

**Minutes of the Annual Meeting of Kettleburgh Parish Council**  
**held at Kettleburgh Village Hall on Thursday 10<sup>th</sup> May 2018**

Present: Cllrs J Bater, T Chase, D Brooks, R Edmondson, H Finbow, T Jessop (Chairman) and J Moorhouse. Minute numbers and Actions  
Attending: 2 members of the public and the Clerk.  
The meeting started at 7:30pm.

**1. Election of Chairman and Vice-chairman:** Cllrs Jessop and Chase were re-elected unopposed and unanimously. K2018032

**2. Declaration of Acceptance of Office:** Cllr Jessop signed, and the Clerk signed as witness. K2018033

**3. Apologies for Absence:** None. K2018034

**4. Members' declarations of interests:** None. K2018035

**5. Minutes** of the meetings held on 22<sup>nd</sup> February, 13<sup>th</sup> March and 24<sup>th</sup> April 2018 were all approved and signed. K2018036

**6. Reports from the County and District Councillors** K2018037  
SCDC Councillor Hudson had sent a report in response to a chase sent by the Chairman regarding a report to the Annual Parish Meeting. The Chairman explained the degradation of the support from SCC and SCDC Cllrs then noted the highlights of Cllr Hudson's report.

**7. Questions from the Public:** K2018038  
The council was asked if it had a view on the large-scale verge destruction being inflicted on the roads of the parish by increasingly large vehicles using roads unsuitable for them?

The questioner had complained to the relevant authorities and, after chasing, been told that a senior official had visited and seen no evidence supporting the complaint to which the complainant responded that they have photographic evidence. No further progress was made.

The photographic evidence goes back many years, but the destruction has been most obvious in the last ten years.

The council had no view to give as the matter had not been discussed in council and it was resolved to have a discussion at the next scheduled council meeting covering verge destruction, pot holes, and drain remediation.

Clerk

It was noted that Suffolk's narrow rural lanes are one of the features that attract tourists and so should be protected to maintain that economic input to the area and that the unsuitably large vehicles on narrow roads are a danger to pedestrians, cyclists, and horse riders.

## **8. Review of village website hosting decision**

K2018039

The council resolved to continue with the current provider for the current year, approve the payment of £50 for the 2018/19 service, and review the situation at the same time in the following year.

Clerk

## **9. General Data Protection Regulation requirements:**

K2018040

The Clerk pointed out that the proposed written signature consent may reduce Parish Email Distribution List (PEDL) subscriptions excessively and that the council should consider email consent. The Clerk updated the council on the current legal situation regarding the Data Protection Officer but noted that it is still a fluid situation that does not provide a good basis for a council decision.

The council resolved that the Clerk should: seek email consent for ongoing subscription to the PEDL; continue working towards GDPR compliance as proposed; and ask neighbouring councils how they are achieving GDPR compliance.

Clerk

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

K2018041

The Clerk reported that 2 crimes had been reported in the parish from January to March 2018: 1 under the 'violence and sexual offenses' category that is still under investigation; and 1 'burglary' for which the investigation is complete, but no suspect was identified.

The council discussed the lack of police presence within the parish. It was reported that Monewden had recently experienced a spate of burglaries.

A warning was given to be aware of fraudulent attempts at looking official with the use of Hi-Vis clothing. A parish resident spotted and challenged a man in the garden wearing Hi-Vis. The man claimed to be from BT doing a survey but rapidly left.

## **11. Council reviews:**

K2018042

The state of the village sign was questioned with the suggestion it is grubby. The Clerk explained the annual inspection procedure with photographs and that there is slowly encroaching rust, but progress is very slow. Discussion on the appropriate cleaning methods and risks associated resulted in agreement to discuss, at the next scheduled meeting, budgetary provision for refurbishment.

Clerk

The asset register was approved.

## **12. Finance:**

K2018043

- a) The Financial Statement was approved.
- b) The payments schedule was approved and authorised.
- c) The Annual Financial Statement was approved and authorised.
- d) The Annual Governance Statement was reviewed, approved and signed.
- e) The Annual Accounting Statements were considered, approved and signed. The council resolved that the requirements for exemption from limited assurance review were met.
- f) The Chairman explained that having asked for comment from all councillors only two had so far responded, and so requested responses from those who have not yet done so.

DB, TC,  
HF, RE

g) Current signatories and the online payment approver all stated they were willing and able to continue in their roles.

**13. AOB:**

K2018044

The speed control issue raised at the Kettleburgh Residents' Meeting was highlighted and further discussion ensued. It was resolved to discuss the matter at the next scheduled meeting and the Clerk was asked to research mounting options and costs for various automated signage possibilities.

Clerk

A suggestion from a Constable Court resident that a speeding device would be useful there was noted.

It was noted that the Village Gateways had been tidied up by a volunteer within the parish who has done an excellent job and the council issued thanks.

K2018045

A member of the public stated their opinion that the council do an excellent and necessary job and so thanked the council and clerk for their effort and time.

K2018046

**14. Further meetings:** The council accepted the Clerk's suggestion of moving meetings to the third Thursday rather than the second to allow more time after receipt of the bank statement for preparation and publication of supporting documentation.

K2018047

**15. Close Meeting:** The meeting closed at 8:37pm

K2018048

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

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