

**Minutes of the Annual Kettleburgh Parish Council Meeting**  
**held on Thursday 13<sup>th</sup> August 2015**

Present: Cllrs J Bater, T Chase, R Edmondson, H Finbow, N Hulme and T Jessop (chairman). Minute numbers and Actions

Attending: SCC & SCDC Cllr C Hudson, 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:** Cllr Finbow declared a non-pecuniary interest in item 5. K2015064

**2. Apologies for Absence:** Cllrs D Brooks and J Moorhouse, PCSO C Hassler. K2015065

**3. Minutes** of the annual meeting held on 13th May, the extraordinary meeting held on 11th June and the planning meetings held on the 6th and 28th July were all approved and signed. K2015066

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

Cllr Christopher Hudson introduced himself as the new representative from both Suffolk County Council and Suffolk Coastal District Council. He explained his interest in housing, being against unsustainable housing and highly aware of the large number of houses planned for the district even though there will still not be enough housing for the expected need. Infrastructure must be planned and implemented, and to this end an inspector will be called to a public meeting about the large developments in Framlingham. K2015067

As deputy leader of SCC he is aware that there were £13m paid out in interest charges. The council's funds must be used more efficiently.

As Cabinet Member for Ipswich he is working on the parking issues.

Also the county needs to do better for schools and the railway must be improved, with a target of a 60 minutes journey to London.

Lastly, Cllr Hudson stressed that the council and parishioners should write to him when there are issues he may be able to help with.

The chairman thanked Cllr Hudson for coming, reporting and discussing matters.

**Suffolk Police:** K2015068

PCSO Hassler had apologised for not being able to attend the meeting and sent a report (which had been circulated). No alternate Suffolk Police representative attended. There were no reported crimes.

**5. Planning: DC/15/2647/FUL - The installation of additional play equipment including a slide, swing set, 2 springers and a roundabout alongside existing installed play equipment - Kettleburgh Green** K2015069

The Cllrs had all seen the application and after a discussion about the KGT consulting with neighbours to the scheme there was general approval and no objections. The Clerk was asked to inform SCDC that the council support this application. Clerk

Cllr Finbow reported that the work was ready to commence as soon as permission was given and it was hoped that the project would be completed before the October half-term.

**6. Meeting advertising strategy:**

K2015070

After discussion it was resolved that the Clerk would send out an email to the Parish Email Distribution List with a link to the finalised agenda for each scheduled meeting but allow the current methods of advertising to continue for planning meetings. Further the Clerk was asked to publish the council's scheduled meetings in the Parish Magazine and add a link to the village website to the email signature along with information about unsubscribing from the email list.

Clerk

**7. Election of Vice-chairman:**

K2015071

The Chairman explained that the council had always had a Vice-chairman and Cllr Chase had expressed an interest in the role. No other Cllrs were interested. Cllr Jessop proposed Cllr Chase be elected as Vice-chairman, Cllr Hulme seconded and the vote was carried.

**8. Defibrillator:**

K2015072

The representative of Framlingham First Responders had failed to attend. Cllr Hulme expressed concern that the defibrillator was not being installed by default rather than by choice. After discussion over the current state of knowledge and methods of progression it was agreed that Cllr Hulme would ask the head of the East of England Ambulance Service regarding the effectiveness of installing one in a single central location when the parish has a spread population that is so close to the Framlingham First Responders, and Cllr Finbow would come to the November scheduled meeting prepared with the relevant figures. Cllr Edmondson suggested that Kettleburgh may be able to set up its own first responders team.

**9. Commonwealth Flag Day:**

K2015073

All agreed upon the purchase of the larger flag option for £38+VAT and Cllr Bater named the only person who could raise the flag. A ceremony with a dignitary was discussed but not settled.

**10. Renaming the Annual Parish Meeting:**

K2015074

The Chairman explained that an idea had been put forward that changing the name of the meeting may help to clarify for parish residents that the meeting is not a Parish Council meeting but a meeting of the parish to discuss parish matters, with the hope of increasing community engagement within the parish. Concern had been expressed over legal requirements to use Annual Parish Meeting so the compromise name of "Kettleburgh Residents Meeting/Annual Parish Meeting" was agreed.

**11. Council document annual reviews:**

K2015075

All of the documents had been reviewed by Cllrs before the meeting and were approved.

**12. Finance:**

K2015076

- a) The Financial Statement was approved.
- b) The payments schedule was approved and authorised. The Clerk was asked to alter the date format used from dd-mmm to dd/mm/yyyy.

Clerk

- c) The implementation of previously agreed bank mandate changes was approved and signed by the relevant Cllrs who were present.
- d) The change of insurance provider, giving better cover for less premium, was explained by the Clerk and approved by the council.

**13. AOB:**

Concern was raised over building works behind Sandpit Cottage but it was generally agreed that there was no problem with them. K2015077

A discussion over the holes appearing in the roads, where the recent Anglian Water project had implemented repairs, covered the following: K2015078

- the bad repair to the hole on School Hill has been reported to Highways.
- it has been partially filled.
- this will be reported to Sam Baker of Anglian Water. TJ
- Anglian Water will be closing the road on 28<sup>th</sup> October to perform full repairs.

Susan Harvey, the new Chairman of SCDC, visited the August coffee morning (as part of her commitment to visit every parish) and handed out leaflets confirming that some of the previous years grant schemes are ongoing. K2015079

**16. Date of Next Meeting:** Further meetings for the year are scheduled for 12th November 2015, 4th February 2016 and 12th May 2016. K2015080

**17. Close Meeting:** The meeting closed at 8:40pm K2015081

**Chairman’s signature to indicate Council approval:** \_\_\_\_\_

**Dated:** \_\_\_\_\_