

## Minutes of Kettleburgh Parish Council Meeting held on Wednesday 24 March 2010

Present: Cllrs J Bater, T Chase, R Durbin, D Harris (chair), P Garland, T Jessop, V Neilson.

The Parish Clerk was in attendance. Peter Bellfield (SCC) and seven members of the public were present.

The Chairman welcomed everyone to the meeting. As there were no comments for the Open session, the Parish Council meeting began.

ACTION

1. **DECLARATIONS OF INTEREST:** There were none
2. **APOLOGIES FOR ABSENCE:** Cllr Bob Snell, PCSO Christian Hassler.
3. **MINUTES** of the meeting held on 13 January 2010 were approved and signed.

#### 4. **REPORTS FROM SUFFOLK COUNTY AND SUFFOLK POLICE**

##### **SCC Cllr Peter Bellfield:**

- Local Government reorganisation: Whilst the Minister reached a conclusion for the counties of Devon and Norfolk, his recommendation for Suffolk was for a “Countrywide Constitutional Convention” – a term that has yet to be defined. It is clear that nothing will change before the May general election: after that date any changes will depend on the newly elected government. The present uncertainty is hard and demoralising for County and District employees, making it particularly difficult to fill vacancies.
- Council tax: the SCC portion of council tax has increased by 2.45%. On a personal note, Cllr Bellfield regretted the Cabinet decision to spend, rather than save, the 4.4% increase in funding from Central Government.
- Road repairs: following the severe winter weather, there are delays in the road repair programme: many repairs are at present of a temporary nature.

##### **SCDC Cllr Bob Snell**

*The Clerk stated that this report was unavailable due to technical difficulties*

##### **PCSO Christian Hassler:** *(read out by the Clerk)*

- From 13 January to 24 March there were two reported crimes in the Kettleburgh area:
  1. Burglary to an outbuilding where scrap metal was taken
  2. A further report of damage to hedge.
- Some of you may have seen me conducting speed checks in and around the village during this time. Be aware that this will continue, so please be mindful to watch your speed.
- Crime Prevention Advice: With the clocks going forward next Sunday (28th March), Suffolk Police are urging residents to keep their property safe. As the evenings get lighter and the weather improves, criminals can/will take advantage of people spending more time outdoors and of people leaving windows and doors open. Please make sure that all windows and doors are secured when leaving your property.

#### 5. **PLANNING DECISIONS FROM SCDC**

**C09/1879: 3 Lings Field.** Erection of first floor extension and single storey rear extension and new façade to existing dwelling. **APPROVED**

##### **C09/1842: Red House Farm**

Erection of conservatory to rear/side of property. **APPROVED**

##### **C10/0121: Part OS2721 East Site, Low Street**

Creation of new access. **APPROVED**

##### **PLANNING APPLICATIONS:**

##### **C10/0117: 1 & 2 Stone Cottages**

Replacement & repair of windows **NO OBJECTION**

JC

##### **C10/0752: Aleenta**

Erection of single storey front extension **SUPPORTED**  
The Clerk will inform SCDC of this decision

#### 6. **RESIGNATION OF COUNCILLOR AND CO-OPTION OF NEW COUNCILLOR**

Following the resignation of Cllr Weeks, a new Councillor, Mrs Debbie Germain, was co-opted to the Council to serve the remaining term, which is until May 2011. The Chairman welcomed her to the Council and after signing a ‘Declaration of Acceptance of Office’, Cllr Germain took her place with other

JC

Councillors. The Clerk will send Cllr Germain all the relevant Councillor paperwork. Cllr Bellfield was pleased to note that there were two people willing to serve on the Parish Council in our small village. The Chairman reminded the unsuccessful candidate, Mrs Hayley Walker, that there would be a further opportunity to stand as a Parish Councillor in May 2011, and invited her to stay for the rest of the meeting. Thanks are expressed to Gwenda Weeks for all her efforts and hard work as a Councillor in Kettleburgh.

## 7. ANNUAL PARISH MEETING

The Chairman outlined the change of format for this year's Annual Parish Meeting, which will allow time for a full presentation and discussion of the Parish Questionnaire results:

- Reports from all local organisations will be presented as in recent years, but not read out.
- Every household will receive a copy of the Annual Report, in which the reports will be included.
- The Annual Report will be available at the APM.
- County and District Councillors and Suffolk Police will present their reports as in previous years.
- Presentations from Councillors and villagers will be limited to 5 minutes.
- Cllr Garland will provide a projector and Power Point for those wishing to make use of it

PG

Cllr Garland led a short discussion on the questionnaire results. Following his recent meeting with the Chairman and the Clerk, an outline for presenting the Questionnaire results at the APM was produced. Key issues from the Questionnaire would be addressed by Councillors and invited parishioners. These issues are:

1. Traffic – Cllr Durbin
2. Planning & local services – Cllr Jessop
3. Sports facilities – Ellie Frost
4. Children's facilities – Katherine Grogan
5. Communication – the Clerk
6. Safety, security – Derrick Neilson
7. Public Transport – the Clerk
8. Sense of Community/summing up – the Chairman

PG

Cllr Garland will select the relevant data from the Questionnaire for each speaker.

## 8. THE ROLE OF THE PARISH COUNCIL

The Chairman began a discussion on the role of the Parish Council by referring to his summary of Councillors' thoughts on this subject (attached to these minutes). Further points made included:

- The Parish Council should keep in the background and not push its views too hard
- Does the community have a realistic idea of what the Parish Council can achieve?
- Being there is the most important thing, particularly with the possibility of a change to unitary status
- The Questionnaire, and expected feedback from the APM, give direction
- Most people don't know or care about the Parish Council until they need something done.
- The Parish Council is limited by its very small budget
- The Parish Council should act as a facilitator, a conduit and a filter.

At this point the Chairman opened the meeting and invited views from villagers:

- The majority of residents are quite happy with the status quo
- The Parish Council should concern itself with broader issues

In conclusion, this question can be put to the Annual Parish Meeting- What do you think is the role of the Parish Council? With regard to the continuation of 'Councillor Responsibilities', it was felt that whilst some had been superseded, other, such as the Parish Tree Scheme Officer and Highways Liaison, were still needed and relevant.

## 9. TRAFFIC CALMING

Cllr Durbin reported the costs obtained from Luke Barber (SCC Highways) for additional traffic calming measures:

- buff road surface on either side of 30m.p.h. roundels - approximately £600 at each location
- a further 'gate' on the Framlingham Road - £2000 - £2500

It was agreed that, rather than delay the whole scheme, the original proposal should go ahead, whilst enquires are made about these additional items. Cllr Chase offered to obtain quotes from SCC approved contractors for the Framlingham road 'gateway'.

TC

SCC has reinstated the SID speeding checks – results from 1 March showed a mean speed of 30.7mph.

## 10. VILLAGE GREEN

- a) **Transfer of licence – 7 Church Road:** the Clerk has sent a draft licence to Ross Coates, solicitors, for the approval of the purchaser and is awaiting its return.
- b) **Village Green Report:** maintenance is being carried out as planned and funding for 2010 is in place
- c) **Provision of lease to KGT:** There has been no progress since the last meeting. The delay appears to be

caused by a lack of correspondence between the solicitors for Natural England and Marshall Hatchick.

## 11. COMMUNITY NEWS

Past events:

4-6 February – Jack & the Beanstalk Pantomime

7 March – Village breakfast. IAO Kettleburgh Green Trust

Forthcoming events:

26 March – Film Evening: Travels in South Africa. IAO St Andrew's Church

28 March – Palm Sunday service with Bishop Nigel and donkey – Campsea Ashe Church – 9:30a.m

8 May – Produce & Plant Sale IAO St Andrew's Church

12 June – Kettleburgh Fete – IAO Village Hall & St Andrew's Church

## 12. FINANCE

**a) The Financial Statement was received and approved.**

**b) Invoices for payment were approved and signed.**

**c) Risk Assessment (attached to these minutes) for 2010 - 11 was reviewed and agreed.**

**d) Review of Effectiveness of Internal Audit** – the following areas were considered:

Independence – the internal auditor is independent of the financial management of the Council

Competence – the auditor is qualified and competent

Proportionality – the level of internal audit is proportionate to the size of the Council

Scope – the internal audit is fit for purpose.

**It was agreed unanimously that Internal Audit procedures were effective and fit for purpose.**

## 13. CLERKS REPORT

a) Playspace Sports Fund: Kettleburgh Parish Council has supported the application for funds from Framlingham Sports Club and Framlingham Castle Bowls Club for upgrading of their facilities.

b) Cllr Jessop and the Clerk will attend a Planning Forum to be held by SCDC at The Riverside Centre, Stratford St Andrew on 22 April. JC

c) New information has come to light about a former Lord of the Manor. It will be added to the Community News page of the website.

d) The Clerk has received a request for documentation to show the grant of vehicular access to 11 Church Road over land to the North of the Village Green which is owned by the Parish Council. The Parish Council's solicitors will deal with the matter.

e) Newsletters were handed out for distribution. JC

f) The Clerk has accepted an invitation from the East Anglian Daily Times to become a 'local correspondent' and will attend a reception to find out more at the EADT office.

## 14. CORRESPONDENCE

*All correspondence was circulated amongst Councillors*

## 15. ADOPTION OF NEW STANDING ORDERS

**New Standing Orders, modelled on the format provided by the National Association of Local Councils, were approved and adopted.** The Chairman thanked the Clerk for the work involved in producing this document. It will be made available online on the Parish Council page of the website.

## 16. REVIEW OF ACTIONS REGISTER

The Actions Register was reviewed to bring it up to date. The Clerk will circulate the updated list.

## 17. REVIEW OF CLERKS PAY & CONDITIONS

Members of the public were requested to leave and the Clerk left the room. In her absence, it was agreed unanimously that she should progress to SCP 23, this information to be attached to her contract of employment.

**18. A.O.B** Although Cllr Durbin relayed suggestions for relocating the Mobile Police Van to Suffolk Police, its position will not alter, but a sign advertising its presence behind the village Hall will be put in place on the roadside.

## 19. DATE OF NEXT (ANNUAL) PARISH COUNCIL MEETING:

Wednesday 19 May at 7:15p.m (*agenda items by 3 May please*)

**20.** The meeting closed at 9:17p.m.

## KETTLEBURGH PARISH COUNCIL

### RISK ASSESSMENT FOR 2010 - 2011

#### 1. FINANCE

- a) Mandate allows for three Councillors to sign cheques.
- b) Two signatures required for all cheques - the Clerk is not one of the signatories.
- c) All cheque stubs initialled by signatories.
- d) All invoices are presented at meetings and have cheque number and date paid added.

#### 2. INSURANCE

- a) Parish Council Policy no. YLL 122004 195300 - expiry 30 September 2010
  - i) Employers Liability
  - ii) Public Liability
  - iii) Cover confirmed if Parish Council was to be considered negligent and taken to court
  - iv) Cover confirmed if any member or associate of Parish Council were to be injured whilst carrying out work on behalf of the Parish Council.
  - v) Additional fidelity guarantee to £10,000
  - vi) Legal expenses cover included.
- b) Village Green Policy no. VVH 122010.0213 - expiry 31 July 2010, held by Kettleburgh Green Trust.  
Public Liability Group Insurance £5,000,000 in respect of any one occurrence and unlimited in any one period of insurance.

#### 3. ASSETS

- a) Kettleburgh Pound -  
A management plan, including annual H & S checks has been adopted and is reviewed regularly.
- b) Kettleburgh Village Sign -  
An annual check is made to ensure safety.  
It is included in the insurance cover at a value of £4,000.
- c) Kettleburgh Village Green -  
A H & S plan has been produced by Hollins Architects & Surveyors.  
RoSPA training has been undertaken by a Kettleburgh Green Trust committee member for safety checks on the play area.
- d) Kettleburgh Village Notice Board -  
The notice board was donated to the Parish Council by the Kettleburgh Green Trust.  
It is included in the insurance cover at a value of £1,600.