification** – the clerk has completed the Certificate in Local Council Administration portfolio. It will be sent to the Society of Local Council Clerks for marking.
- c) **PC Newsletter 2** – Councillors will deliver these to all houses in Kettleburgh by 21 January.
- d) **Bus shelter** – the base is now in place and the shelter will be installed in the next week or so. KPC has agreed to inform SCC of any maintenance requirements.
- e) **War memorial refurbishment** – the clerk met with Mr Dempsey from Masters Stonemasons (Woodbridge). The difficulty in reading the lettering is due to corrosion of the lead. This can be gently cleaned using a soft brush. Masters also offer an annual inspection and cleaning service, carried out in October (in good time for the annual remembrance service) at a cost of £45. The clerk will contact Masters to arrange cleaning of the lettering.
- f) **Footpath in front of Barrel Cottages** – there is concern over the lack of a footpath outside the new cottages in The Street. A letter was read out from Mr D Hill, who lives opposite Barrel Cottages, expressing concern over the state of his and adjoining verges. The lack of footpath, combined with additional vehicles parking, has in effect made the road narrower and caused traffic to erode Mr Hill's verge. SCC Highways has contacted Mr Ruffles, reminding him that the title boundary to the plot of land begins two metres from the edge of the road and that the approved layout plan shows a footpath along the frontage of the site. SCC has asked Mr Ruffles to build a footpath adjacent to the road and to remove those parts of the six cottages paths which extend beyond the title boundary. The situation will be monitored and a report given by the clerk at the next meeting.
- g) **SALC Area Meetings** – Advance notice of meetings for 2007: 26 February, 14 May, 10 September, 19 November. All meetings are held at 7.30pm at the Riverside Centre, Stratford St Andrew.
- h) **Traffic Calming** – a letter from Luke Barber (SCC Environment & Transport) was read out, giving details of a design for traffic calming on the Brandeston – Easton Road. The possibility of funding from SCC for this project will be assessed against other similar schemes in the county and results forwarded to KPC. In answer to Cllr Pearce who suggested that the main area of concern for traffic calming is The Street, not Brandeston Road, the clerk replied that the only correspondence held on file related to Brandeston Road.

ii) CORRESPONDENCE

- a) Optua - Request for donation – to be included in pack for circulation
- b) Ipswich & Suffolk Headway - " " " " " "
- c) SCDC: Invitation to One Voice SC Forum Event - Thurs. 1 February 9:45 – 2pm. No councillors able to attend.
- d) Suffolk Coastal Services - Advice on getting rid of unwanted junk mail – poster on notice board.

Other correspondence to be circulated amongst Councillors.

10. QUESTIONS TO CHAIRMAN:

Cllr Bater returned the plaque from the old village notice board. The wording is as follows:

“Sponsored by Kettleburgh Gun Club and made by Walter Capon August 2001”.

It will be stored with the Parish Archives.

11. PLANNING

For information: the following application, supported by this council at the meeting on 23 May 2006, but refused Planning permission by SCDC, has been sent to the Secretary of State for the Environment for appeal.

C06/0734/FUL

Brook Lodge, Brandeston Road.

Erection of one & half storey extension with single storey link, and detached cart lodge style garage (double garage to be demolished)

12. DATE OF NEXT MEETING: Wednesday 14 March 2007 at 7:15pm.

Agenda items by 1 March please

13. The meeting closed at 8:55pm

Note: Cllr Trevor Butcher sent an email to the clerk which gave his apologies for not attending the meeting due to ill health. He provided a brief report on the Parish Plan: the last meeting of the steering group was on 8 January 2007. Aims and Objectives were reviewed and agreed, also a list of stakeholders. This will be forwarded to KPC. The contribution of £200 from KPC was confirmed. The next meeting is on 12 February, when the Grant Application will be reviewed.