



**Agenda for the Ordinary Meeting of Kettleburgh Parish Council
to be held at Kettleburgh Village Hall on Thursday 8th December 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

1. **Welcome by the Chairman**
2. **Apologies for absence**
3. **Declarations of Interest**
4. **Requests for dispensations**
5. **Minutes** – to resolve that the minutes of the Kettleburgh Ordinary Parish Council Meeting on Thursday 10th November 2022 are a true and correct record, and sign the minutes
6. **Clerk's Report** - including actions taken since the last meeting for information
7. **Public Forum** - to include Police, District and County Councillors' Reports. Members of the public are invited to give their views on issues on this agenda, or raise issues for future consideration, at the discretion of the Chairman. They may speak for up to 3 mins and the session will last no longer than 15 minutes. Members of the public may not take part in the Committee meeting itself
8. **Kettleburgh Village Pound** - to hear an update and agree any actions necessary for future management
9. **Finance** - to discuss issues raised regarding Scribe Accounting package, and consider and where necessary approve:
 - a) **Bank Reconciliation**
 - b) **Payments made and proposed** (ex-payment schedule)
 - c) **Village Hall Internet** –to hear an update from Cllr Booth
 - d) **Internal Audit Report** – to receive the report and consider any recommendations
 - e) **Local Government Pay Award for Clerk**
 - f) **Business Plan 2022-23** – to consider next year's activities
 - g) **Precept request for 2023-24** – to consider, then agree at KPC January 2023 Ordinary Meeting
10. **Planning** - to hear updates and consider any action required:
 - a) **Development of 16 Houses in The Street Kettleburgh DC/21/0757/FUL.**
 - b) **Planning reference: DC/22/4673/FUL.** Proposal: Gable ended single storey extension to rear of property and bay window and porch canopy to front elevation. 11 Church Road, Kettleburgh, Woodbridge, Suffolk, IP13 7LE
11. **Data and Information** - to consider and where necessary approve:
 - a) **GDPR – Microsoft 365** - to hear an update and agree any actions
 - b) **GDPR - Data Mapping** – to consider and agree next actions
12. **Kettleburgh Parish Council website** – to hear an update and agree any actions
13. **Speed Awareness Initiative - Kettleburgh Parish Council Speed Awareness Project** – to review and agree any actions
14. **Community Flood Management Plan** – to hear an update, discuss Mapping Software options and agree any actions
15. **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/s** – next Ordinary Meeting Thursday January 12th at 19.30

Sonia E Frost

Clerk to Kettleburgh Parish Council Published 2nd December 2022

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Please be aware that filming and recording of the meeting may be taking place during the meeting

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