



Minutes of the Ordinary Meeting of Kettleburgh Parish Council
held on Thursday 14th September 2023 at 19.30 in the Village Hall

The following business was transacted:

1. Welcome by the Chairman	Minute No. and Actions
<p>The meeting started at 19.30. Chairman Councillor E Jardine (EJ) welcomed everyone present and reminded the attendees that the meeting was not being recorded by the Parish Council.</p> <p>He clarified that the Council had resolved at its Extraordinary Meeting on 5th September, to object to Planning Application DC/23/3162/FUL. That decision would not be revisited, but the detail of the response would be considered in Agenda Item 6(a).</p>	
<p>2. Apologies for absence</p> <p>Present: Councillor E Jardine (EJ), Councillor R Booth (RB), Councillor Louise Clark (LC), Councillor Patrick Garland (PG), Councillor D Thomas (DT) and Councillor J. Mealing (JM)</p> <p>Apologies: The Clerk had received apologies from County Councillor Elaine Bryce and District Councillors Owen Grey and Vince Langdon Morris.</p> <p>Attending: Mrs Sonia Frost, Clerk and RFO</p>	K2023198
<p>3. Declarations of Interest</p> <p>None</p>	K2023199
<p>4. Requests for dispensations</p> <p>None</p>	K2023200
<p>5. Minutes - to resolve that the minutes of Kettleburgh Ordinary Parish Council Meetings [in July and August 2023] were a true and correct record, and sign the minutes</p> <p>Council considered the minutes of the Ordinary Parish Council Meeting on Wednesday 26th July, and Extraordinary Meetings on Tuesday 22nd August and Tuesday 5th September 2023, and resolved that they were true and correct records. They were signed by the Chairman accordingly.</p>	K2023201
<p>6. Clerk's Report including actions taken since the last meeting for information</p> <ul style="list-style-type: none"> • The Clerk had submitted the Council's response to consultation "Dutch Barn Kettleburgh Hall". • Brandeston Queen Public House. No further update was available, but the Clerk would seek an update for the next meeting. • WW-80 6th June 2024. The Clerk had received official information from the Pageant-master regarding the Celebration "WW-80" on 6th June 2024. As this would be a civic event KPC would need to take the lead, but she had shared the documents with the Kettleburgh Village Green Trust (VGT), the Village Hall Committee (VHC) 	K2023202



<p>and leader of the 1st Deben Valley Scouts, and the St Andrews Church Parochial Church Council (PCC), with a view to opening conversations and planning the event collaboratively.</p> <ul style="list-style-type: none"> • The Communities Officer for Framlingham, Wickham Market, Kelsale and Yoxford had been in contact inviting representation from Kettleburgh Parish Council (KPC) to a 'Framlingham ward get-together' on Tuesday 10th October. This would give opportunity to discuss common issues affecting the Parishes. The Clerk and a Trustee of the VGT planned to attend. • Footpaths Definitive Map. The Government had revised a commitment to allow 'lost' historic footpaths to be added to the Definitive Map by setting a deadline. KPC members may wish to revisit the possibility of checking if any Footpaths in Kettleburgh need to be added. <i>[To assist, much detail about this has since been posted on the Kettleburgh Website.]</i> • KPC has two councillor vacancies. It was now able to co-opt councillors if it wished, following the resignation of a councillor after the election in May. • There was a '20 is plenty' speed campaign for rural areas. Council could consider this option for the village. <i>[Since this meeting, the subject has become one of hot political debate nationally.]</i> • The Gun Club had generously donated £100.00 to KPC. The Council expressed its gratitude and would consider where it would be best spent later in the meeting. • A consultation letter about Planning Application DC/23/3265/FUL, Construction of three new bungalows adjacent to the Chequers Public House, had been received. It had been received too late to be added to the agenda for this meeting but would be discussed at the next KPC Ordinary Meeting on 12th October. The Council had been granted an extension until 13th October to respond to it. Public Response expiry date was 3rd October 2023. 	
<p>7. Public Forum - to include Police, District and County Councillors' Reports</p> <p>Monthly reports had been received from County Councillor Elaine Bryce and District Councillors Vince Langdon-Morris and Owen Grey and circulated to Councillors.</p> <p>A member of the public raised a query regarding the communication of important matters out to the parishioners, having been unaware of the current planning application. This was discussed later under Agenda Items 11(c) and (d).</p>	K2023203
<p>8. Planning - to hear updates and consider any action required</p> <p>a) Application DC/23/3162/FUL Nest Care Farm Kettleburgh</p> <p>The Council had resolved in principle to Object to this application at its Extraordinary Meeting on 5th September 2023. Based on debate at that meeting and relevant available documentation, the Clerk had drafted and circulated a proposed response. Council discussed the draft and identified four necessary amendments.</p> <p>Council resolved to approve the response letter as amended, objecting to application DC/23/3162/FUL, and instructed the Clerk to submit the response.</p>	K2023204



<p>b) Neighbourhood Plan: to consider initiating a project to develop a Neighbourhood Plan</p> <p>KPC and many residents had raised concerns about recent proposed developments: DC/23/3162/FUL ('Care Farm'); DC/21/0757/FUL (16 House development on The Street; and now DC/23/3265/FUL (three Bungalows adjacent to the Chequers). These applications had highlighted how little leverage Kettleburgh as a settlement had as to whether a development should go ahead, and if it did, what it should look like. The Clerk explained that surrounding villages, and Framlingham Town, had, or were progressing, Neighbourhood Plans - instruments to proactively manage developments proposed. Neighbourhood Plans, which include Village Design Statements, are not a panacea, but if well-constructed, and carefully aligned with East Suffolk Local Plans, can be helpful in adding local policy requirements to the strategic policies set out in those Plans.</p> <p>Following debate, Council resolved to instruct the Clerk to seek initial information regarding the feasibility of Kettleburgh Parish Council preparing a Neighbourhood Plan and report back at the next Ordinary Meeting on 12th October 2023. Council emphasised that this was a to be preliminary fact-finding only.</p> <p>d) East Suffolk Council Custom and Self-Build Housing: Public Consultation on a draft Supplementary Planning Document. Consultation Period 6th September to 18th October 2023</p> <p>Council agreed to consider the online feedback form and issues raised. It resolved to respond to the consultation and instructed the Clerk to send out the papers and possible dates for a Teams workshop to enable consideration of the detail; collate subsequent comments; and submit an agreed response online prior to the deadline.</p>							
<p>9. Speed Awareness Survey: to note findings and agree any actions.</p> <p>The Clerk reported that the survey results were in preparation and would be published before the next ordinary meeting.</p>	K2023205						
<p>10. Finance - to discuss and where necessary approve:</p> <p>a) Bank Reconciliation and c) Receipts and Payments Forecast – Summary Report</p> <p>The Clerk reported that due to a technical issue she had been unable to issue the now usual Bank Reconciliation documentation and Summary Report prior to the meeting. This would be circulated once the issue had been resolved and would need to be approved formally at the next Ordinary Meeting. Hard copy bank statements were available and were noted by Council.</p> <p>Barclays Bank Statement on 29th August 2023:</p> <table data-bbox="395 1912 967 2027"> <tr> <td>Barclays Business Premium Account</td> <td>£3,877.77</td> </tr> <tr> <td>Barclays Community Account</td> <td>£5,572.31</td> </tr> <tr> <td>Total cash in Hand</td> <td>£9,450.08</td> </tr> </table>	Barclays Business Premium Account	£3,877.77	Barclays Community Account	£5,572.31	Total cash in Hand	£9,450.08	K2023206
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<p>b) Payments made and proposed</p> <p>Council considered the Payment Schedule for Authorisation dated 14th September 2023, and resolved to approve it. The corresponding invoices and standing order were checked and countersigned by the Chairman, and the Payment Schedule signed by two councillors accordingly.</p> <p>d) Donation from Gun Club</p> <p>The Clerk confirmed receipt of a donation of £100.00 from the Gun Club and gratitude was reiterated by Council. Following debate, including noting that D Day had been the largest Naval, Air and Land operation in history, Council resolved unanimously that the funds should be earmarked for the celebrations of D-Day 80 on 6th June 2024 and asked the Clerk to advise the Gun Club.</p> <p>e) KPC Insurance renewal</p> <p>KPC's insurance renewal date was 01/10/2023. The current insurance for 2022-23 was provided by Zurich Municipal Insurance. Councillors had considered the previously circulated Renewal Policy documents and Council resolved to renew the Zurich Municipal Policy for 01/10/2023-30/09/2024 at a cost of £241.00 and asked the Clerk to make the payment.</p>	<p>Clerk</p> <p>Clerk</p>
<p>11. Governance - to discuss and where necessary approve:</p> <p>a) Business Plan: begin to consider 2024-25 activities</p> <p>Council considered a 'summary' Business Plan 2023-26, for the purpose of beginning discussion about the budget setting process and the precept decision needed in January 2024. Wide ranging discussion included mandatory KPC business areas and responsibilities, events, celebrations, and longer-term priorities. No decisions were made, but Council asked the Clerk to include Business Plan on the agenda for its Ordinary Meeting in October, when it would progress the Plan in more depth.</p> <p>b) Standard Operating Procedure for Internet Banking</p> <p>The Clerk had drafted a policy to reflect more accurately the process of Internet Banking and facilitate adoption of the standard Internal Control statement. The policy would sit under the Financial Regulations and Internal Control statement.</p> <p>Council considered the three documents together and resolved to adopt the policy.</p> <p>c) Internal Control document (standard version)</p> <p>Council resolved to adopt the standard Statement on Internal Control.</p>	<p>K2023207</p>



d) Website - Clerk to update on recent handover and progress

The Clerk as Webmaster reported the following progress: overall change of style; front page updated, including latest News and revised banner/menu; revamped Parish Council main page; what a Parish Council is and how it works, how meetings work; ESC Planning page with links; News and Events pages now being maintained.

Restoring links and items to their correct locations since the damage from the accidental hosting deletion last year was ongoing time-consuming work.

Next steps will be: headline image to be amended and eventually, rotated; include more about the village and its history; increase the photograph gallery; develop a village services page bringing together services in one place; put PC and Community material under right headings; further material on Planning; material on Rights of Way and transport facilities; improved and up-to-date material on PC governance; later on - proactive working with community organisations to improve those aspects.

e) Parish Email Distribution List: GDPR and Data protection

The Parish Council Email Distribution List (PEDL) continues, and the Clerk was pleased to report that new parishioners were now contacting her to join the list. But consent to hold personal contact details (email address) was required and the Clerk would be contacting all 'PEDL' subscribers in due course to ensure that privacy and GDPR processes were in place.

The Clerk hoped that village communication processes were improving, given the updating of the website, PEDL, and Noticeboard. But following a query raised by a member of the public under Agenda Item 7, volunteers had offered to make door-to-door mail drops when necessary. The Clerk thanked the volunteers for their offer and noted the welcome new option for the future.

f) Financial Regulations

Council considered and **resolved to approve the Financial Regulations.**

g) Standing Orders

Council considered the Standing Orders and identified two necessary amendments: amend 3.f) from 'not exceed (10) minutes' to 'not exceed (15) minutes' and amend 3.g) from 'a member of the public may not speak for more than (2) minutes' to 'may not speak for more than (3) minutes'.

Council resolved to adopt the Standing Orders as amended.

h) Privacy Statement

Council resolved to approve the Privacy Statement.



12. Motion under the Public Bodies (admission to meetings) Act 1960 to exclude the public and press for discussions regarding business of a confidential nature where publicity might be prejudicial to the special nature of the business	K2023208
13. Next Meeting Dates Agreed dates were: Ordinary Meetings Thursday 12 th October; and Thursday 9 th November 2023, all at 19.30. The meeting closed at 21.31.	K2023209

Chairman's signature to indicate Council approval:

Dated: