



**Agenda for the Annual Meeting of Kettleburgh Parish Council**  
**To be held at Kettleburgh Village Hall on Thursday 18<sup>th</sup> May 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. **Election of Chairman and to receive the Chairman's Declaration of Acceptance of Office**
2. **Election of Vice Chairman and to receive the Vice Chairman's Declaration of Acceptance of Office**
3. **Apologies for absence**
4. **Declarations of Interest**
5. **To consider requests for dispensations**
6. **Co-Option of New Councillor** - to consider an application from a resident and co-option to the casual vacancy
7. **Minutes** – To resolve that the minutes of the Ordinary Council meeting on 13<sup>th</sup> April, and Extraordinary Meeting on 26<sup>th</sup> April are a true and accurate record
8. **Clerk's Report including actions taken since the last meeting for information**
9. **Public participation session (15 minutes) to include Police, District and County Councillors Reports**
10. **Planning-** - To hear any updates and agree any actions required
  1. **Development of 16 Houses in The Street Kettleburgh DC/21/0757/FUL.**
  2. **East Suffolk Planning Alliance (ESPA)**
  3. **Village Sign Placement** – Consideration of permanent site after completion of new Development
  4. **Nest Care Farm** - Application DC/22/481/FUL Withdrawn
11. **Annual Parish Meeting 25<sup>th</sup> May 2023**

Consider Agenda and format of the meeting, and approve any actions required
12. **King Charles III Coronation Celebrations**

To hear an update from Cllrs EJ. To consider any actions required and costs to approve
13. **Governance** - To approve and adopt:

Financial Regulations for Kettleburgh Parish Council  
Standing Orders for Kettleburgh Parish Council
14. **Finance** – To note or approve where necessary:
  - 14.1. Bank Reconciliation to 28<sup>th</sup> April 2023
  - 14.2. Payments for authorisation
  - 14.3 Payments for Online Purchases – consideration of Barclaycard provision
  - 14.4 Barclays Bank Signatories. To consider and agree any changes to be made to the mandate
  - 14.5. Consider any changes to Barclays Bank Account Standing Orders
15. **Councillor Training:**

To consider and agree training with Suffolk Association of Local Councils (SALC) for new and existing councillors.
16. **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
17. **Next Meeting Dates**-Kettleburgh Annual Parish Meeting Thursday 25<sup>th</sup> May 2023  
Thursday 14th July Thursday 14th September 2023 at 19.30