

## Minutes of Kettleburgh Parish Council Meeting held on Wednesday 14 March 2012

Present: Cllrs. J Bater, D Bell, R Durbin, D Germain, D Harris (chair), T Jessop, A Wheeler-Rowe.  
The Parish Clerk was in attendance: Five members of the public, our County Councillor and PCSO Christian Hassler were present. The Chairman welcomed everyone to the meeting which began at 7:15p.m in Open Session. The only issue raised was deemed not to be a matter for discussion in Open Session as it appeared on the agenda. Open Session was closed and the meeting began.

ACTION

**1. DECLARATIONS OF INTEREST:** There were none.

**2. APOLOGIES FOR ABSENCE:** Cllr. T Chase.

**3. MINUTES** of the meeting held on 11 January were approved and signed. The Clerk thanked Cllr Jessop for producing these minutes.

### **4. REPORTS FROM COUNTY AND DISTRICT COUNCILLORS AND SUFFOLK POLICE SCC Cllr Peter Bellfield:**

SCC budget: the County Council is on track for £22.5million savings, which is £5million ahead of planning. £26million more savings have been identified for each of the next two years. There will be no rise (or decrease) in Council Tax. 1400 staff have left and 2660 more will leave, via transfer to newly contracted out services such as libraries, residential homes, archives, adult and community services.

Faster Broadband for Suffolk: this is the last chance to register an interest in faster broadband for Suffolk – you can do this by logging in to [www.suffolk.gov.uk/broadband](http://www.suffolk.gov.uk/broadband) .

Property update: SCC is taking over Landmark House, (the building visible from the A14 near Asda) for joint use with Ipswich Police. Numerous Council owned properties will be vacated to this new location and also to Endeavour House, realising a saving of £500,000 p.a. Suffolk Police are also moving premises to locate within Fire Stations, such as Framlingham and Debenham, achieving savings of £400,000p.a.

**Suffolk Police:** PCSO Christian Hassler:

There were no reported crimes in Kettleburgh since the last meeting.

Crime reduction advice: there have been incidences of skimming devices on ATM machines in Ipswich. To prevent fraud you should: check for anything unusual or suspicious about the ATM; do not use if there appear to be any attachments to the card slot or key pad – alert nearby staff or call the police; stand close to the ATM and shield your hand when entering your PIN; keep your PIN secret; check that others in the queue keep a good distance from you; be especially cautious if strangers try to distract you or offer help; if your card is retained by the ATM report this immediately to your bank or building society; call 999 if you see anyone acting suspiciously around an ATM.

Cllr Wheeler-Rowe asked about arrangements for voting for the new Police Commissioner for Suffolk: the election, which will take place in November, will be organised by SCDC. It is expected that each candidate will make his/her own election statement nearer to that date.

**SCDC Cllr Bob Snell:** Cllr Snell was not in attendance; he had emailed his report previously (attached to these minutes). There were no matters arising from it.

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

**C11/2591: The Old Rectory – Provision of a ménage** APPROVED, with the proviso that there be no floodlighting.

### **6. DIAMOND JUBILEE CELEBRATIONS**

Cllr Bell reported that the applications for funding were still pending and that three villagers had undertaken to underwrite any shortfall in costs. The forty-eight children under 18 in the village have chosen either a £5 coin or a mug as their commemorative gift; the hire of tables and chairs is confirmed with the hirers; a two piece band will play in The Chequers on the evening of 3 June; the beacon lighting, which will take place on the evening of 4 June, will be at Easton Green Cottage – Mr & Mrs Dearlove have agreed to be responsible for the arrangements on their land, which will include a 40 piece choir – Mr Dearlove will begin to build the beacon on 5 May and is asking for suitable materials to be brought; posters for the event are being printed; details about the menu and races for the children will be circulated to all in the village; Darren & Anita Frost have offered local meat for the barbecue.

### **7. THE POUND**

The matter for discussion was: ‘to clarify issues of Ownership, Maintenance and Health & Safety’. However, a lengthy discussion took place, which covered matters that have been endlessly debated at previous Council meetings. The issue of a letter written by the Chairman to Cllr Chase and copied to all Councillors. following Cllr Chase’s maintenance work on some trees in The Pound. became a matter for

Councillors, following Cllr Chase's maintenance work on some trees in The Pound, became a matter for debate in Open Session: opinions differed as to whether this was a Council matter or a private matter between the two individuals. It was also stated that it was inappropriate to discuss the matter further in the absence of Cllr Chase. At the request of a Councillor, it was agreed that the Vice Chairman - Cllr Jessop, and the Clerk would meet to ascertain whether the Code of Conduct should be invoked. As it had previously been agreed that the Pound should no longer feature on the agenda, Cllr Wheeler-Rowe suggested setting up a sub-committee to review and recommend options for the future of the Pound. Cllr Germain and Cllr Jessop were nominated to join this sub-committee and report back to the next Parish Council meeting. Any further discussion should be forward looking and not revisit past arguments. Cllr Bater circulated copies of notes from the Suffolk Wildlife Trust that referred to preferred planting and management. The sub-committee will consider these notes.

TJ/JC  
AWR,  
DG, TJ

## **8. ANNUAL PARISH MEETING**

The Clerk outlined the arrangements that had been made in previous years and suggested that the same format should be followed: invitations would be sent to all villagers; reports to be read at the meeting would be requested from all village organisations; soft drinks would be provided as refreshment; time would be allocated for questions. It was agreed that a presentation should be made on preparations for the Diamond Jubilee celebrations, with the opportunity to ask for volunteers.

## **9. THIRD GATEWAY FOR KETTLEBURGH**

Cllr Durbin and the Clerk had a recent site meeting with Tony Buckingham from SCC Highways to discuss the details of the proposed third gateway on the Framlingham Road. The costings for this project from SCC Highways amount to £2391.02. Cllr Durbin reported that Cllr Peter Bellfield was unable to offer more than the £1250 already pledged towards the cost, so there is a shortfall of just over £1100. It was agreed that the Parish Council would proceed with the gateway, looking for funding to balance the deficit. If it becomes necessary to spend Parish Council reserves, a further three-year forecast of finances will be needed. A decision will be made at the next meeting.

## **10. DATA PROTECTION**

**The policy produced by Cllr Wheeler-Rowe was agreed and adopted.** It will be stored with Council documents and made available on the Parish Council page of the village website. The Clerk will register with the Information Commissioners Office.

JC

## **11. RESIGNATION OF PARISH CLERK**

The Parish Clerk has tendered her resignation, to take effect from the end of May 2012. In order to find a replacement the following steps will be taken: to try looking for somebody who lives in the village; to search for a local person who works elsewhere as a Clerk; to contact SALC and advertise a vacancy. The Chairman and the Clerk will pursue this matter. The question was raised as to whether the Parish Council can function without a Clerk. The Clerk will investigate further.

DH/JC

## **12. FINANCE**

- a) The Financial Statement was received and approved.**
- b) Invoices for payment were approved and signed.**

## **13. COMMUNITY EVENTS**

First Friday of each month - Coffee morning  
Mondays at 10:00a.m - Keep Fit sessions  
28 March - Umbrella Trust Collection  
1 April - Village Breakfast  
28 April - Quiz Night  
6 May - Strut your Mutt on the Village Green  
3/4 June - Diamond Jubilee Celebrations  
23 June - Kettleburgh Village Fete

## **14. CLERKS REPORT**

**a) Brandeston Conservation Area:** a document from SCDC giving details of the reappraisal of the Brandeston Conservation Area has been sent to Kettleburgh for comment, as a part of this conservation area falls within the Kettleburgh parish boundary. If Councillors wish to comment on the reappraisal, the Clerk will collate comments and return them to SCDC.

**b) War Memorial Restoration:** It is possible that a grant will be available for up to 50% of the cost of making the lettering on the war memorial legible. The application for the grant requires two detailed quotes and information about the history, siting and appearance of the memorial. The Clerk suggested that

if the application is successful, the other 50% could be raised by donations from villagers. The Chairman added that it would be worth approaching the British Legion for funding.

**c) Road Closure:** the road between Kettleburgh and Easton will be closed for repair and maintenance between 26 March and 5 April. Cllr Germain was concerned that local businesses (i.e., The Chequers Inn) had no forewarning of this closure. She intends to write to SCDC expressing this view, as the closure will have an adverse effect on trading, especially during the Easter holidays.

**d) Framlingham Skate Park Playspace Application:** the paperwork for this application was received between Council meetings. It was agreed that no objections should be made to the proposal.

**e) CPRE 'Planning Explained' Booklets:** the Clerk obtained a copy of this useful booklet for each Councillor.

**f) Umbrella Trust leaflets:** under the auspices of St Andrew's church, a door to door collection of tinned foodstuffs will be made for homeless people in Ipswich. Leaflets explaining this project are to be included with the March Parish Council newsletter.

**g) 2011 Minutes:** the Clerk will ask Cllr Chase if he is able to get the minutes for 2011 bound.

## **15. CORRESPONDENCE**

*All correspondence to be circulated amongst Councillors*

### **16. A.O.B:**

- Cllr Jessop informed the meeting that he had made a submission on behalf of Kettleburgh Parish Council on the presubmission version of the Core Strategy of the Local Development Framework.
- Cllr Bater requested once again that the KGT accounts be made available on the village website. Cllr Bell replied that they could be viewed on the Charity Commissions website.
- Cllr Bell reported that the request for a wider pathway around the Pétanque Piste had been addressed.

### **17. DATE OF ANNUAL MEETING:**

Wednesday 16 May 2012 at 7:15p.m (*agenda items by 1 May 2012 please*)

Annual Parish Meeting: Wednesday 9 May at 7:30p.m

**18.** The meeting closed at 9:25p.m.

## **SCDC District Councillor Bob Snell's report to Kettleburgh Parish Council 14 March 2012**

**1. New Business Plan.** A new plan setting out the Council's vision for the district over the next decade was approved at last month's council meeting (see it on the web site).

**2. Council Tax 2012/13** – Frozen by SCDC for second successive year but charges from the Police and most parishes will rise. (SCDC 10% of tax collected; SCC 75.6%; police 11.1% and average parish 3.3%). Without the £2.1 further savings planned over the in next 12 months we would have had a budget gap of £2.8m by 2015, largely because of the cut in Govt grant of 30%. Funding is only going to get tougher.

**3. Local Development Framework** - The LDF Core Strategy (CS) was formally agreed for Pre-Submission consultation at a special meeting of Full Council in December and the CS and its policies have now become a 'material consideration' to be given much more weight in planning applications.

The CS was published for Pre-Submission soundness consultation which ended last week. It will then be submitted for Examination by an independent Planning Inspector appointed by the Government who will consider the Council's work to date and the responses to it from the public. It is hoped to be able to formally adopt the inspected CS by the end of 2012, with the site specific allocations exercise to begin in 2013, as advised in my previous report.

**4. National Planning Policy Framework** – Situation unchanged from my last report, as we are still waiting for the revised draft from Government.

**5. Planning functions to merge with Waveney** –Suffolk Coastal and Waveney have agreed to merge and modernise the planning service of the two Councils, in a move that should mean better performance and shared savings of over £800,000. The intention is to bring in both an organisational restructure and a complete cultural change in the way the planning services work, to improve the delivery of the service for customers and to make the most of new technologies. Philip Ridley has been the shared head of the two Councils' planning services since November 2008. His next major task is to bring together the expertise of the Development Control, Planning Enforcement and Building Control teams, comprising more than 50 people.

A substantial investment is planned to bring in the same modern computer system for administering the planning process as currently used at Waveney, which offers more comprehensive and easily accessible information to Applicants, Town and Parish Councils and the wider public.