



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

**The following business was transacted:**

**1. Welcome by Chairman Cllr E Jardine**

The meeting started at 19.30.

**2. Present:** Councillors E Jardine (EJ), Chairman, J Duckham (JD), Vice Chairman, S Poacher (SP), D Thomas (DT), R Booth (RB).

**Attending:** Sonia Frost, Clerk, County Cllr E Bryce. No members of the public present.

**Apologies for absence:** Cllr P Winder (PW) and were accepted, apologies were also received from County Cllr M Cook.

Cllr EJ, Chairman proposed that *under KPC Standing Orders approved March 2022, To change the order of business without a written note*, that County Cllr E Bryce present her report early to enable her to attend other meetings.

**Minute No. and  
Actions**

K2023016

K2023017

**9. Public participation session (15 minutes) to include Police, County and District Councillors Reports**

County Cllr E Bryce presented her monthly report. District Cllr M Cook had sent a monthly bulletin. Both had been circulated prior to the meeting and were on the Parish Council website.

**3. Adoption of Local Government Association Model Councillor Code of Conduct 2022**

K2023018

Local Authorities are required to adopt a Code of Conduct that sets out rules governing the behaviour of their Members and satisfies the requirements of the Localism Act 2011. All elected, co-opted and Independent Members of local authorities, are required to abide by their own formally adopted Code. The Code of Conduct seeks to ensure that Members observe the highest standards of conduct in their civic role. The Code is intended to be consistent with the Nolan principles. All Parish Councils in the UK have been encouraged to adopt the new LGA Model Code of Conduct, recommended by both the National Association of Local Councils (NALC), and the Society of Local Council Clerks (SLCC). It would replace the previous Suffolk Association of Local Councils Code.

All Cllrs had attended a KPC Teams workshop to support their understanding of the new LGA Model Councillor Code of Conduct 2022, and had studied the supporting guidance. Following a short discussion, Cllr EJ, Chairman Proposed adoption of the new code, Seconded by Cllr JD, Vice Chairman. Council unanimously resolved to adopt the new code.

**4. Members' Declaration of Interests regarding agenda items**

K2023019

None

**5. Requests for Dispensations**

K2023020

*Councillor JD, Vice Chairman had formally submitted to the Clerk a request for a dispensation in respect of Agenda Item 10. b) Planning Reference: DC/22/4851/FUL, for the duration of the Application.*

Prior to the meeting the Clerk had provided cllrs with written guidance, sourced from: The Society of Local Council of Clerks (SLCC); Suffolk Association of Local Councils (SALC); the East Suffolk Monitoring Officer; and East Suffolk Council Head of Legal and Democratic Services. As a dispensation is a complex legal permission, the guidance was necessary to inform their decision.

The Planning Application had been withdrawn, but was likely to be resubmitted in the future.

At 20.20 hrs, during the course of the discussion as to whether a dispensation should be agreed, Councillor JD, Vice Chairman left the meeting. No decision regarding the dispensation was subsequently taken, but the expectation was that Cllr JD, Vice Chairman would later resign.

Cllr EJ, Chairman therefore proposed a vote of thanks to Cllr JD, Vice Chairman, for the considerable contribution he had made to the Parish over the recent years in his role as councillor and Chairman.

*EJ* 13.4.23



## 6. Approval of Minutes

K2023021

The Minutes of the Parish Council Meeting on 20<sup>th</sup> January 2023, were approved as a true and correct record, and were signed by the Chairman.

County Cllr E Bryce left the meeting at 20.35

K2023022

## 7. Co-Option of New Councillor - to consider an application from a resident and co-option to the casual vacancy

As the application had not yet been received by the Clerk, the Agenda Item was carried forward to the next meeting.

## 8. Clerk's Report

K2023023

- Highways: The damaged area in Low Street was clearly marked and repairs in process.
- Speed Logging devices had been noted in the area of Low Street on the Brandeston Road.
- A member of the public had asked if the ESIDB had attended on 23<sup>rd</sup> January 2023 to maintain the Low Street Drain. Maintenance had taken place according to plan.
- Easton Neighbourhood Plan. The Project Manager had contacted the Clerk inviting Council to review the Neighbourhood Plan that had been published. Cllrs had reviewed the Plan but had not made comments.
- HM King Charles III Coronation May 6<sup>th</sup> 2023. The Clerk had made a grant application and this would be addressed further at item 12.
- The Clerk had attended a SALC webinar to inform Councils about Microsoft 365 'productivity' software. KPC is trialling it to see if it does improve productivity.
- Kettleburgh website remained critically damaged, and while the webmaster was maintaining it as much as possible, many links were broken, to PC documents and other village information. Two residents had contacted the Clerk for information they were unable to find. The Clerk had provided the material. Council needed to take steps to rectify this situation as soon as possible.

## 10. Planning - to hear updates and consider any action required:

K2023024

### a) Development of 16 Houses in The Street Kettleburgh DC/21/0757/FUL

No further updates had been noted on the ESC Planning Portal

**b) Planning reference: DC/22/4851/FUL; Proposal:** Formation of Care Farm with machinery store workshop, teaching, communal spaces, produce hub, access and landscaping; **Address:** Land NW Of Moyses Cottage, Low Street, Kettleburgh, Suffolk, IP13 7JX - to hear any updates, and Council to agree any actions or response

A Public Meeting had been planned for 28<sup>th</sup> February, as the applicant had agreed her Development Team and Architect would be able to attend. Flyers had been distributed. As the applicant had then advised on 27<sup>th</sup> February that her team could not attend and the application would be withdrawn, the Public Meeting had been cancelled.

The Clerk had contacted ESC Planning on 2<sup>nd</sup> March and asked that the Consultation expiry date be extended. It had been extended to 21 March 2023 for both residents and the Council. Council agreed that once new plans were submitted it would consider the best way to hear the public concerns and inform its response.


## 11. Speed Awareness Initiative – to hear an update and agree any actions

K2023025

Council was appreciative of all residents who had taken time to complete the survey. The Clerk was collating the results, and would publish a report as soon as possible. It would provide valuable qualitative data. Further quantitative data would be beneficial. It would need to be obtained by the hire of a traffic data recording device from Suffolk County Council Highways Department at a cost of approximately £450+VAT. The Clerk was in the process of securing a grant for this amount from County Cllr E Bryce.

Clerk

Cllr EJ, Chairman expressed the Council's appreciation to County Cllr Bryce for her support.

 13-4-23



**12. Forthcoming Coronation of His Majesty King Charles III – to consider and agree any actions**

K2023026

The Clerk confirmed that she had applied to the 'Awards For All' Lottery Fund for a grant towards celebrating the historical event in Kettleburgh.

If Council was successful it would enable better discussion at the next meeting, but at that stage Council assumed it would be a low key event and the marquee was not likely to be used. Possibly there could be a picnic on the Village Green on Sunday 7<sup>th</sup> May 2023. Council agreed that it would consider the details of celebrations at its April meeting.

**Clr EJ, Chairman  
KVG Trustee**

**13. Procurement of ICT Services - to consider the council's future needs and options to achieve best value. To agree actions required**

K2023027

The Clerk reiterated that the current website was critically damaged. Community Action Suffolk had agreed to support recovery of the lost data. The Clerk had been in contact with District Cllr M Cook. He had indicated possible support in the form of a grant. This would be to fund an initial procurement of a holistic ICT service for the Council.

The Council has been trialling Microsoft 365 via a monthly subscription. It had been adopted by councils with administrative teams and SALC, for word processing, video conferencing, document sharing, data storage and email. But it was an expensive option for a small council with one administrator. The Clerk had been researching website services, using recommendations from The Society of Council Clerks (SLCC). This would enable the Council to procure web services that would meet public requirements and legislative obligations. This included the possibility of recovering the current website hosted by Community Action Suffolk.

Information was being shared with Councillors and a weighting and ranking exercise was proposed to inform future decisions by the Council. Cllr RB was supporting the Clerk.

**Clr RB  
Clerk**

**14. Finance- to discuss and where necessary approve:**

K2023028

The Precept of £6,000 had been requested as agreed for 2023-24. This will result in a charge of £55.39 for a Band D property. That charge would show as 9.64% charge on the 2023/24 Council Tax Bills against the 'Parish' heading. This increase had become necessary following unavoidable increases in Council expenses, in particular: insurance, Village Hall hire, SALC annual subscription, and wages for an experienced Clerk.

**Current Year 2022-2023**

**a) Bank Reconciliation**

The reconciliation was considered by Council, which unanimously resolved to approve it. Signed by Cllr EJ, Chairman and Cllr RB.

**b) Payments made and proposed (ex-payment schedule)**

Council discussed the MS365 annual Licence Fee. The Clerk advised the need to cost for a full council, which is the expected position, i.e. 8 councillors and 1 Clerk needing 9 licences. That would be a maximum of £529.82 for an annual licence.

Clerk

Council considered the Payments schedule, and unanimously resolved to approve it.

**c) Receipts and Payments Forecast –Budget 2022-2023**

The Receipts and Payments Report was considered by Council and noted.

**d) Asset Register – Updated**

No changes had been made to the Asset register as it was up to date.

**e) Appoint Internal Auditor for Year End Audit 2022-2023**

Council requested that the Clerk reappoint Heelis & Lodge Local Council Services Internal Audit, to complete the Kettleburgh Parish Council Internal Audit for 2022-23.

Clerk

*EJ*

13.4.23



**Next Year 2023-2024**

**f) Business Plan 2023-24** – to agree next year’s activities

**g) Budget 2023-2024** – to agree funding needed to support next year’s activities

Council needed more time to consider aspects of the budget and Business Plan 2023-2024 in view of the limited precept and the major effect of that on projects. It therefore agreed to defer Agenda Items 14. f) and g) to the next meeting. Updated figures for the Clerk salary award and MS365 annual licence cost would need to be taken into account.

Council

Barclays Bank Signatories. Current Signatories were Cllr RB and Cllr JD. Cllr EJ, Chairman, was in the process of becoming a signatory but was not yet confirmed on the mandate. Council agreed that Cllr PW be asked to become a signatory, and if he was unable to, then Cllr DT should be asked.

Clerk

Scribe Accounting System. The Clerk advised that it was best practice for two non-signatory members to have read-only access to Scribe to enable better internal financial control. Cllr RB currently had Read-only access and it was proposed that Cllr EJ, Chairman also be given read-only access to Scribe.

Cllr EJ, Chairman

Council resolved to approve read-only accounting system access for Cllr EJ, Chairman.

**15. Parish Elections May 4<sup>th</sup> 2023** – to consider: an update from Clerk; voter Photo ID requirements; and agree any actions required

K2023029

Town and Parish Elections would take place on Thursday 4<sup>th</sup> May 2023. The Clerk had provided Councillors with their individual Nomination Form Packs, and explained the documentation. She would now provide support for completion of the Nomination Forms. She would then be required to hand deliver completed nominations to the ESC Offices at Melton Woodbridge on Monday 20<sup>th</sup> March 2023.

Clerk

**16. Motion under the Public Bodies (admission to meetings) Act 1960** - to exclude the public and press from discussions regarding personnel where publicity might be prejudicial to the special nature of the business

K2023030

None

**17. Next Meeting/s** – next Ordinary Meeting Thursday April 13<sup>th</sup> 2023 at 19.30.

K2023031

Sonia Frost

Clerk and Responsible Officer to Kettleburgh Parish Council

Chairman’s signature to indicate Council approval:

Dated: 13.4.23