



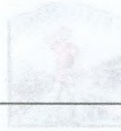
**Minutes of the Kettleburgh Extraordinary Parish Council Meeting held in  
Kettleburgh Village Hall on Wednesday 26th April 2023 at 19.30**

**The following business was transacted**

1. Welcome by Cllr EJ Chairman The meeting started at 19.30.	Minute No. and Actions
<p><b>2. Present:</b> Cllr E Jardine (EJ), Chairman, Cllr R Booth (RB), Cllr P Winder (PW), <b>Attending:</b> Sonia Frost, Clerk, and five members of the public <b>Apologies for absence:</b> Cllr DT and Cllr SP had sent apologies due to work commitments. Both apologies were accepted.</p>	K2023056
<p><b>3. Members' Declarations of Interest regarding agenda items</b>  None</p>	K2023057
<p><b>4. To consider requests for dispensations</b>  None</p>	K2023078
<p><b>5. Public participation session</b>  Two members of the public expressed the view that a Public or Parish meeting was required before any resubmission of a planning application relating to a Nest Care Farm development in the village. – DC/22/4851/FUL Nest Care Farm Currently withdrawn.</p>	K2023059
<p><b>6. Clerk Report and Correspondence since last meeting</b></p> <ul style="list-style-type: none"> <li>• The Clerk had received an email from a member of the public suggesting that the Village Sign might be placed in a slightly different position and had responded that the idea would be put to the next KPC meeting.</li> <li>• The Clerk had received a letter from the Secretary of the Parochial Church Council (PCC) requesting the Parish Council call a Public Meeting to discuss concerns raised by the Care Nest Farm Proposal –now withdrawn - before any resubmission. The Clerk had responded, explaining that due to the imminent period of election 'Purdah' councillors could not attend public meetings until after 9<sup>th</sup> May when the new council was in place. Council had also been advised by The Suffolk Association of Local Councils (SALC), that as there was no current application, discussion would be recommended after it had been received. The Clerk read out to Council both the letter received and her response.</li> </ul>	
<p><b>7. Planning - to hear any updates and consider any action required</b> <b>7.1 Planning reference – DC/22/4851/FUL Nest Care Farm, Kettleburgh, IP13 7JX:-</b> Currently withdrawn.  Council discussed public concerns about potential resubmission of the Nest Care Farm application, and concluded that it would be helpful to have an indication when the applicant might make a resubmission. This would enable a Public, Parish or Parish Council meeting to possibly be convened in a timely way, the intention being to avoid distress and anxiety for Parishioners wishing to make representations and provide an opportunity for correct information to be understood.  Council resolved to ask the Clerk to write to the potential applicant and ask if she would consider:</p> <p><i>1, Notifying the likely timeframe of any reapplication so the community could</i></p>	K2023060

*18-5-23*





<p>be prepared to review the scheme.</p> <p>2 Attending a Parish Meeting scheduled for Thursday 25<sup>th</sup> May.</p> <p>3. The possibility of holding a public exhibition where her team could explain and clarify aspects of the scheme.</p>	<p>Clerk</p>
<p><b>7.2 East Suffolk Planning Alliance (ESPA)</b></p>	
<p>Kettleburgh Parish Council had been contacted by the co-ordinator of the East Suffolk Planning Alliance (ESPA). The Mission statement of the ESPA states 'It is to serve the local communities of East Suffolk by working to place local communities at the heart of local planning decisions'. Its objective was stated as bringing Parish Councils together to help defend the local area of exceptional beauty by getting the right houses in the right places agreed subject to the correct processes. (ESPA Mission Statement Flyer attached to Minutes). There was no commitment needed from the Parish Council, but an affiliation with the group. Communications were made via Parish Council Clerks.</p>	
<p>Council debated the potential benefits of ESPA membership, resolved to join the Alliance and asked the Clerk to contact the Co-ordinator of the ESPA accordingly.</p>	<p>Clerk</p>
<p><b>8. Coronation of HM King Charles III, 6<sup>th</sup> May 2023</b></p>	<p><b>K2023061</b></p>
<p>Cllr EJ, Chairman provided an update. The Chair of the Kettleburgh Green Trust (KVG) and three other members of the public were working together on the planning of the event. A bring your own picnic was planned for Sunday 7<sup>th</sup> May on the Village Green.</p> <p>The small gazebo was to be used and chairs from the Village Hall. The Street and KVG had been decorated with bunting. Cllr SP had kindly offered to manage games for the children. Flyers had been printed and delivered to homes in the village, and posters displayed. Helpers were still needed for the event on the day.</p> <p>Cllr EJ had prepared a spreadsheet of expenses, and a budget of £773.00 was requested for the event. This included:</p> <p>Hire of Accessible Toilet Unit for the weekend: £192 (+VAT)</p> <p>Flags and bunting, souvenir bags for the children to include; Pencils, Coronation seeds, leather souvenir bookmarks, temporary tattoos, sweets and</p>	
<p>stickers. Refreshments and ice creams, also printing of flyers and posters. It was noted that some items might vary in price due to lack of stock.</p> <p>Council considered the request and resolved to approve £773.00 for the event, funded from the National Lottery Awards For All Coronation Grant of £1,000.00.</p> <p>The Clerk was asked to complete purchases outstanding from the spreadsheet.</p> <p>Any surplus funds from the Grant remaining after the Coronation event were considered appropriate to put towards an information board or similar for the Kettleburgh Pound, but the decision would be made later in the year.</p>	<p>Clerk</p>
<p><b>9. Governance</b></p> <p>Council resolved to defer this Agenda Item to the next meeting.</p>	<p><b>K2023062</b></p>
<p><b>10. Finance</b></p>	<p><b>K2023063</b></p>



<p><b>10.1. Business Plan 2023-2026</b></p> <p>Council resolved to defer this item to a future meeting.</p> <p><b>10.2. Budget 2023 -2024</b></p> <p>Council resolved to defer this item to a future meeting.</p> <p><b>10.3. Financial Statement</b></p> <p>Council considered the Financial Statement and resolved to approve it.</p> <p><b>10.4 .Payment Schedule for authorisation</b></p> <p>Council considered the Payment schedule and resolved to approve it.</p> <p><b>10.5. Annual Financial Statement for 2022-2023</b></p> <p>Council considered the Financial Statement for 2022-2023 and resolved to approve it.</p> <p><b>10.8. The Annual Governance Statement AGAR 2022-2023</b></p> <p>Council considered the Governance Statement and resolved to approve it.</p> <p><b>10.6. Accounting Statements AGAR 2022-2023</b></p> <p>Council Considered the Accounting Statements and resolved to approve them</p> <p><b>10.7. Certificate of Exemption-AGAR 2022-2023</b></p> <p>Council certified that during the financial year 2022/2023, neither the gross income nor total gross annual expenditure did not exceed £25,000.</p> <p><b>10.9. Notice of Public Rights</b></p> <p>Council agreed that the Notice of Public rights would commence on Monday July 3<sup>rd</sup> until Friday 11<sup>th</sup> August.</p> <p><b>10.10. Barclays Bank Mandate: - review and resolve any changes</b></p> <p>Current Signatories to Barclays Bank Business and Community Accounts are Cllr RB and Clerk S Frost, awaiting confirmation from Barclays Bank of the addition of Cllr EJ Chairman, and removal of Cllr JD, resigned.</p> <p><b>10.11. Barclays Bank Standing Orders - review and resolve any changes</b></p> <p>The Clerk reported that the Standing Order for the annual payment of £1.00 on the 1<sup>st</sup> April Annually, for the rent of the village sign, as directed by the License Deed agreement dated 4<sup>th</sup> Dec 1980, had been cancelled. It would be reinstated once payment instruction details had been received from the new landowner. The Clerk had written requesting these from the Solicitor acting on their behalf.</p>	
<p><b>11. Next Meeting/s</b></p> <p>Council agreed to hold meetings as follows: Thursday May 18<sup>th</sup> - Kettleburgh Annual Parish Council Meeting; Thursday 25<sup>th</sup> May, - Annual Parish Meeting; Thursday 13<sup>th</sup> July - Kettleburgh Parish Council Ordinary Meeting.</p>	K2023064
<p>The meeting closed at 21.32</p>	K2023065

Chairman's signature to indicate Council approval:

Dated:

Chairman's initial



18.5.23

KPC Minutes 2021