

Minutes of Kettleburgh Parish Council Meeting held on Wednesday 16 March 2011

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

The Parish Clerk was in attendance. Seven members of the public were present. The Chairman welcomed everyone to the meeting which began at 7:15p.m in Open Session. One issue was raised: In the light of the recent nuclear emergency in Japan, Councillors were asked what plans were in place in the case of a similar emergency on the Suffolk coast. It was noted that as a small parish we have limited resources, but that this matter should be addressed. Whilst the North Sea was neither big nor deep enough for a tidal wave to occur on our coast, it was admitted that a storm surge could cause damage. The Government is now reviewing all coastal power stations. Open Session was closed and the meeting began.

ACTION

1. **DECLARATIONS OF INTEREST:** Cllr Germain declared an interest in item 6.
2. **APOLOGIES FOR ABSENCE:** Cllr P Garland
3. **MINUTES** of the meetings held on 12 January and 22 February were approved and signed.
4. **REPORTS FROM SUFFOLK COUNTY COUNCIL AND SUFFOLK DISTRICT COUNCIL**
SCC Cllr Peter Bellfield: No report
SCDC Cllr Bob Snell: (*read by the Clerk and attached to these minutes*)
PCSO Christian Hassler (*read by the Clerk*) Between 10 November and 16 March there was one reported crime – one vehicle was taken without consent. There have been no reported speeding or parking issues. Advice to prevent theft of heating oil:
 - Install locking device on your tank and/or a security alarm
 - Regularly check your fuel levels
 - Screen your tank with hedging or fences
 - Close and secure perimeter gates
 - Conceal any external pipe work
 - Install dusk to dawn light

It was agreed that in future written reports would not be read out, but circulated by email prior to the meeting, with the opportunity to raise any resulting issues at the meeting.

5. **PLANNING APPLICATIONS:**
C/11/0308: Upperfield House, Easton Green – Installation of a ground mounted photovoltaic system. Councillors have had the opportunity to view the site of the installation. Mr Hilton, from Upperfield House, explained that he would have preferred the installation to be closer to his stable block, but due to the curve of the drive to his property, the proposed site was the only possible south facing position. There had been no adverse comments from neighbours. Councillors **supported** this proposal
C/11/0432: Easton Green Cottage – Erection of two storey side and single storey side & rear extension. Mr Dearlove, from Easton Green Cottage, explained that more room was needed for a further bedroom. Councillors studied the plans and **supported** this proposal.
The Clerk will inform SCDC of these decisions.

JC

PLANNING DECISIONS FROM SCDC:

C10/1789: Kettleburgh Hall – Conversion of disused barn to holiday let/annex. APPROVED

C/10/2911: Kettleburgh Hall – alterations & extensions. APPROVED

C/10/3150 & 3151: Low Farm, Easton (partly within the Kettleburgh Parish boundary) - Change of use to wedding venue. APPROVED with conditions.

Mr Bill Clark, who had sent detailed comments on the application to SCDC, was pleased to report to Councillors that his comments about excess noise had been fully addressed in the conditions that accompanied the planning permission.

C/10/3168: Part rear garden of Maple House - Erection of single storey dwelling with garage. No decision yet.

6. **PARISH COUNCIL CONTRIBUTION TO POSTMAN RETIREMENT EVENT**
Under sec 137 of the LGA 1972 it was agreed to make a contribution of £50 to Mrs D Germain of the Chequers Inn towards the cost of providing refreshments at the party held to mark the occasion of the retirement of our postman, Melvyn Crossland, who had delivered mail to Kettleburgh residents for the past 20 years.

7. REPAIRS TO BUS SHELTER

Following comments from a resident about the condition of the bus shelter, the Clerk had written to Mr Paul Horne, Passenger Transport Infrastructure Officer at SCC, to request maintenance. The response from SCC indicated that the cost, which would be in the region of £360, would have to be met by the Parish Council. The Clerk will reply to Mr Horne that the original offer to install a shelter was on the understanding that maintenance would be undertaken by the County Council, whilst the Parish Council would be responsible for keeping the shelter clean and tidy. In order to comply with this, it was agreed that the services of a window cleaner should be engaged to clean the shelter four times a year. The Clerk will coordinate quotes. It was also noted that the telephone box was still missing a pane of glass. The Clerk will try again to get a response from BT.

JC

TC/?

JC

8. ANNUAL PARISH MEETING

The Clerk will invite our MP, Dr Daniel Poulter, to address the Annual Parish Meeting on 11 May, with the suggestion that he gives his views on Localism and the Big Society. If Dr Poulter is unable to attend, those presenting reports from local organisations will be invited to read them out, with time for questions after each one. Refreshments will be provided as in previous years. The Clerk will produce an invitation to be delivered to all households closer to the date.

JC

9. RESPONSE TO ANGLIAN WATER

Hugh Crerand, Collections Manager at Anglian Water (AW), is arranging to meet with Brandeston Parish Council. AW has carried out tests, flushing the system at the pumping station to see if the measures recently put in place are working. Cllr Germain was pleased to report that to date there have been no further overflows at the Chequers Inn. The sump along the Brandeston Road has also been emptied, relieving pressure on the Kettleburgh station. The Clerk will write to Mr Crerand to request an update on progress with the ditch survey.

JC

10. TRAFFIC CALMING

The works on the gateways to the village are almost complete. The redundant 30mph repeater posts are to be removed and the new repeater sign outside Pinewood Cottage is to be moved to a position that does not impair visibility from the driveway to this property. Cllr Durbin is awaiting confirmation of the date for this to be done. Councillors were aware of one or two negative comments about this traffic-calming scheme. Although this matter has been extensively discussed and reported, and has been in process for over two years, it was agreed that the Parish Council needs to give another clear, simple account of the rationale behind the scheme, of the source of the funding, and of the different budgets that are used by SCC for road maintenance and traffic management. Cllr Durbin will prepare a short report for the APM and the Clerk will include this topic in the next newsletter. It was noted that there is no gateway on the bank outside the Chequers car park and that as there is no kerb either this verge is now being eroded. Although Cllr Chase had been unable to find contractors willing to quote for a further gateway on the Framlingham Road, it was suggested that it might be feasible to contract someone to produce gateways in these two positions. The Chairman will make some enquiries. It was noted that a small sum remains in our budget that could be used for this purpose.

RD/ JC

DH

11. VILLAGE GREEN

a) Transfer of licence –land behind 7 Church Road: this matter is now in hand. The Parish Council has instructed Mrs Susan Bates at Marshall Hatchick to act for us. Mrs Bates will contact Mrs Dinah Reed to set out her terms for the transfer of the licence, explaining that as the beneficiary, Mrs Reed will be responsible for all costs involved.

b) Vehicular Access to 11 Church Road: Ross Coates (solicitors) are in the process of registering the Deed of Easement. The Clerk now holds a copy of the Deed.

c) Provision of lease to KGT: The terms of the lease are still being negotiated between Birketts and the solicitor for Natural England. Mrs Bates has replied to all Birketts' latest enquiries and awaits their response.

Cllr Bater queried why the gate at the Barrel Cottages entrance to the Village Green was locked and what purpose the gate served. Cllr Jessop reminded the meeting that restrictions were put in place by SCDC and the developer of the land at Barrel Cottages when the land was transferred to the Parish Council and that there was little more that could be done. The notice on the gate, which is only to be used in an emergency, gives a contact telephone number for the key.

12. COMMUNITY EVENTS

First Friday of each month - Coffee morning
Mondays at 10:00a.m Keep Fit sessions

8 April – Quiz night
11 April – St Andrew’s Church Annual Meetings
12 April – Village Hall AGM
14 May – Plant Sale

13. FINANCE

- a) **The Financial Statement was received and approved.**
- b) **Invoices for payment were approved and signed.**
- c) **Review of Effectiveness of Internal Audit** – the Clerk and the Chairman had met and considered the following areas:
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.

14. CLERKS REPORT

- a) As part of SCDC’s cost cutting measures, the paper recycling bank at The Chequers will be removed at the end of March. From 1 April 2011 residents should use their blue bins for all paper recycling.
- b) The Clerk has nomination papers for candidates for the Parish Election to be held on 5 May. Completed forms should be returned to the Clerk by 24 March. The Chairman was keen to encourage villagers to come forward as candidates, in order to give residents the chance to vote in an election for Councillors.
- c) The Clerk has an entry form for the Village of the Year competition.
- d) There are new residents at 2 Church Road. The Clerk will deliver a Welcome Pack. JC
- e) Temporary road closure: Borretts Farm Lane will be closed from 28 – 30 March for resurfacing.
- f) Broadband Conference invitation: to be held on 6 April in Beccles. It was suggested that a resident with knowledge of broadband issues be asked to attend on behalf of the Parish Council.
- g) The Clerk handed the minutes for 2010 to Cllr Chase for binding. TC

15. CORRESPONDENCE

All other correspondence was circulated amongst Councillors

16. REVIEW OF CLERKS PAY & CONDITIONS

- a) 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 27, this information to be attached to her contract of employment.
- b) HMRC PAYE requirements: It is now a requirement that all Clerks register with HMRC for PAYE tax purposes. Cllr Germain offered to do the necessary administration.

17. A.O.B:

- Cllr Chase was concerned that recent Tree Warden reports gave conflicting information about finance and resources. He will investigate. TC
- Cllr Jessop offered to compose a briefing note on the implications of the parts of the Localism Bill that are likely to affect us. There should be a special meeting to discuss the implications. TJ

18. DATE OF ANNUAL PARISH COUNCIL MEETING:

Wednesday 18 May at 7:15p.m (*agenda items by 10 May please*)

19. The meeting closed at 8:45p.m.

District Councillor Bob Snell's report to Kettleburgh Parish Council, 16 March 2011

1. Budget cuts

No increase in Council Tax, efficiencies of more than £2m and a commitment to safeguarding priority services are at the core of the SCDC 2011/12 budget. SCDC's part of the Council Tax will remain unchanged and the County Council and the Police have also frozen their charges this year. The 110 or so town and parish councils may have changed their figures so there may be a slight alteration in tax payers' bills.

Having saved an average £1 million a year for the last 10 years, it was very challenging to reduce our costs by another £2.2m but we have minimised the impact on our services, our employees and most of all our communities. Priority services have been protected, as have key projects such as the coast defence works at Central Felixstowe and Thorpeness. The Government Formula Grant, which helps pay for local services, has fallen by over £1.1m to £6.3m in the coming year; falling income, inflation and rising costs left the Council with a budget gap between the cost of maintaining all its current services and its total expected income of over £2m. This gap has been closed through a very thorough review of services and working practices, with minimal impact on existing services. More than £310,000 will be saved in the coming year from closer working with Waveney, including its shared corporate management team and its shared computer staff. The Council's partners, Suffolk Coastal Services and Norfolk Property Services are scheduled to make savings of nearly £400,000. Nineteen members of SCDC staff will be leaving under the voluntary redundancy scheme, which is around seven per cent of its permanent full time staff.

The Council's budget requirement for 2011/12 is £13.7m, down £1.9m from last year. The total Council Tax income will be £7.4 million. We shall still need to find a further £2.3m in savings by 2014/15.

2. LDF Core Strategy

The Council meeting on 9 March to consider the LDF Reviewed Core Strategy (RCS) was postponed to allow for more analysis of a new study on visitors to the Suffolk Sandlings that was submitted by the Suffolk Wildlife Trust as part of the consultation process. The Council's legal advice was that the European Habitats Directive demands that the study be fully analysed prior to any decision on the RCS. It is expected to take a few weeks to complete the necessary independent appraisal of the study.

The SWT report is based on a study of visitors to the Suffolk Sandlings Special Protection Area and is largely about the impact of visitors' dogs, particularly as the majority were not kept on a lead. That area, centred on Tunstall and Rendlesham Forests, clips the Deben estuary, at Wilford Bridge and the very top part of Butley creek. However, under the regulations, the 'Appropriate Assessment' of potential effects on those habitats needs to be updated, to take account of the SWT report, so that the Council knows it has relied on the best scientific knowledge available.

This is quite separate from concerns in the RCS about potential effects on the Deben Estuary protected areas themselves, which have been fully considered in the existing Appropriate Assessment. For those, the Council was advised and believes that its processes have been correct, and that the measures proposed to mitigate any effects on that area are appropriate.

3. Village of the year 2011

Suffolk Village of the Year competition has been launched for small villages (under 500). Judges will consider community spirit, appearance of the village, the parish council and special activities.

Deadline for entry is Friday 27 May. The district competitions will be judged in June with the winners progressing on to the county wide semi-final in July. Winners of the district round will receive £200 and an engraved silver cup, second place £125 and third place £75.

4. Scores on the doors

The national scheme introduced by the Food Standards Agency (FSA) will be rolled out in Suffolk Coastal in April, giving all food outlets, and businesses that provide food direct to the customer, a food hygiene rating between zero at the bottom (urgent improvement necessary) to the top rating of five (very good).