

Minutes of the Annual Kettleburgh Parish Council Meeting
held on Wednesday 13th May 2015

Present: Cllrs J Bater, T Chase, H Finbow, N Hulme, T Jessop and J Moorhouse. Minute numbers and Actions
Attending: D Harris (chairman), 2 members of the public and the Clerk.
The Chairman welcomed everyone to the meeting which began at 7:30pm. The meeting was opened in Open Session and no points were raised. The meeting then continued in Closed Session.

1. Members' declarations of interests: none. K2015027

2. Election of Chairman and Vice-chairman: K2015028

Mr Harris thanked the councillors for making his job easy during his tenure as Chairman.

There were two nominations, one of which was declined. Cllr Jessop was duly proposed, seconded and unanimously elected.

Mr Harris vacated the Chair and after taking the Chair Cllr Jessop thanked Mr Harris for his work on behalf of the council over the past 8 years.

Cllr Jessop explained that a Vice-Chairman was not a requirement but that the council had always had one and so asked for nominations. None were received. This will be considered at the next meeting when further councillors are co-opted.

3. Co-option of councillors: K2015029

Cllr Jessop read and explained the rules regarding filling vacancies, then explained a proposal to advertise widely then co-opt from volunteers. The Clerk noted that a meeting would be required for co-option and the proposal was adopted. Cllr Jessop will draft a notice and circulate it, then after receiving comments finalise and publish it. TJ

4. Declarations of Acceptance of Office: K2015030

The Chairman and all current councillors duly signed appropriate forms, which were then witnessed by the Clerk as the Proper Officer of the council.

5. Apologies for Absence: PCSO C Hassler K2015031

6. Minutes of the scheduled meeting held on 11th February and the planning meeting held on the 3rd March were approved and signed. K2015032

7. Reports from the County and District Councillors and Suffolk Police

No new reports had been received from County and District Councillors so those delivered to the Annual Parish Meeting were taken as read. K2015033

Suffolk Police: K2015034

PCSO Hassler had apologised for not being able to attend the Annual Parish Meeting or this one and sent a report (which had been circulated) which Cllr Jessop read to the meeting (it will be filed with the minutes). Two crimes were reported, Criminal Damage and Assault occasioning ABH, both on the same date. The Clerk was asked to request further information on what was assumed to be a single incident. Clerk

The Clerk was also asked to include, in the minutes, the following contact information from the report:

CONTACTING THE POLICE

YOUR LOCAL OFFICERS ARE:

**PC 1410 BURT
PCSO 3034 HASSLER
PCSO 3051 MANN
PCSO 3195 HINTON**

In an emergency always dial 999

To report a crime, speak to your local officers or leave a message, please dial **101**

Any member of the team can be contacted at FRAMLINGHAM.SNT@SUFFOLK.PNN.POLICE.UK

Check the website www.suffolk.police.uk for our engagements.

Our website as detailed below also has an email link to contact us.

Please also have a look at the Suffolk Constabulary Website, which can offer further help and advice.

To find the Framlingham and Saxmundham safer neighbourhood team website please see www.safersuffolk.org.uk

8. Planning: DC/15/1375/FUL - First floor rear roof extension to form additional bedroom and extend existing bedroom - School House, The Street K2015035

The applicant was present at the meeting and made it clear that the application had been withdrawn. Thus, the matter was not discussed. The Clerk will inform SCDC of this.

Clerk

9. Defibrillator:

K2015036

The First Responders representative had not made contact in response to an email from Cllr Chase. Cllr Jessop explained that as the First Responders had a defibrillator, the council wished to ascertain the usefulness of Kettleburgh having one as well. The Clerk will draft this item into future scheduled meeting agendas and check with Cllr Chase whether the representative will attend.

Clerk

Cllr Bater suggested that mobile coverage may be an issue that should be resolved. Cllr Jessop explained that especially the lower end of the village is not covered by any mobile networks but that Vodafone do provide a unit (called a SureSignal) which allows mobile calls to be routed through a broadband connection. Cllr Hulme pointed out that O2 offer a mobile phone app that allows subscribers to make free phone calls over Wi-Fi.

- 10. Kettleburgh Public Footpath No 23 - Kettleburgh Hall:** K2015037
 Cllr Jessop explained that the council had been made aware of the potential footpath closure announced in the sale advertising for Kettleburgh Hall and some objections. The Clerk had contacted the SCDC “Communities Officer (Public Rights of Way)” who had assured the council that it would be consulted informally before any closure order was made and formally if such order were to go ahead. The council agreed to discuss the matter further when or if such consultations were received.
- 11. Kettleburgh Green enhancements:** K2015038
 Cllr Finbow, a trustee of the Kettleburgh Green Trust, presented documentation explaining the intended enhancements (to be filed with these minutes), adding that the roundabout was currently not being considered until further funding could be obtained.
 Cllr Jessop asked about the comment that no planning permission was required for these enhancements, explaining that earlier plans had obtained planning permission in both 2004 and 2008. Cllr Jessop was concerned that these plans may conflict with the 2008 permission currently in force and requested that clarification be obtained, and evidence given to the council, that there is no conflict and that no full planning application is required for this project.
 Cllr Jessop also suggested that the Kettleburgh Green Trust seek the opinion of RoSPA regarding the tenderers’ equipment.
 The plans received general approval from the councillors present and the council gave approval to the Kettleburgh Green Trust.
- 12. Local Government Ombudsman consultation:** K2015039
 Cllr Jessop summarised the notification of consultation document and read the consultation questions. It was resolved that Cllr Jessop would draft answers to the consultation and circulate them for comments. TJ
- 13. Council document change:** K2015040
 The Clerk explained that the changes were the results of the resolution at the February meeting (K2015012). The council accepted the changes so the Clerk will finalise the document and distribute it to each Cllr. Clerk
- 14. Finance:** K2015041
 a) The Financial Statement was approved.
 b) The payments required were approved and initialled.
 c) The Accounts for the year ending 31st March 2015 were approved and signed.
 d) The Annual Return Accounting Statements were approved and signed.
 e) The Annual Return Governance Statement questions were each read and answered appropriately, then the full statement was signed by the Chairman and the Clerk.
 f) The accounts information to satisfy the new regulations for online publications was approved.
- 15. AOB:** K2015042
 The Chairman raised the matter of the usual meeting evening causing the Suffolk Police representative to our meeting, PCSO Hassler, problems with attendance and pointed out that the Scouts’ meetings are cancelled when the council meet. Thus changing the council regular meeting night would help PCSO Hassler attend as well

as incidentally doing a service to the Scouts and the Village Hall. The council resolved to hold meetings on Thursday evenings.

The hedge to the left of the exit to Church Road was noted as too far out creating a blind corner when turning left. The Clerk pointed out that a personal approach is considered the preferred first contact on such matters but as no Cllr knew the owner of the property in question the Clerk will draft a letter for approval by the Chairman, requesting that the hedge be taken back by 2 feet. K2015043
Clerk

Emergency Plan responses gathered so far were given to the Chairman to hand to D Germain, who despite no longer being a councillor had agreed to continue with the work. Cllrs were requested to return any further forms directly to D Germain. K2015044

The Chairman noted various training courses offered by SALC, stating that if new councillors wished to take these courses the council would fund them. K2015045

16. Date of Next Meeting: The next Parish Council Meeting will be a special meeting for the co-option of two new councillors, held on Thursday 11th June 2015 at 7:30pm in the Village Hall. K2015046

Further meetings for the year were scheduled for 13th August 2015, 12th November 2015, 4th February 2016 and 12th May 2016. Please note that these are Thursdays (see K2015042 above).

17. Close Meeting: The meeting closed at 9:05pm K2015047

Chairman's signature to indicate Council approval: _____

Dated: _____

Chairman's initial: _____