



**Minutes of the Kettleburgh Annual Parish Council Meeting**  
**Held in Kettleburgh Village Hall on Thursday 5<sup>th</sup> May 2022 at 19.30**

**The following business was transacted:**

<b>Welcome by Chairman Cllr J Duckham</b> The meeting started at 19.30.	<b>Minute No. and Actions</b>
<p><b>1. Election of Chair</b>            Cllr Ed Jardine was unanimously elected as Chair of Kettleburgh Parish Council for the following year, and signed the Declaration of Acceptance of Office.            Proposed by Cllr DT, seconded by Cllr JD.            Cllr Duckham was elected as Vice Chair, and signed the Acceptance of Office.            Chairman EJ expressed the appreciation of the Council for the work Cllr Duckham has undertaken over his 4 year period in office. Accompanied by a round of applause.</p>	K2022037
<p><b>2. Present:</b> Councillors Jardine (EJ), Chairman, J Duckham (JD), Vice Chairman, Cllrs R Booth (RB) P Winder (PW), E S Poacher (SP) Cllr D Thomas (DT)  <b>Attending:</b> Sonia Frost, Clerk  <b>Apologies for absence:</b> District Cllr E Bryce, and County Cllr M Cook.</p>	K2022038
<p><b>3. Members' Declaration of Interests regarding agenda items</b>  None</p>	K2022039
<p><b>4. Requests for Dispensations</b>  None</p>	K2022040
<p><b>5 Approval of Minutes</b>  The minutes of the Ordinary Parish Council Meeting on 10<sup>th</sup> March 2022, and the minutes of the Extraordinary meetings on the 11<sup>th</sup> April were approved as true and correct records were signed by the Chairman.</p>	K2022041
<p><b>6. Clerk's Report</b></p> <ul style="list-style-type: none"> <li>• A response had been sent to the Governance Review, confirming that Kettleburgh Parish Council did not wish to make any changes.</li> <li>• The Clerk had responded to the ESC Planning Application for Rookery Farm DC.</li> <li>• The Secretary to Dan Poulter MP, had been in contact requesting to be advised of any functions in the village as Mr Poulter is now attending in person, following a long period during Covid-19 when attendance was made via Zoom.</li> </ul>	K2022042
<p><b>7. Public participation session (15 minutes)-to include Police, District and County Councillors Reports</b>  No members of the public were present.  Reports had been received from both ESCC Cllr M Cook and SCC Cllr Bryce and these had been circulated and could be seen on the village website.</p>	K2022043
<p><b>8. Planning</b>  <b>1. Development of 16 Houses in The Street Kettleburgh DC/21/0757/FUL.</b> To hear an update and consider any action required             Chairman Cllr EJ reported that the ESC Planning Committee meeting had taken place on April 19<sup>th</sup>, and had been live streamed via youtube. He had made a representation on behalf of the Parish Council, summarising the objections to the development. He felt this had been a positive meeting in that members had been convinced that there were significant reasons for them to defer their decision until they had been able to make a site visit to clarify their concerns.             [The recording of the recent ESC Planning Committee Meeting on 19<sup>th</sup> April relating to DC/21/0757/FUL is on Youtube. The link will take you into the meeting at the relevant time.  <a href="https://youtu.be/iVs5WHy_oJg?t=7339">https://youtu.be/iVs5WHy_oJg?t=7339</a> ]</p>	K2022044



<p>The subsequent site visit had been made two days previously, on May 3<sup>rd</sup>. Several ESC Planning members, staff, Planning Officer Natalie Webb, Planning Committee Chairman Debbie McCallum, and Peter Wells were present. No communication was permitted between Chairman Cllr EJ and the members. Members had requested the Planning Officers clarify questions before the Committee met again to make their final decision. These related to house ridge heights and distances to the boundary.</p> <p>The Meeting date for the final decision was not known, and the Clerk was asked to check for the meeting date and the live stream link.</p> <p>Council expressed concern with regard to any future development.</p> <p>The Clerk was asked to research the previously identified sites in the SCDC. Strategic Housing Land Availability Assessment 31st March 2014 (SHLAA) document.</p> <p><b>2. Town and Parish Councils Workshop – Preparation of Housing in Clusters and Small-Scale Residential Development in the Countryside Supplementary Planning--</b> Feedback from Clerk</p> <p>The Clerk had attended via Zoom a workshop in preparation for the wider Supplementary Consultation later this year. It was facilitated by ESC Planning Officers and Parish Councillors, and considered issues around building small numbers of homes, or single dwellings where only 3-5 currently existed. Cllrs expressed a view that it was preferable for homes to be designed as a range of styles and sizes, blending well into the rural environment they were set in, as hamlets had evolved over centuries and are not all uniform. The Planning Officers agreed to take this into account in the future consultation.</p>	<p>Clerk</p>
<p><b>9. Data and Information Management</b></p> <p><b>1. GDPR – Data Mapping process.</b> To hear an update and agree any action needed</p> <p>The Clerk reported that two working sessions via Zoom had been held with Cllr JD and Cllr PW. She has identified much of the council data held by the clerk, and some from the two Cllrs, but would still need confirmation from all Cllrs with regard to any personal data they hold in order to complete the mapping process.</p> <p><b>2. Microsoft 365--</b> Trial of Business Edition. To hear an update and agree any action needed</p> <p>Cllr RB had initiated a free trial of Microsoft 365 a month ago and had considerable experience with working with M365 in his work with schools. He had sent a Briefing Note to all councillors to help inform their decision. A lot of detailed information was discussed regarding the costs, benefits and disadvantages of Microsoft 365, and it was proposed that Council adopted Microsoft 365. The cost was quoted as £60.00 per councillor account per annum.</p> <p>Council unanimously resolved to procure the Microsoft 365 service for management of its email and documentation, and to ensure its data was protected, and enable rigorous GDPR management.</p> <p>Cllr RB was thanked for his research, work and advice on this project, and he was asked to continue to progress the process.</p> <p>Cllr RB explained that he would be sending Cllrs individual information to enable them to commence the process.</p> <p><b>3. Data Protection and Information Management Policy –</b>BOYD section of policy to discuss and approve</p> <p>A final decision was not made at this meeting and will be deferred to the next meeting on July 14<sup>th</sup> 2022</p>	<p>K2022045</p> <p>All Cllrs</p> <p>Cllr RB</p> <p>Cllr RB / all Cllrs.</p>
<p><b>10. Annual Parish Meeting</b></p> <p>The Annual Parish Meeting had been held in the Village Hall on March 17<sup>th</sup> and had been well attended. A member of the public had raised the issue that there were areas of grass and verges around the village that were not well managed, and wondered if a more coordinated approach</p>	<p>K2022046</p>



<p>could be possible.</p> <p>The Clerk was asked to contact the member of the Public for more information about deficiencies in verge, etc. cutting to inform further discussion.</p>	Clerk
<p><b>11. Queen’s Platinum Celebrations</b></p> <p><b>Update from Cllrs JD, EJ, SP. To consider any actions required and costs to approve</b></p> <p>Cllr JD had looked into the procurement of a new marquee to meet the needs of both the Queen’s Platinum Jubilee and other potential village events. Details of potential tents had been circulated to Cllrs prior to the meeting. He had narrowed enquiries down to the House of Tents, Tents UK and Gala Tents. Quality criteria was discussed and approved: High quality PVC grade, repairs, spares, advice, guarantee, storm ropes, ventilation flaps, and storage bags. A second hand marquee had been identified, but was discounted as it did not have a guarantee and would not be possible to insure under the same Parish Council policy. Council debated the three main quotes and suppliers against the criteria.</p> <p>Cllr JD proposed the purchase of a 10m x 6m professional marquee from UK Tents, cost: £ 2379.57 including VAT 396.59. Seconded by Cllr RB, unanimously approved.</p> <p>The Clerk was asked to complete the purchase the following day, May 6<sup>th</sup> 2022.</p> <p>The Clerk had made an application to ESC District Councillor M Cook Enabling Communities Fund, for purchase of a marquee, and funds of £1899.00 had been granted. Council had wished to express its appreciation for this funding, and the Clerk had written to thank District Cllr Cook.</p> <p>Future storage had been agreed in a secure farm building with a member of the public, and insurance cover agreed with CAS under the Parish Council Policy. The Clerk was asked to add the marquee to the Asset Register once the marquee had been delivered.</p> <p><b>Other Jubilee issues</b></p> <p>Cllr JD had designed, printed and personally delivered a flyer to all homes in Kettleburgh, and needed replies to enable accurate estimation of catering supplies.</p> <p>He had previously circulated spreadsheet to Cllrs estimating expenditure for catering and other sundries, to remain within the agreed budget of £ 1,500.00. Potentially between 150 and 200 people would be attending.</p> <p>Council considered the budget spreadsheet and this expenditure was approved unanimously.</p> <p>The Beacon had been planned and agreed by Chairman EJ and The Scout Leader, and they were satisfied this would be safe and work as intended. Chairman EJ had updated the Risk Assessment and Event Plan accordingly, as required for the Parish Council Public Liability Insurance cover.</p> <p>Chairman EJ agreed to request the grass was cut before the event in the KVG.</p>	<p>K2022047</p> <p>Clerk</p> <p>Clerk</p> <p>Cllr EJ Chairman</p>
<p><b>12. Governance.</b></p> <p><b>Policies - Equality and Diversity Policy to consider and approve</b></p> <p>The draft policy was found to have an accidental omission, and was approved as amended: <i>“It is our policy to provide representation, information, facilities, services and employment to all, irrespective of:</i></p> <ul style="list-style-type: none"> <li>• Gender, including gender reassignment</li> <li>• Marital or civil partnership status and sexual orientation</li> <li>• Having just had a baby or being pregnant</li> <li>• Having or not having dependants</li> <li>• Religious belief or political opinion</li> <li>• Race(including colour, nationality, ethnic or national origins)</li> <li>• Disability</li> <li>• Age</li> <li>• Sex</li> </ul>	K2022048





Council unanimously resolved to accept the grant funding of £1899.00 for the Marquee purchase. <b>14.10.</b> To approve Internal Audit to be completed by Heelis and Lodge Council unanimously resolved to appoint Heelis and Lodge to conduct the 2022-23 Internal Audit, and asked the Clerk to appoint them.	Clerk
<b>15. Items for the next Agenda</b> Community Flood Management Plan, GDPR update, Climate issues.	K2022051
<b>16. Next Meeting</b> The next Ordinary meetings will be on Thursday 14th July, Thursday 8th September, and Thursday 13th October 2022 at 19.30 in the Village Hall.	K2022052
<b>17. Motion under the Public Bodies</b> (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 There were no motions required to exclude the public and press for discussions regarding personnel.	K2022056
The meeting closed at 21.50.	K2022057

Sonia Frost

Clerk and Responsible Officer to Kettleburgh Parish Council

Chairman's signature to indicate Council approval:

Dated: