



**Agenda for the Ordinary Meeting of Kettleburgh Parish Council
to be held at Kettleburgh Village Hall
on Thursday 19th October 2023 at 19.30**

Members of 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: Ordinary Parish Council Meeting 14th September and Extraordinary Meeting 27th September 2023 are true and correct records, and the Chairman to 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 following Council meeting itself*
8. **Planning** - to hear updates and agree any action required:
 - a) **Consultation: DC/23/3162/FUL** Nest Care Farm Kettleburgh
 - b) **Consultation: DC/23/3265/FUL** 3 Bungalows adj Chequers PH
 - c) **Consultation: DC/21/0757/FUL** 16 houses in The Street, Kettleburgh
 - d) **Neighbourhood Plan:** to consider initiating a project to develop a Neighbourhood Plan
Clerk to report on initial findings.
9. **Speed Awareness Survey:** to note findings and agree any actions
10. **Finance** - to discuss and where necessary approve:
 - a) **Bank Reconciliation**
 - b) **Payments for authorisation**
 - c) **Receipts and Payments Forecast** – Summary Report
11. **Governance:** to discuss and where necessary approve:

a) Business Plan: consider 2024-25 activities	e) Parish Email Distribution List
b) Maintenance Plan for KPC Assets,	f) KPC Risk Plan Draft
c) Defibrillator: -update	g) KPC Asset Register Draft
d) Maintenance for wider village	h) KPC Grant Application Form and Policy
d) Website: Clerk to update on progress	i) KPC Health and Safety Policy
12. **Motion under the Public Bodies (admission to meetings) Act 1960** - to exclude the public and press from discussions where publicity might be prejudicial to the special nature of the business
13. **Next Meeting/s** – agreed dates: Ordinary Meetings 9th November and 7th December 2023 at 19.30

Sonia Frost

Clerk and Responsible Officer to Kettleburgh Parish Council Published: 15th October 2023

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

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