



**Minutes of the Kettleburgh Extraordinary Parish Council Meeting held in  
Kettleburgh Village Hall on Thursday 23<sup>rd</sup> March 2023 at 19.30**

**The following business was transacted**

**1. Welcome by Cllr EJ Chairman**

The meeting started at 19.30.

**2. Present:** Cllr E Jardine (EJ), Chairman, Cllr R Booth (RB), Cllr P Winder (PW), Cllr S Poacher (SP)

**Attending:** Sonia Frost, Clerk, and eight members of the Public.

**Apologies for absence:** Cllr DT had sent apologies due to a family event, and these were accepted.

**Minute No.  
and Actions  
K2023032**

**3. Members' Declarations of Interest regarding agenda items**

None

**K2023033**

**4. To consider requests for dispensations**

None

**K2023034**

Cllr EJ, Chairman proposed that *under KPC Standing Orders approved March 2022, To change the order of business without a written note* to move Agenda Item 9. Planning, to follow Public Participation session.

**K2023035**

**5. Public participation session**

Several matters of planning and the King's Coronation were raised.

**9. Planning - to hear any updates and consider any action required:**

**K2023036**

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

The Clerk reported that she had received contact from members of the public following the East Suffolk Planning Portal changing the status of the application to '*permitted*'. The Clerk had contacted the Planning Officer on November 10<sup>th</sup> 2022 and had been able to confirm that the application was approved by committee earlier last year, but was then '*pending determination*' on the Portal whilst the s106 legal agreement was finalised. That agreement had been agreed and the status on the Planning Portal had been updated to '*permitted*'.

**b) DC/22/4851/FUL Formation of Care Farm Low Street, Kettleburgh, Suffolk, IP13 7JX**

Cllr EJ Chairman reiterated that the planning application had been withdrawn on the East Suffolk Planning Portal (March 3<sup>rd</sup> 2023). Therefore there was not a current application in place to discuss. When a resubmission is made the Parish Council would agree meeting dates to enable it to understand the views and concerns of the residents, and inform an appropriate Council response.

**7. Coronation of HM King Charles III, 6<sup>th</sup> May 2023**

**K2023037**

The Lottery 'Awards for All' application had been successful and £1000.00 had been awarded for Kettleburgh to celebrate this historical event. She read out part of the application submission to the Public and Council to explain what the funding could cover.

Cllr EJ explained that he had been in discussion with the Kettleburgh Green Trustees and gathered views from some residents, and it was likely to be a low key event. A picnic on the Village Green on Sunday, with cakes and ice cream. Coronation decorations would be needed and portable toilets to avoid the need for residents and children to cross the road. An event of some kind may be held on Saturday 6<sup>th</sup> in the evening but was yet to be agreed.

**Cllr EJ  
Chairman,**

EJ 13.4.23

Cllr EJ Chairman confirmed that he and the Chairman of the Trustees would be working together to plan this event. Cllr EJ Chairman confirmed he would collate the requirements and let the Clerk know

KVG Trustee  
Clerk

**ICT Requirements for Kettleburgh Parish Council** - consider options for meeting the needs of the Council, and agree any actions necessary

K2023038

District Councillor M Cook had indicated that he would be supportive of a grant for an initial holistic ICT service that would enable the Council to meet Public and legislative obligations including GDPR requirements.

The Clerk had been researching recommendations from local and national Clerks, via the Society Of Local Council Clerks (SLCC) for ICT services that meet important criteria including: secure data storage, video conferencing, bundle of productivity tools, website with backup and training and support for current Clerk and any new/locum clerk in the future.

Council considered aspects of the information already provided. Councillor RB proposed that Microsoft 365 Business Basic was procured as a partial service for Council, requiring up to 8 licences (when a full Council is in place) and the Clerk.

**Council resolved to approve the procurement of MS365.**

Cllr RB will contact Microsoft to request the Invoice for an annual contract, which would need to be transferred to the Clerk for administration of the account and payment. Website procurement remains ongoing. This would have been a complex procurement alongside productivity tools but as those had now been decided on, Council would need further time to consider all options before a further decision could be made.

**Council asked Cllr RB and the Clerk to confer to collate the options and make a recommendation to the Council at the next meeting.**

Clerk/Cllr RB

#### **8. Finance**

K2023039

Council resolved to defer items: Standing Orders, Financial Regulations, Risk Management and Budget 2023-2024 to the next Ordinary Meeting on 13<sup>th</sup> April 2023.

#### **Payment Schedule:**

The Clerk reported that the historic Standing Order of £1.00 due on 1st April 2023 for the rent of the Village Sign would need to be changed following the sale of the land. The new landowner had not yet confirmed payment details to enable the payment as per the Deed Document/Licence Agreement dated 4<sup>th</sup> December 1980 to be made. The Clerk had written to the landowner and awaited a response.

**Council approved the payment of the Clerk's salary one day early in order to ensure it had cleared before the year end on 31<sup>st</sup> March 2023.**

Cllr EJ Chairman confirmed he had completed the final part of the Barclays Mandate security to become a signatory and the Clerk awaited confirmation.

#### **9. Next Meeting/s**

K2023040

Council agreed: Thurs 13<sup>th</sup> April KPC Ordinary Meeting. Thursday May 18<sup>th</sup> KPC Annual Parish Council Meeting. Thursday 25<sup>th</sup> May Kettleburgh Annual Parish Meeting (TBC). Thursday 13<sup>th</sup> July KPC Ordinary Meeting.

The meeting closed at 21.32

Chairman's signature to indicate Council approval:

Dated: 13.4.23.

Chairman's initial

