



**Agenda for the Annual Meeting of Kettleburgh Parish Council
To be held at Kettleburgh Village Hall on Thursday 5th May 2022 at 19.30**

Members of the Kettleburgh Parish Council are summoned to attend for the purpose of transacting the following business. The public and press are invited to attend.

AGENDA

- 1. Election of Chairman**
- 2. Apologies for absence**
- 3. Declarations of Interest**
- 4. To consider requests for dispensations**
- 5. Minutes** – To resolve that the minutes of the Ordinary Council meeting on 10th March, and Extraordinary Meeting on 11th April are a true and accurate record
- 6. Clerk’s Report including actions taken since the last meeting for information**
- 7. Public participation session (15 minutes) to include Police, District and County Councillors Reports**
- 8. Planning**
 - 1. Development of 16 Houses in The Street Kettleburgh DC/21/0757/FUL.** To hear an update and consider any action required
 - 2. Town and Parish Councils Workshop – Preparation of Housing in Clusters and Small-Scale Residential Development in the Countryside Supplementary Planning--** Feedback from Clerk.
- 9. Data and Information Management**
 - 1. GDPR** – Data Mapping process. To hear an update and agree any action needed
 - 2. Microsoft 365--** Trial of Business Edition. To hear an update and agree any action needed
 - 3. Data Protection and Information Management Policy** –BOYD section of policy to discuss and approve
- 10. Annual Parish Meeting**

Consider points raised by Community attendees and agree any actions required
- 11. Queen’s Platinum Celebrations**

To hear an update from Cllrs JD, EJ and SP. To consider any actions required and costs to approve
To confirm application made for grant funding for Marquee
- 12. Governance**

Policies-- Equality and Diversity Policy to consider and approve
- 13. Climate/ Environment**

Woodbridge Climate Action Event – Update by Cllr PW
Deben Focus Group Water quality- Council to consider and agree any further actions
- 14. Finance** – To approve:
 - 14.1.** 2021-2022 Payment Schedule.
 - 14.2** Approve payments to be made.
 - 14.3.** Review and approve Annual Financial Statement for 2021-22
 - 14.4.** Accounting Statements AGAR 2021/22-Review and Minute approval
 - 14.5.** Certificate of Exemption-AGAR 2020/21-consider claiming an exemption from a limited assurance review and record the decision.

Contact the Parish Clerk on kettleburghparishclerk@gmail.com for attendance information

Please Note, Council meetings may be filmed or recorded. Those wishing to do so are requested to contact the Clerk before the meeting.

Sonia Frost, Clerk to the Council



14.6. The Annual Governance Statement AGAR 2020/21-Review of the Governance Statement by councillors and record outcome on AGAR form

14.7. NOTICE OF PUBLIC RIGHTS- Consider and agree dates for the exercise of public rights

14.8. Barclays Bank Signatories. To consider and agree any changes to be made to the mandate

14.9. Enabling Community Budget (ECB)-To approve receipt of Grant Funding for Marquee £1,899.00

4.10. To approve Internal Audit to be completed by Heelis and Lodge

15 Items for the next Agenda

17 Motion under the Public Bodies (admission to meetings) Act 1960 to exclude the public and press for discussions regarding personnel where publicity might be prejudicial to the special nature of the business

16. Next Meeting Dates-Thursday 14th July Thursday 8th September 2022 at 19.30

Sonia Frost Clerk to Kettleburgh Parish Council
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