



Minutes of the Kettleburgh Ordinary Parish Council Meeting
Held in Kettleburgh Village Hall on Thursday 8th December 2022 at 19.30

The following business was transacted:

1. Welcome by Chairman Cllr E Jardine The meeting started at 19.35 due to severe weather conditions.	Minute No. and Actions
2. Present: Councillors E Jardine (EJ), Chairman, D Thomas (DT), P Winder (PW), R Booth (RB) Attending: Clerk Mrs S Frost No members of public Apologies for absence: Cllr S Poacher (SP) - J Duckham (JD), their apologies were accepted.	K2022105
3. Members' Declaration of Interests regarding agenda items None	K2022106
4. Requests for Dispensations None	K2022107
5 Approval of Minutes The Minutes of the Ordinary Parish Council Meeting held on 10 th November 2022 were approved as a true and correct record, and were signed by the Chairman.	K2022108
6. Clerk's Report: <ul style="list-style-type: none"> • The Noticeboard, now 17 years old, had developed a leak in the seals of the door frame, and possibly the glass window, and the Clerk had ordered new seals from the manufacturer. They had cost £140.90 +VAT £28.18 each, total: £169.08. Delivery was expected in the next few weeks. • Hour Community. The Clerk had had contact from a member of the public urgently needing to arrange transport for a relative to Ipswich Hospital. The Hour Community in Framlingham normally had two vehicles and drivers available for booking. They were fully booked on this occasion, but the contact numbers for their service were now displayed on the noticeboard. The member of public was able to arrange alternative transport. • A letter had been received from Bruno Peek LVO OBE OPR Pageantmaster. He had thanked all those who had taken part in the great success of the Platinum Jubilee Beacons. He had received many emails asking if Beacons were being planned for the Coronation of King Charles III, in June 2023. The decision from Buckingham Palace had been no, as the Coronation would be less than a year after the Platinum Jubilee, and events planned for May 2023 should have a markedly different look to those of 2022. However, it had been agreed that Beacons would be a principal part of the June 6th June 2024 D-Day 80, the 80th Anniversary of the D-Day Landings in Normandy. More information would be provided soon. 	K2022109
7. Public Forum - to include Police, District and County Councillors' Reports A Report had been received from ESC Cllr M Cook and had been circulated and was available on the Parish Council website. No members of the public were present.	K2022110
8. Kettleburgh Village Pound – Kettleburgh Conservation Advisors Report November 2022 Cathy Smith, Conservation Advisor from Suffolk Wildlife Trust (SWT), had completed her report and it had been circulated to councillors prior to the meeting. The report had included a summary of the site, recommendations covering species identified, meadow management, community engagement, monitoring, and potential Grant Funding resources. Cllr EJ Chairman explained that the report referred to the meeting that had taken place between Cathy, the current residents of Watermill House, the Chairman and	K2022111

Jardine 20.1.23



<p>the Clerk. He anticipated that there would need to be a resulting list of tasks and seasonal work to be planned for annual maintenance. Quotes for the procurement of some of the work might be necessary, with possibly some input by volunteers forming a working party under the management of the Parish Council. It would be important that the work was checked annually against the Management Plan, in order to meet insurance requirements. Cllr EJ Chairman asked Cllrs to read and consider the Report fully so decisions could be taken at the next meeting.</p> <p>Information Resource Document for the website</p> <p>The Clerk explained that she was collating records of the Kettleburgh Pound that she had found during the research process for the paper published in October. She hoped that a potential resulting document could form an interesting resource that could be accessed from the website, regarding the history and wider aspects of the Pound.</p> <p>Cllr EJ Chairman reiterated that the Pound was an asset of the Parish Council, and the Parish Council should be responsible for its upkeep and costs, although there may be a positive community involvement in aspects of that.</p> <p>The Clerk was asked to send the Report to the residents of Watermill House.</p> <p>Cllr EJ agreed to ask a local farmer regarding the replacement of the gate bottom hinge.</p> <p>Cllr EJ Chairman agreed he would contribute from his landscape experience to the draft Management Plan to be prepared by the Clerk for consideration at the next meeting.</p>	<p>All cllrs</p> <p>Clerk</p> <p>Clerk</p> <p>Cllr EJ</p> <p>Clerk, Cllr EJ</p>
<p>9. Finance</p> <p>PKF Littlejohn had been reappointed as External Auditors for the next five years.</p> <p>To consider and where necessary approve:</p> <p>a) Bank Reconciliation - Council considered the new Scribe-based Bank Reconciliation.</p> <p>Balances at 29/112022: Barclays Business Premium Account : £3,862.75</p> <p> Barclays Community Account: £4,041.80</p> <p>Whilst the totals of the Bank Accounts agreed and were correct, the Reconciliation Report showed £712.73 as <i>unpresented payments</i>. This related to transactions not ready for payment but that had been entered as payments to be made in the financial year ahead. Parish Council Accounts are prepared on the cash basis, not the accrual basis, but historically KPC had been approving payments well ahead of their due payment date (the 'payment schedule'). The Clerk had attempted to replicate this, but in the standard environment of Scribe, the items had incorrectly appeared in the reconciliation as if they were unpresented cheques. She had also found that when payments changed before the due date for payment, it was time consuming to amend them, and had therefore taken advice from Scribe and Cllr RB prior to the meeting.</p> <p>Guidance had been received: too late to change the Report, but it would enable the Clerk to improve it for the next meeting. She would also however be recommending that Council instead use the Scribe budget control system to forecast and control expenditure.</p> <p>b) Payments for Authorisation - Council considered the report and resolved to approve it.</p> <p>Village Hall Internet - to hear an update from Cllr Booth</p> <p>Cllr RB had attended a Village Hall Committee Meeting, to discuss the offer by the Parish Council to support installation of Internet services. He reported that the Village Hall Committee had not wanted the Internet installation, but it might be reconsidered in the future. The Clerk had since received a letter from the Secretary of the Village Hall Committee confirming that it felt it was prudent to defer any decision on the project of Internet installation until after April 2023.</p>	<p>K2022112</p> <p>Clerk</p>

J. Miller

20.1.23



<p>The Village Hall Broadband installation Project would be updated accordingly in the KPC Business Plan to be reviewed in April 2023, which would coincide with the Village Hall considerations. Council thanked Cllr RB for his attendance at the meeting.</p>	Clerk
<p>Internal Audit Report – to receive the report and consider any recommendations The Report for the Year ending 31st March 2022 had been sent to councillors before the meeting. Key points raised by the auditor were:</p>	
<ul style="list-style-type: none">• The Transparency Code required the Annual Governance Statement, Annual Return Sections 1,2,4 and the 2022 Certificate of Exemption to be visible on the website. The documents had been published but were not visible to the auditor as the website had been accidentally deleted by the hosting service Community Action Suffolk. They were being re-published and links to them restored. The Clerk was assisting the Webmaster with the provision of some of them.	Clerk/webmaster
<ul style="list-style-type: none">• The Fidelity cover figure in the Risk Assessment (£150,000) needed to be amended on the Asset Register.	Clerk
<ul style="list-style-type: none">• While The Council had a general reserve (£1,154.59 in the year end accounts), this amount was below the recommended level. Council had taken steps in the 2022-2023 precept to increase the general reserve, but needed to be mindful that it must maintain adequate reserves.	Clerk/Cllrs
<p>Council accepted the Report and its recommendations.</p>	
<p>Local Government Pay Award for Clerks</p>	
<p>The National Joint Council (NJC) had confirmed on 3rd November 2022 that a pay increase following the Local Government Pay Claim 2022-2023 had been agreed. Council considered the award, resolved to accept it, and instructed the Clerk to formally advise SAL Payroll department that it should be applied to the Clerk's pay, backdated to 1st April 2022. The Clerk agreed to advise Council of the award details as soon as possible.</p>	Clerk
<p>Business Plan 2022-23 – to consider next year's activities</p>	
<p>Council considered the Business Plan for 2022-23 and continued to identify the following likely projects:</p>	
<ul style="list-style-type: none">• Community Flood Management Plan• Coronation of HM King Charles III Celebrations on 6th May 2023• Speed Awareness initiative• Internet provision in the Village Hall• New Management of Kettleburgh Pound• Possible - new Parish Council/village website• Possible - World War II D Day 80, Celebrating the Normandy Landings June 2024	
<p>Council would continue to consider the future possible projects and community priorities, and would agree a revised Plan prepared by the Clerk at the next meeting in January.</p>	Clerk
<p>Precept request for 2023-24 – to consider, then agree at KPC January 2023 Ordinary Meeting</p>	
<p>Council considered drivers of the precept request for the next year 2023-24. It acknowledged the difficulties of current national and global economic pressures and hoped that it would be possible to maintain the precept at last year's figure £5,366, to avoid pressure on residents. But it noted that it had only one income –the precept – supplemented by any grants. It had statutory duties and responsibilities to maintain its assets, provide facilities and contribute towards their provision by others. Agreed Projects needed to be funded. The Internal Auditor had emphasised the need to maintain adequate reserves. Council resolved to agree its budgets and required reserve levels, which would both drive its precept request, at its January 2023 meeting.</p>	Council

Amelia 20.1.23



<p>13. Speed Awareness Initiative - Kettleburgh Parish Council Speed Awareness Project – to review and agree any actions</p> <p>The Clerk had circulated a draft Speed Awareness Questionnaire to councillors who had commented and revised. A further point was raised and the Clerk agreed to revise accordingly. She would print, put into envelopes the 125 copies, and deliver to Cllr PW. He had kindly agreed to hand deliver to all dwellings in Kettleburgh in the next day or so.</p> <p>Residents would return the document once completed by scanning and emailing back to the Clerk, or handing the paper copy to Cllr PW. Cllr PW had also kindly agreed to collect responses from anyone needing assistance to return it. The final results would be collated by the Clerk, the data anonymised, and published for consideration at the next Parish Council Meeting, scheduled for Thursday 12th January 2023. This date might need to be changed due to apologies received from Cllrs, and a new date scheduled.</p> <p>A risk assessment had been made for the door-to-door delivery by Cllr PW, and photographic ID provided to him by the Clerk.</p>	<p>2022116</p> <p>Clerk Cllr PW</p> <p>Clerk Cllr PW</p>
<p>14. Community Flood Management Plan – to hear an update, discuss Mapping Software options and agree any actions</p> <p>The Clerk reported that she had contacted Pete Roberts, Project Delivery Engineer Water Management Alliance, regarding the scheduled Autumn/Winter maintenance work. Poor weather had been forecast and residents had expressed concern concerning the risk of flooding. He had responded that the work was within this year's maintenance programme and would be assessed prior to any work to ensure it was appropriate, and he expected to make a visit to the at risk drain to check it himself shortly.</p> <p>Mapping Software options</p> <p>Council had been able to trial the Parish Online mapping software over the last two months, and experiment with the application in the Kettleburgh area. Council resolved to purchase this application at an annual cost of £40.00 +£8.00 VAT and the Clerk was asked to complete the purchase.</p> <p>Cllr EJ Chairman requested that an A1 printed map, full colour to face only, uncoated 90 GSM matte, to enable writing and marking up, be purchased to enable the Community Flood Management team to work up the local infrastructure and landmarks. The Clerk had researched three quotes and the item could best be ordered from Leiston Press at a cost of £10.00. Council resolved to purchase the map. Cllr EJ Chairman was asked to provide the Clerk with an electronic file, and the Clerk was asked to place the order.</p>	<p>K2022117</p> <p>Clerk</p> <p>Clerk</p> <p>Cllr EJ Chairman Clerk</p>
<p>14. 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 – no potentially prejudicial business at this meeting.</p>	<p>K2022118</p>
<p>15.Next Meeting The next Ordinary meeting would be on Thursday 12th January at 19.30 in the Village Hall.</p>	<p>K2022119</p>
<p>The meeting closed at 21.37.</p>	<p>K2022120</p>

Sonia Frost

Clerk and Responsible Officer to Kettleburgh Parish Council

Chairman's signature to indicate Council approval:

Dated: 20.1.23