

Minutes of the Meeting of Kettleburgh Parish Council
held at Kettleburgh Village Hall on Thursday 22nd February 2018

Present: Cllrs J Bater, T Chase, D Brooks, R Edmondson, H Finbow and T Jessop (Chairman). Minute numbers and Actions
Attending: The Clerk.
The meeting started at 7:30pm.

1. Apologies for Absence: Cllrs N Hulme and J Moorhouse. K2018001

2. Members' declarations of interests: None. K2018002

3. Minutes of the meetings held on 9th November 2017 were approved and signed. K2018003

4. Reports from the County and District Councillors K2018004
Neither the SCC councillor or either SCDC councillor had responded to their invitation to the meeting in any way.

5. Questions from the Public: K2018005
The Clerk mentioned a question received via email about whether the council would be interested in funding the acquisition of a traditional red phone box to replace the BT kiosk and moving the defibrillator into it. The difficulty and expense of installing and maintaining an electricity supply to the box was reiterated from initial discussions on where to install the defibrillator.

6. Planning: DC/18/0425/FUL & DC/18/0426/LBC - Demolition of existing sun room and erection of new, longer, sun room with dormer window serving first floor bedroom above - Hill Farm, Framlingham Road K2018006
After brief discussion, it was resolved that there were no objections. The Clerk will notify SCDC. Clerk

7. PCC request for churchyard maintenance grant K2018007
The suppliers have quoted for the same work at the same fee as 2017 and as the council consider this good value for money the grant for 2018 was approved.

8. Consultations: The report was noted. K2018008

The chairman explained that in response to the Freedom of Information Policy review consultation responses would henceforth be recorded and published, where not already published, on the Kettleburgh website.

9. Note results of police.uk Crime Report search K2018009
The Clerk reported that 2 crimes had been reported in the parish from September to December 2017: 1 under the 'violence and sexual offenses' category that is still under investigation; and 1 'vehicle crime' for which the investigation is complete, but no suspect was identified.

10. Council reviews:

K2018010

- a) The council accepted all proposed adjustments to the Standing Orders (proposal document filed with these minutes).
- b) The council accepted there was no need for any changes to the Data Protection Policy.
- c) The council accepted all proposed adjustments to the Media Policy (proposals filed with these minutes) and agreed to adjust the wording on the announcement at the beginning of each meeting to give the chairman discretion. The Clerk will draft a wording for councillors to approve.
- d) The council accepted the proposed replacement document (filed with these minutes) and the Chairman referred to the point already raised under item 8.
- e) The council approved the current internal controls.
- f) The Clerk reminded councillors of their duty to keep their Register of Interests entries up to date and to inform the Clerk of any changes.

Clerk

11. Finance:

K2018011

- a) The Financial Statement was approved.
- b) The payments schedule was approved and authorised. The Clerk mentioned that despite not having a finalised law to comply with current estimates indicate that costs for the Data Protection Officer service (required by the General Data Protection Regulation) will be lower than the budgeted figure. The possibility of sharing costs with other village organisations was discussed.
- c) The Chairman stated that the draft contract will be circulated to councillors for final comments before approval at the next meeting and asked for volunteers to join him on a staffing committee as best practice is not to allow staff matters to be handled by an individual. Cllr Brooks volunteered, and the Chairman said he would ask Cllr Moorhouse.

TJ

TJ

12. AOB:

K2018012

The Chairman mentioned the letter received from Countess Euston regarding commemoration of The Armistice. The Parochial Church Council have been asked for an indication of the level of financial support they would like for an event and have stated they will have a figure after a discussion with the new minister when he takes up the role in May.

Cllr Edmondson asked about training in the use of the defibrillator. Cllr Finbow had received no requests for training and feedback that the leaflet was sufficient so had not run the training.

K2018013

Cllr Brooks raised the recent press release from SCDC about the discontinuance of free brown bin waste collections questioning how the majority of households were to know of the change. The Clerk explained that he had contacted SCDC on this matter and been told that there will be a leaflet sent to every household and there is no hardship provision, but households will be able to share a bin and the costs.

K2018014

The Clerk informed the council that electronic payments are finally working so there should be no need for cheques henceforth.

K2018015

The Clerk reported that the Parochial Church Council had thanked the council for the grant to cover the cost of the churchyard maintenance in 2017. K2018016

13. Further meetings: The next scheduled meeting will be the Annual Parish Council Meeting held at 7:30pm on 10th May 2018. K2018017

14. Close Meeting: The meeting closed at 8:22pm K2018018

Chairman's signature to indicate Council approval: _____

Dated: _____