



**Minutes of the Ordinary Meeting of Kettleburgh Parish Council**  
**held on Thursday 9<sup>th</sup> November 2023 at 19.30 in the Village Hall**

The following business was transacted:

<p><b>1. Welcome by the Chairman</b></p> <p>The meeting started at 19.30. The chairman welcomed everyone present and reminded the attendees that the meeting was not being recorded by the Parish Council.</p>	<p><b>Minute No. and Actions</b></p>
<p><b>2. Apologies for absence</b></p> <p><b>Present:</b> Councillor E Jardine (EJ) Chairman, Councillor P Garland (PG), Councillor D Thomas (DT), Councillor R Booth (RB), Councillor J Mealing (JM), Councillor L Clark LC).  Mrs Sonia Frost, Clerk and RFO</p> <p><b>Apologies:</b> District Councillors Owen Grey and Vince Langdon Morris</p> <p><b>Attending:</b> Suffolk County Councillor Elaine Bryce. One member of Public</p>	<p>K2023239</p>
<p><b>3. Declarations of Interest</b></p> <p>None</p>	<p>K2023240</p>
<p><b>4. Requests for dispensations</b></p> <p>None</p>	<p>K2023241</p>
<p><b>7. Public Forum - to include Police, District and County Councillors' Reports</b></p> <p><i>Council resolved to change the order of business to take a report from County Councillor E Bryce as she had other commitments. [KPC Standing Orders 2018 for England 2020, approved March 2022]</i></p> <p>County Councillor Bryce reported that she had attended an important meeting with representatives from SCC, Dept of Environment, and others, to consider the critical issues of the devastating Floods caused by Storms Babet and Ciaran. Key points were:</p> <ul style="list-style-type: none"> <li>• Learning from the event. There were no previous comparable events on which experts could model the occurrence. 40 mm had been precipitated on Thursday 19th October, saturating the land, and a further 70mm had been precipitated as Storm Babet had moved eastwards across the country and remained over the Framlingham area for some time.</li> <li>• The Dept of the Environment had responsibility for fluvial/river matters, and SCC for highways. Riparian owners were responsible for their watercourses.</li> <li>• Parishes would have local knowledge of their community and know who was at risk.</li> <li>• Who had been affected in the community. Grants for those affected by water within their homes were being developed and more information would be forthcoming soon.</li> <li>• Reporting. Homes affected would need to be reported via the SCC Flood reporting website, and via the Electoral Register.</li> <li>• Homes that had been flooded between 19th and 25th October had to be reported before 25th January 2024 if grants expected to be around £5,000 were to be paid.</li> </ul>	



<p>Photographs of internal home damage should be uploaded. The homeowner should be contacted by Suffolk County Council to continue the process.</p> <ul style="list-style-type: none"> <li>• Grants of £5,000 per household might be paid. This would not have covered all costs but would have gone a long way to mitigating the future risk, which might have cost approximately £8,000.</li> <li>• During the recovery period, East Suffolk Council and Suffolk County Council would examine the causes and exacerbating factors of the floods, and where necessary, complete a Section 19 Report.</li> <li>• Carlford Ward was one of the worst affected areas, it normally had 2 Section 19 reports annually, and already had 50.</li> <li>• Any homeowner not comfortable completing the report of their home flood could be contacted by phone instead if they preferred.</li> <li>• If residents were concerned reporting a flood would adversely affect their insurance, <a href="https://floodmary.com/help-and-resources/how-to-reduce-the-impact-of-a-flood-at-a-property-level/useful-flood-advice-links/">https://floodmary.com/help-and-resources/how-to-reduce-the-impact-of-a-flood-at-a-property-level/useful-flood-advice-links/</a> was a good source of information.</li> <li>• Environment Agency Flood warnings - had they learnt from the storm. The consequences would be analysed, and it was hoped to improve on the current process.</li> </ul> <p>A member of public spoke about a planning application they were in the process of submitting to East Suffolk Planning Department. They would like to approach the Parish and Parish Council when their documentation was ready. The Clerk advised them to direct correspondence through the Clerk.</p>	
<p><b>5. Minutes</b></p> <p>Council resolved that the minutes of Kettleburgh Ordinary Parish Council Meeting 19th October, and Extraordinary Meeting on 30th October 2023 were true and correct records, and they were signed by the Chairman accordingly.</p>	K2023242
<p><b>6. Clerk's Report</b> including actions taken since the last meeting for information</p> <ul style="list-style-type: none"> <li>• Flooding information: Storm Babet - Framlingham Town Council updates on the Support for flood hit areas had been added to the website and PEDL.</li> <li>• D-D-80 - member of public had suggested a display with WW2 memorabilia.</li> <li>• Website - now had a dedicated page for the Scouts. PRoW/Footpath information - page had been fixed and maps could now be printed from the ESC website.</li> <li>• The daughter of a previous Rector of Kettleburgh had donated photograph albums and newspaper clippings for the Kettleburgh PC archives. The Clerk would establish any historic value and sort into relevant categories.</li> <li>• Remembrance – at Brandeston Church Sunday - Chairman would lay a wreath on behalf of KPC.</li> <li>• ESC Planning - big changes to the Public Access – Clerk now had training video and would update the website when the changes are clear.</li> <li>• ESC Neighbourhood Planning training morning at Darsham on 23<sup>rd</sup> November. The Clerk would be attending.</li> <li>• SALC Conference at the Hold on 29<sup>th</sup> November – senior planners and other resources would attend. Clerk would attend, and a councillor could if desired.</li> <li>• Suffolk Constabulary - would be changing its local policing model from December 2023; with that in mind a booklet had been created to highlight some of the</li> </ul>	<p>K2023243</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p>





<p>Council agreed that completed questionnaires should be put in a specific Mailbox, to be fixed to the wall of the Village Hall, to be used only for survey responses.</p> <p>Council asked the Clerk to purchase a mailbox, secure, metal, lockable, and fix it securely to the Village Hall wall near the entrance. Expenditure of £18.95 was approved.</p> <p>Councillor EJ, Chairman, thanked County Councillor Bryce for her report and support. She left the meeting at 20.00hrs.</p>																
<p><b>11. Governance</b> - to discuss and where necessary approve:</p> <p>Council resolved to defer Items a), b) and d) to the next meeting.</p> <ul style="list-style-type: none"> <li>a) Business Plan- - to consider 2024-25 activities</li> <li>b) Maintenance Plan for KPC Assets</li> <li>d) Consider maintenance for wider village</li> </ul> <p>c) Defibrillator: -update The Clerk had spoken with the Community Heartbeat Trust and established that the current device would be out of warranty in March 2024. A new battery was due for purchase at that time if it continued in service. An option of purchasing a new device, which was a new generation device and much improved in ease of use for the rescuer, was suggested. It would have the advantage of including a battery, therefore saving the cost of purchasing one for the existing device, or provision from the current contract. Concern was expressed that an up-to-date device was a necessity for the village.</p> <p>After careful consideration, Council resolved to purchase a new defibrillator with advice from the Community Heartbeat Trust. The Clerk was asked to seek grant funding to enable the purchase.</p>	<p>K2023246</p> <p>Clerk</p>															
<p><b>12. Finance</b> - to discuss and where necessary approve:</p> <ul style="list-style-type: none"> <li>a) Bank Reconciliation <table border="0" style="width: 100%; margin-left: 40px;"> <tr> <td style="width: 60%;">Barclays Business Premium.....</td> <td style="width: 20%;">27/10/2023</td> <td style="width: 20%; text-align: right;">£3,888.16</td> </tr> <tr> <td>Barclays Community</td> <td>27/10/2023</td> <td style="text-align: right;">£4,479.83</td> </tr> <tr> <td>.....</td> <td></td> <td style="text-align: right;">£8367.99</td> </tr> <tr> <td>Less unrepresented payment SO Delayed (Clerk Salary and Home Working Expense) .....</td> <td></td> <td style="text-align: right;">£301.82</td> </tr> <tr> <td>Adjusted Bank Balance</td> <td></td> <td style="text-align: right;">£8,066.17</td> </tr> </table> </li> </ul> <p>Council considered the Bank Reconciliation against the Bank Statements and resolved to approve it. It was signed by the Chairman accordingly.</p> <ul style="list-style-type: none"> <li>b) Payments for authorisation Council considered the Payments for Authorisation schedule and resolved to approve it. Two councillors signed the authorisation accordingly.</li> <li>c) Receipts and Payments Forecast – Summary Report Council considered the Report and noted the information.</li> <li>d) Budget 2024-25- initial considerations for budget setting in December Council considered projects for the next three years, and mandatory maintenance responsibilities of council assets and would finalise at the next meeting.</li> </ul>	Barclays Business Premium.....	27/10/2023	£3,888.16	Barclays Community	27/10/2023	£4,479.83	.....		£8367.99	Less unrepresented payment SO Delayed (Clerk Salary and Home Working Expense) .....		£301.82	Adjusted Bank Balance		£8,066.17	<p>K2023247</p>
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<p><b>13. Motion under the Public Bodies (admission to meetings) Act 1960</b> - to exclude the public and press from discussions where publicity might be prejudicial to the special nature of the business</p> <p>No special business identified.</p>	K2023248
<p><b>13. Next Meeting/s</b></p> <p>Agreed dates: Ordinary Meeting Wednesday 6<sup>th</sup> December 2023 at 19.30.</p>	K2023249

Chairman's signature to indicate Council approval:

Dated: