



**Agenda for Kettleburgh Parish Council Ordinary Meeting**  
**To be held at Kettleburgh Village Hall on Thursday 13<sup>th</sup> April 2023 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. Welcome by 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 9<sup>th</sup> March, and Extraordinary Meeting on 23<sup>rd</sup> March 2023 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** - To hear an update and agree any action required
  - a) Planning reference:** DC/23/1046/FUL  
**Proposal:** Demolition of existing poor quality single story rear extension. Erection of new two storey side extension . Consultation expiry date 14<sup>th</sup> April 2023.  
**Address:** 4 Church Road, Kettleburgh, Woodbridge, Suffolk, IP13 7LE
  - b) Development of 16 Houses in The Street Kettleburgh DC/21/0757/FUL.**
  - c) Application DC/22/4851/FUL Nest Care Farm Kettleburgh**
- 9. HM King Charles III Coronation**

To hear an update from Cllr Ed Jardine Chairman and approve any actions  
To confirm and approve receipt of AWA National Lottery Grant £1,000
- 10. Kettleburgh Parish Council ICT Procurement**

Consider options for the Kettleburgh Parish Council /Village Website and agree any actions
- 11. Governance and Statutory Business –**
  - a) Elections 4<sup>th</sup> May 2023** and confirmation of Nominations
  - b) Review/Approval of annual policies –**

Risk Assessment Schedule;	Asset Register;
Standing Orders,	Financial Regulations,
Internal Controls.	Privacy Statement
- 12. Finance** – To note and where necessary approve:
  - 12.1.** Approve the payments for authorisation and any payments made since the last meeting.  
Agree any changes to standing orders.
  - 12.2.** Bank Reconciliation
  - 12.3.** Financial Statement
  - 12.4.** Budget 2023-2024

Contact the Parish Clerk on [kettleburghparishclerk@gmail.com](mailto: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



- 12.5.** Approve and sign the Internal Controls Review.
- 12.6.** Review and approve Annual Financial Statement for 2022-23
- 12.7** Accounting Statements AGAR 2022/23-Review and Minute approval
- 12.8.** Certificate of Exemption-AGAR 2022/23-consider claiming an exemption from a limited assurance review and record the decision.
- 12.9.** The Annual Governance Statement AGAR 2022/23-Review of the Governance Statement by councillors and record outcome on AGAR form
- 12.10. NOTICE OF PUBLIC RIGHTS-** Consider and agree dates for the exercise of public rights
- 12.11.** Barclays Bank Signatories. To consider and agree any changes to be made to the mandate. Scribe Accounts access approval.
- 12.12.** Enabling Community Budget (ECB)-To approve request of Grant Funding for ICT Procurement
- 13. 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
- 14. Kettleburgh Pound** – To hear an update and agree any necessary actions.
- 15. Next Meeting Dates-**Annual Parish Council Meeting Thursday 18<sup>th</sup> May,  
Ordinary KPC Meeting 13<sup>th</sup> July and Thursday 14<sup>th</sup> September 2023 at 19.30  
Kettleburgh Annual Parish Meeting 25<sup>th</sup> May 2023 (TBA)

*Sonia E Frost*

Sonia Frost  
Clerk to Kettleburgh Parish Council  
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Published: April 7<sup>th</sup> 2023