

**Minutes of the Meeting of Kettleburgh Parish Council**  
**held on Thursday 10<sup>th</sup> August 2017**

Present: Cllrs J Bater, D Brooks, T Chase, R Edmondson, H Finbow, N Hulme, T Jessop (Chairman) and J Moorhouse. Minute numbers and Actions  
Attending: SCC Cllr Robin Vickery, 1 member of the public and the Clerk.

**1. Apologies for Absence:** None. K2017038

**2. Members' declarations of interests:** Cllr Moorhouse declared a non-pecuniary interest in item 6 as a neighbour to the site in the planning application. K2017039

**3. Minutes** of the meetings held on 11<sup>th</sup> May and 12<sup>th</sup> June 2017 were approved and signed. K2017040

**4. Reports from the County and District Councillors** K2017041  
Neither SCDC councillor had responded to their invitation to the meeting in any way.

SCC Cllr Vickery reported that since being voted in he had attended some mandatory training courses and had been given the roles of SCC Armed Forces Champion and representative to the boards of the New Wolsey Theatre and the Eastern Angles Theatre Company. He noted that SCC were recruiting a new Chief Executive details of which were in the June newsletter, which he had not sent but handed a copy to the Clerk (which will be filed with the minutes). He also mentioned that the new cabinet post assignments were listed in that newsletter.

Regarding item 8 on the agenda, Cllr Vickery mentioned a service to be held at Orford Quay on Saturday the 2<sup>nd</sup> September in honour of the nation's Merchant Seamen.

**5. Questions from the Public:** None. K2017042

**6. Planning: DC/17/2963/FUL - Erection of new general purpose agricultural building - Brunswick Farm** K2017043

After some discussion, it was resolved that apart from ensuring preservation of the public footpath the council had no objection to the larger storage facility but would request that the following condition be applied to the permission as other uses may cause environmental impact, with odours or noise, and increased traffic on unsuitable rural roads.

Requested condition:

“The hereby approved building shall be used to store and maintain tools, machinery, equipment and vehicles used to maintain the land within the application site, and for no other purpose unless otherwise agreed in writing by the local planning authority.”

The Clerk will notify SCDC. Clerk

**7. Choice of replacement website provider**

K2017044

Parish resident John Brooke has offered to set-up and host a Wordpress site which he proposes would be capable of everything the OneSuffolk site does at present.

The council would like clarification on the reliability and security of this service and therefore agreed to invite John to the November meeting for further discussion and to renew the current service in October this year.

Clerk

**8. Merchant Navy Day flag**

K2017045

The council resolved not to buy a flag because being flown from the church it would not be seen by many and as the council will not be running any event to mark the day there would be no raising of awareness.

**9. Consultations:** None.

K2017046

**10. Note results of police.uk Crime Report search**

K2017047

The Clerk reported that no crimes had been reported in the parish in April but 5 had been in May:

|   |                  |             |
|---|------------------|-------------|
| Status  | Crime            | on or near  |
| Under investigation                           |                  |             |
|   | 1 Vehicle Crime  | Lings Field |
| Investigation complete, no suspect identified |                  |             |
|   | 1 Vehicle Crime  | The Street  |
|   | 1 Burglary       | The Street  |
|   | 2 Vehicle Crimes | Church Road |

**11. Finance:**

K2017048

- a) The Financial Statement was approved.
- b) The payments schedule was approved and authorised.
- c) The Internal Audit Report had been reviewed by Councillors and the proposals put forward by the Clerk in response to the recommendations were all approved.
- d) The Risk Assessment was approved.
- e) The Asset Register was approved.
- f) SCC Cllr Vickery and the attending member of the public had left the meeting by this point and the Clerk left the building while the council discussed this and the following matters. The council resolved to grant the cost of living increase contained in the nationally negotiated NJC salary scale backdated to April, keeping the Clerk on SCP16.
- g) The council agreed that a contract for the Clerk needs to be implemented but that further work is required before any proposal can be agreed. The chairman will use the Green Book to aid drafting.

TJ

**12. AOB:**

Cllr Hulme asked for information on any parking restrictions in Lings Field after his vehicle was recently 'keyed'. The grass area is privately owned and the road is adopted but no known parking restrictions are in place.

K2017049

Cllr Bater noted that the bollards just further out of the village past the Packway House entrance have gone. The Clerk was asked to report the matter to SCC Highways.

K2017050

Clerk

**13. Further meetings:** The next scheduled meeting will be held at 7:30pm on 9<sup>th</sup> November 2017. Further scheduled meetings will be held at the same time on 22<sup>nd</sup> February 2018 and 10<sup>th</sup> May 2018.

K2017051

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

K2017052

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

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

Chairman's initial: \_\_\_\_\_