

Minutes of Kettleburgh Parish Council Meeting held on Wednesday 9 November 2011

Present: Cllrs. J Bater, D Bell, T Chase, R Durbin D Harris (chair), A Wheeler-Rowe.

The Parish Clerk was in attendance. Four members of the public and our County Councillor were present. The Chairman welcomed everyone to the meeting which began at 7:15p.m in Open Session. As there were no matters arising, Open Session was closed and the meeting began.

ACTION

1. **DECLARATIONS OF INTEREST:** There were none.
2. **APOLOGIES FOR ABSENCE:** Cllrs. D Germain, T Jessop
3. **MINUTES of the meeting held on 14 September were approved and signed.**
4. **REPORT from SCC Cllr Peter Bellfield**
 - The new Chief Executive to SCC, Deborah Cadman, has been appointed by a unanimous vote, and with a salary of £155,000. Former positions she held include CE to St Edmundsbury Borough Council, interim CE at Waveney District Council and CE at the East of England Development Agency.
 - Cabinet has secured the future of all public libraries in Suffolk. They will be run by a charitable company, and with a consequent reduction in business rates, there will be 28% cost saving and also scope for more voluntary involvement. Following the consultation on mobile libraries, it is expected that the fleet of six vans will be halved, with monthly rather than fortnightly visits. A suggestion was made that the mobile Police vans could combine with the mobile library.
 - All highway maintenance will be put out to private tender with a foreseeable reduction in overall costs.
 - There has been no further news about the third gateway for Kettleburgh. A change of personnel has meant a loss of continuity: David Chenery is the new contact at Saxmundham for this matter.

Cllr Bellfield wished all those present a very Merry Christmas.

Report sent by SCDC Cllr Bob Snell:

- Local Development Framework
Situation as reported at the last meeting in September:
Jan 2012: Consultation responses reported to Cabinet and Council
March/April 2012: Core Strategy formally submitted to the independent Inspector - pre-Hearing probably in April
May 2012: Inspector's formal Hearing in May
Sept 2012: Inspector's report
End 2012: Core Strategy adopted by Council
2013: Site Specific Allocations process
- National Planning Policy Framework
This new draft policy document has significant implications for rural communities, with its general "presumption in favour of sustainable development" as part of the government's growth agenda and it has provoked strong opposition from a number of national bodies and newspapers. There was a briefing for parish councils in the north of the district on 28 September. The government's consultation on the draft ended on 17 October and we have been promised many amendments.
- The Olympic torch - In a boost for the two districts and its communities, 12 of the 16 Suffolk towns and villages which will welcome the Olympic flame next year are in Waveney and Suffolk Coastal. On 5 July 2012, the torch will leave Norwich and pass through Great Yarmouth, Lowestoft, Wrentham, Reydon and Southwold in Waveney. From there it will go to Kelsale, Saxmundham, Aldeburgh, Wickham Market, Ufford, Melton, Woodbridge and Felixstowe in Suffolk Coastal before staying overnight in Ipswich.
- Cllr John Klaschka - With much sadness, I have to report that Councillor John Klaschka died suddenly last week – his dedicated and significant contribution to both District and County Councils, as well as the people of Kesgrave East whom he represented, has been universally recognised.

Suffolk Police – no report

Community Speed Watch: The Clerk has received emails from PCSO Hassler and his line manager Sgt DayeGoddard. There was an inadvertent copy of an email included which referred to 'feeble excuses' made by Kettleburgh Parish Councillors for not wishing to take part in the CSW. Correspondence was also received from Brandeston Parish Council requesting further consideration of the decision not to participate in this scheme. It was agreed that the Chairman and Cllr Durbin will draft responses to both, making it clear that Kettleburgh Parish Council's decision remains unchanged and asking that this decision be respected. The Chairman will also write to our County Councillor Peter Bellfield on this matter.

DH/RD

DH

5. PLANNING APPLICATIONS:

C11/2249: The Old Piggery, The Street – Erection of 2 new cart ports, a single garage and relocation of polytunnel. There were **NO OBJECTIONS** to this application.

C/11/2436: Land NE of School House – Erection of shed for storage of a tractor and other agricultural implements. Mr Peter Dring gave details of his application: a shed 5.6m x 4.4m at the bottom of his adjacent field, to be used for storing a tractor and other equipment needed for the maintenance of his 5 acre field. It will be constructed of black-boarded walls, a pantile roof, with an opening facing up the hill and no windows or doors. No new access is required. Councillors had **NO OBJECTIONS** to this application.

The Clerk will inform SCDC of these decisions.

JC

6. DIAMOND JUBILEE CELEBRATION

Cllr Bell provided a report from the first meeting of the sub-committee formed to plan for this event, held on 18 October, which is attached to these minutes. Matters arising from the report:

- The sub-committee comprises representatives from the Parish Council (Deborah Bell); St Andrew's Church (Bill Clark); the Village Hall (Robert Marzetti); the Village Green (Richard Baker); the Produce Association (Jackie Clark).
- Funding for the celebrations: Councillors were not prepared to raise the precept in order to provide funding, as this would then become an involuntary contribution by all villagers. Other sources of funding, including the Kettleburgh Lord of the Manor Fund, will be investigated. If there is still a shortfall, a fundraising meeting could be called.
- Many helpers would be required to make this a successful day for the entire village to enjoy.
- The possibility of joining the nationwide beacon lighting on Monday 4th June will be investigated.
- Cllr Bellfield was pleased to see the developing community spirit within this venture.
- The next meeting of the sub-committee will take place on 10th January, and it will report back to the Parish Council meeting on the following evening.

7. BROADBAND IN KETTLEBURGH

Cllr Wheeler-Rowe reported that he had received four responses to his request for information on current broadband performance. Download speeds range from 1 – 4.3Mbit/s; it appears that the lower end of Church Road is faster than the top end, but this may be due to different service providers. The responses suggest that there is not a general problem, but individuals experiencing difficulties should be encouraged to complain to their service provider. Cllr Wheeler-Rowe will compose a report for the next Parish Council newsletter.

AWR

8. DATA PROTECTION ACT

In considering whether the Parish Council should register with the Information Commissioner's Office (ICO), the Clerk identified the distinction between the Parish Council registering as a body and Councillors registering as individuals. It was agreed that as the Parish Council does not at present hold any data on individuals apart from Councillors, there was no requirement to register. However this situation should be reviewed on a regular basis. Cllr Wheeler-Rowe agreed to liaise with the Clerk to draw up guidelines.

AWR/JC

9. FINANCE

a) The Annual Return for the year ended 31st March 2011 is now complete and has been accepted and approved by the Council. Matters brought to the attention of the Parish Council by the external auditor BDO included the point that to show the revaluation of the Village Green when stating the assets held by the Parish Council was incorrect. However, when this matter was discussed with a representative from BDO it was agreed that the Parish Council had acted correctly, and that the statement of assets as given in the Annual Return reflects the correct current valuation.

The Notice of Conclusion of Audit will be displayed for a period of fourteen days on the Parish notice board.

b) The Financial Statement was received and approved.

c) The budget proposals for 2012-13 (attached to these minutes) **were discussed** and the following points raised:

- As the traffic calming measures have been financed externally, the reserves that were built up to cover this are being gradually reduced.
- The only source of income is the precept raised.
- As expenditure exceeds income, there will be a point in the future when there are no further reserves from which to draw.
- It may be prudent to raise the precept in line with inflation, especially as the recent slight increase in houses in Kettleburgh will mean a lower tax burden per property.

- A projection for the next three years will be undertaken.

A revised budget will be put forward for agreement at the meeting in January.

d) Invoices for payment were approved and signed.

10. COMMUNITY EVENTS

First Friday of each month - Coffee morning

Mondays at 10:00a.m - Keep Fit sessions

13 November – Remembrance Service at All Saints’ Brandeston

18 November – Quiz Night

10 December – Christmas Tree lighting at the Village Hall

20 December – Carol singing around the village

24 December – Candlelit Carol service – St Andrew’s church

25 December – Christmas Day Service – St Andrew’s church

Thanks were expressed to Cllr Bell for the successful Hallowe’en event on the Village Green.

11. CLERKS REPORT

- The Pound:** notes from the meeting held at The Pound accompany these minutes. With regard to its future maintenance, opinions from members of the public were sought. It was felt that the Pound took up a great deal of time at Parish Council meetings; that it should be accepted for what it is – a small area of land at the edge of the village; that in the past, former owners of Watermill House took care of maintenance issues. After some discussion and a vote on the matter, it was decided that no tree should be felled. It will be necessary to budget for weedkiller for clearing the nettles. Thanks were expressed to Cllr Bater for his maintenance of the Pound. It was agreed that the Management Plan should be reviewed at the January meeting.
- Thanks were expressed to Cllr Chase for clearing vegetation and planting bulbs by the two gateways.
- The grass verge by the bus shelter has now been cut by SCC.
- The Clerk will complete and return a survey on rural life sent by Suffolk ACRE.

JC

12. CORRESPONDENCE

All correspondence to be circulated amongst Councillors

13. A.O.B:

- Cllr Bell expressed concern over the current increase of bogus telephone calls, particularly concerning computer security. She will compose an article for the next newsletter.
- A reminder about parishioners’ responsibilities with regard to the maintenance of ditches on their land was given. The Clerk will draft an article for the next newsletter.

DB

JC

14. DATE OF NEXT MEETING:

Wednesday 11 January 2012 at 7:15p.m (*agenda items by 3 January please*)

15. The meeting closed at 9:10p.m.

Meeting at the Pound – Saturday 29 October – 10:00a.m

Present: John Bater, Tim Chase, Jackie Clark, David Harris, Trevor Jessop, Angus Wheeler-Rowe.

Purpose of meeting: to decide on maintenance to trees and whether to plant bulbs.

Decisions made:

1. to raise the canopy of the lime tree (John & Tim)
2. to obtain quote for felling one alder tree (Jackie)
3. to apply selective weedkiller and to spray nettles in Spring 2012 (Tim)
4. to delay bulb planting until nettles have been cleared

Now that fence panel has been secured in place, John is unable to get his tractor onto the Pound. David has agreed to arrange for periodic maintenance of ground cover using his smaller tractor.

MINUTES FROM DIAMOND JUBILEE MEETING held at Village Hall on 18th October 2011

Present - Jackie Clark, Bill Clark, Robert Marzetti, Deborah Bell, Richard Baker

As this was the first meeting and there was no set agenda, these minutes are an overview of what was decided.

It was agreed that Kettleburgh should celebrate the Queens Diamond Jubilee, and that Sunday 3rd June was a good day for this as it forms part of the long Bank Holiday and is also the day set aside for the Big Lunch.

All members were agreed that the event should not be limited to any one organisation, and that the attendees between them accounted for all groups involved in the Village community.

It was decided that the day should be split into sections as follows:

- 11.00 - 12.00 'Old' style school races on green (egg & spoon/3 legged etc)
- 12.00 - 15.00 Commonwealth themed BBQ lunch with Bar
- 16.00 - 18.00 Afternoon tea and exhibition in Village Hall
- 18.30 - 19.00 Service at Church
- 19.30 -late Retire to Chequers (Deborah to speak to Ron and Debbie)

The BBQ will be free to all, although we will accept donations on the day, and it was agreed that we should ask non-villagers to donate. It will be held on the Green, and we will use the two larger marquees in case of poor weather. The Bar will not be free. The idea put forward was to have a choice of main meals alongside some pre-prepared salads. Salmon, chicken, burgers and sausages will be cooked on BBQ's prior to 12.00. Deborah will check if Trevor can lend us his PA system, and we will compile a playlist of the top selling songs from each year of the Queens reign, along with the top selling song from each year.

Tea will be served in the Village Hall, which will have an exhibition set up, and the stage area would be set up as a typical '50's living room. It was agreed that we should try and get some Pathe news reels to run, along with reminiscences of some more venerable villagers.

Following this we plan on having a special service at the church, along with some bell ringing.

Deborah will speak to Debbie and Ron and explain the potential impact the day might have on them, and to ask if they would like us to put them down as the evening celebrations.

The committee felt that having this programme would encourage as many people as possible to take part in at least one event, preferably more.

The subject of what to give as a gift to the 40'ish 16 year olds and under in the village was discussed. Some felt that a Mug personalised to Kettleburgh was better than the alternative of a commemorative coin. It was decided to investigate this further and to gather more feedback from the villagers and other committees.

The subject of finances was discussed, and it was agreed that Deborah would get rough costings of the meals prepared for the next Parish Council meeting. The Village Hall and KGT agreed to help if required by donations.

Any profits raised on the day would be split evenly between the various village groups.

Date of the next meeting is Tuesday 10th January 2012.

KETTLEBURGH PARISH COUNCIL - BUDGET PROPOSAL 2012/13

1. Revenue Budget - Reserves

Revenue Expenditure Items

	2010/11		2011/12			2012/13	est. exp. from Oct 11 to Mar 12
	Actual	Budget	Budget	to 30/09/11	est.-yr end	Budget	
Admin/salaries	2299	2434	2582	1259	2575	2582	1316
Audit	84	85	84	25	83	84	58
Bus Shelter	0	0	0	15	60	60	45
Election	0	50	50	100	100	0	0
Insurance	245	250	250	253	253	255	0
Sec 137*	50	0	0	0	0	0	0
Subscriptions	133	132	133	136	136	136	0
Training	42	50	50	60	60	50	0
Trees	43	0	0	0	0	0	0
Village Green	75	150	150	225	225	0	0
Village Hall	103	125	100	0	100	105	100
Village Sign & notice board	182	1	1	0	1	1	1
Total expenditure	3256	3277	3400	2073	3593	3273	1520

Revenue Income Items

	2010/11		2011/12			2012/13	est. income from Oct 11 to Mar 12
	Actual	Budget	Budget	to 31/10/10	est.- yr end	Budget	
Insurance claim	82	0	0	0	0	0	0
Interest	2	1	1	0	1	1	1
Grants	0	0	0	0	0	0	0
Land rental	75	150	150	225	225	0	0
VAT refund	0	0	0	63	63	0	0
Total Income	159	151	151	288	289	1	1
Net expenditure	3097	3126	3249	1785	3304	3272	1519

Reserves held by the Parish Council

	2010/11		2011/12		2012/13	
	Start of year	End of year	Start of year	to 30/09/11	Estimate to yr end	Budget
General reserves	3836	3538	3538	4635	3116	2500

KETTLEBURGH PARISH COUNCIL - BUDGET PROPOSAL 2012/13

2. Determining the Precept for 2012/13

Estimated Opening reserves	3116
Net Budget Expenditure - per summary	<u>3273</u>
Excess of expenditure over reserves	-157

Reserves required at year end:	2500
Add excess of exp. over reserve	<u>157</u>
	2657

Precept required 2700

Balance at 30/09/11:	4635
minus estimated net expenditure to 31/03/12	<u>1519</u>
Estimated opening reserve	3116

Precept - Band D equivalent tax Base for comparison (estimated for Kettleburgh at 106.55):

		Tax Base
2006/7	£3,200	£33.59
2007/8	£3,200	£31.00
2008/9	£3,400	£33.52
2009/10	£3,200	£30.69
2010/11	£2,800	£26.41
2011/12	£2,700	£25.34
2012/13	£2,900	

KETTLEBURGH PARISH COUNCIL - BUDGET PROPOSAL 2012/13

3. Statement of Assets

2011/12		2012/13 BUDGET
3836	Cash at bank	2500
	Fixed Assets:	
4000	Village Sign (1)	4000
1000	Parish Pound (2)	1000
100	Village Green (3)	100
1600	Notice Board (4)	1600
10536	Total	9200

- (1) Valuation given by Mrs M Moore - December 2008
- (2) Valuation given by Clarke & Simpson - November 2007
- (3) Revaluation by Clarke & Simpson, November 2009, based on market value as Village Green land.
- (4) Purchase price + erection costs