

**Minutes of Kettleburgh Parish Council Meeting**  
**held on Wednesday 14<sup>th</sup> August 2013**

Present: Cllrs J Bater, T Chase, D Harris (chairman), T Jessop and A Wheeler-Rowe. Minute numbers and Actions  
The Parish Clerk was in attendance. Four members of the public were present. The K2013039  
Chairman welcomed everyone to the meeting which began at 7:30pm. K2013040

**1. DPI declarations:** Cllr Wheeler-Rowe declared an interest in item 8

**2. Apologies for Absence:** Cllrs D Bell, D Germain, SCC Cllr Bellfield and PCSO Hassler K2013041

**3. Minutes** of the meeting held on 15<sup>th</sup> May were approved and signed. K2013042

**4. Reports from the County and District Councillors and Suffolk Police** K2013043

**SCC Councillor Peter Bellfield:**

Cllr Bellfield had sent his apologies.

**SCDC Councillor Bob Snell:**

Cllr Snell had not sent a report.

The Clerk was asked to request reports from both Cllrs for circulation. Clerk

**PCSO Christian Hassler:**

PCSO Hassler had sent his apologies and a report stating that there had been no crimes reported since the last Council meeting (15<sup>th</sup> May 2013).

**5. To co-opt a new Council member** K2013044

Mr Paddy Bishopp was Co-opted onto the Council.

The Chairman announced the resignation of Cllr Wheeler-Rowe with effect from the close of this meeting and thanked him for his time and effort. Cllr Wheeler-Rowe wished the Council and Cllrs the best and said he would be happy to help out. The Clerk will inform SCDC of the resignation and new Cllr. Clerk

**6. Shared secure village asset storage** K2013045

Cllr Bater introduced the idea of siting an insulated shipping container in the village that could be used to securely store village assets. There was general agreement on the need for a solution, agreement that a container would be unsightly, mention of the importance of the chosen location (for security and utility) and discussion on funding the purchase, during which Cllr Jessop suggested it should be possible to get match funding grants for such a purchase. The Clerk will write to all village organisations explaining the proposal and asking whether they would be willing to contribute to an agreed solution. Clerk

**7. Village assistance list** K2013046

The Clerk explained that in the absence of Cllr Germain, who is doing the Emergency Planning form which would be extended to gather a list of items and skills that they would be willing to contribute to village events, this discussion could not be usefully completed and so it would be carried forward to the next meeting.

It was agreed that the newsletter could be a useful tool and Cllr Wheeler-Rowe reminded the Clerk of the data protection responsibility this would entail.

### **8. Suffolk Coastal Strategic Housing Land Availability Assessment**

K2013047

Cllr Jessop explained that this assessment was carried out regularly by SCDC and that the results of it would still be subject to the Local Plan. He detailed 3 sites in the village which had been discounted in the 2010 assessment. Graham Mooney mentioned a study he had performed from which he found that in 25 years Kettleburgh's housing stock had increased by 26% and that he therefore felt that Kettleburgh had already taken its fair share of additional housing.

### **9. Bus Shelter Cleaning**

K2013048

The Clerk explained that the quotes obtained matched. As the majority of attendees used Mr Carl Clow it was resolved that the Clerk will arrange with him to clean the shelter windows 4 times each year for £15 each clean.

Clerk

### **10. Finance**

K2013049

- a) The Financial Statement was approved and initialled.
- b) The Standing Order adjustment request to increase the Clerk's salary was approved and signed.
- c) The payments required were approved and initialled.
- d) The Mandate to remove Cllr Durbin and add Cllr Bell as a signatory to the Council bank accounts was approved and signed.

### **11. Clerk's Matters**

K2013050

- a) The unchanged Standing Orders were approved.
- b) It was resolved not to appoint a specific SALC Representative but to send Cllrs and an ad-hoc basis if required.
- c) The unchanged Asset Register was reviewed and approved.

### **12. AOB**

K2013051

Cllr Bater mentioned that the Pound working group had not yet returned a Pound Management Plan and requested adding it to the agenda for the next meeting. Cllr Wheeler-Rowe said he would produce a situation report before the next meeting.

AWR

Mr Upson asked for a progress report on the hedge at the top of School Hill (min ref K2013021c). Cllr Bater had made contact with the landowner who had said it was too late to perform the requested action but would do so in the autumn.

The Clerk reported that BT had replaced the missing pane of glass mentioned at the Annual Parish Meeting.

Cllr Chase reported that the Kettle run in July had been a success; that the money would go to the Church and Charity; and gave thanks to all who helped.

**13. Date of Next Meeting:** Wednesday 13<sup>th</sup> November 2013 at 7:30pm

**14. Close Meeting:** The meeting closed at 8:15pm