



Minutes of the Ordinary Meeting of Kettleburgh Parish Council

held on Thursday 19th October 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>2. Apologies for absence</p> <p>Present: Councillor E Jardine (EJ), Councillor P Garland (PG), and Councillor D Thomas (DT) Apologies: The Clerk had received apologies from Councillor R Booth (RB), Councillor J. Mealing (JM) and Councillor Louise Clark (LC), each for health reasons, and their apologies were accepted. Apologies were also received from County Councillor Elaine Bryce and District Councillors Owen Grey and Vince Langdon Morris. Attending: Mrs Sonia Frost, Clerk and RFO</p>	K2023218
<p>3. Declarations of Interest</p> <p>None</p>	K2023219
<p>4. Requests for dispensations</p> <p>None</p>	K2023220
<p>5. Minutes - to resolve that the minutes of Kettleburgh Ordinary Parish Council Meetings on 14th September and Extraordinary Mtg on 27th September 2023 were a true and correct record, and sign the minutes</p> <p>Council considered the minutes of the Ordinary Parish Council Meeting on 14th September and Extraordinary Meeting on 27th September, and resolved that they were true and correct records. They were signed by the Chairman accordingly.</p>	K2023221
<p>6. Clerk's Report including actions taken since the last meeting for information</p> <p>Correspondence:</p> <ul style="list-style-type: none"> • ESC Planning Application DC/23/3265/FUL. Response sent as directed. The Clerk had advised the applicant about meeting protocol, as he was concerned that he hadn't been aware of the meeting at which it had been discussed (27th September). • Supplementary Planning Document. The Clerk had submitted the collated responses to the ESC Custom and Self-Build Housing Draft before the deadline on 17th October. • Zurich Insurance Policy. Renewed as directed. • Churchyard maintenance. Clerk had received an email, and a phone call, from people distressed at the state of the Churchyard, and had explained that there was a village tidy-up scheduled, which was timed to be at the optimum time for wildlife. The Clerk had also referred the issue to the Secretary of the PCC. 	K2023222



<ul style="list-style-type: none"> • Churchyard maintenance. The Clerk had been forwarded correspondence from a member of the public, recommending the Community Pay back scheme, which they felt might be helpful for the churchyard. Further research has shown that this was an annual project and 2023 nominations had closed on 11th August. The scheme may be worth considering in 2024. • Enquiry 1. A member of the public had been researching his family tree in the Kettleburgh area and surrounding villages. The Clerk had directed him to the Church Pages of the Website. • Enquiry 2. The clerk had received an anonymous letter apparently from a resident concerned about the use of land near the Village Hall. Parish Councils do not have a role in planning enforcement issues. The Clerk had ensured that East Suffolk Council Planning department was aware of the concern. • HGV Construction haulage vehicles. A resident near the T-junction end of the Street had sent a letter setting out three concerns: <ol style="list-style-type: none"> 1. <i>Damage to their property caused by the weight of these trucks</i> 2. <i>Potential for a serious accident</i> 3. <i>Damage to that stretch of the road if 40 tonne tipper trucks start to continually use it.</i> <p>Community Partnership Group. The Clerk had attended this quarterly forum held in Framlingham Community Rooms and headed up by an ESC Community Officer on 10th October. Approximately 25 people attended, from Framlingham TC, District Council, Parish Clerks and Councillors and other Community Group organisers. It had been beneficial - networking, understanding common issues and struggles, and fundraising opportunities. The Clerk would attend in future and hoped to take another representative of Kettleburgh Organisations. Attendees do have a vote, so it was an important forum for Kettleburgh.</p> <ul style="list-style-type: none"> • Invitation to attend SALC Conference in The HOLD, Ipswich, 29th November. The Clerk would attend and asked for a councillor to accompany her. • SALC Climate Change conference. The Clerk had been told that Councillor Garland had attended virtually. • Scribe One-day conference. The Clerk had attended virtually. The training had been free of charge (included in our software as a service contract). Presentations had been recorded and were available to councillors - the Clerk would forward them. • ESC Training for Clerks on November 1st the Clerk had attended the session, which had covered Public Access and other services. • Community Heartbeat Trust (CHT). The Defibrillator had new pads and was due for a new battery on March 1st, 2024. It was now 7 years old and discussions with CHT's Ambulance and Service Technician had considered the pros and cons of the best time to upgrade/or purchase a new one. The Clerk sincerely thanked the team of 'checkers' who reliably check and upload the data to the WebNos database, keeping the Defib live for use. 	<p>Clerk</p> <p>Clerk</p> <p>Cllrs</p> <p>Clerk</p>
<p>7. Public Forum - to include Police, District and County Councillors' Reports</p> <p>Two members of public attended and spoke briefly about a recent planning application they had submitted.</p>	<p>K2023223</p>
<p>8. Planning - to hear updates and consider any action required</p>	<p>K2023224</p>



£300.00 to fund emergency community equipment once it was clear what items were required.

- **D-Day 80** - celebration 6/06/2024. This National celebration with Beacons would be celebrated in Kettleburgh but plans were yet to be clarified. Ideas raised were a WW2 Dance in the village hall, purchase or seek grant for a flagpole, event on the Village Green using the Queen Elizabeth Marquee. A beacon has been requested by the Pageant master. Enquiries in progress.
- **Speed Awareness Project** - Report imminent and likely request to deploy SCC Data Monitoring Box to provide supportive quantitative data. Grant to cover this is held by SCC Councillor Elaine Bryce in the Carlford Fund.
- **Kettleburgh Pound** – A new Maintenance Plan has been developed by Councillor (EJ) Chairman who has taken on managing the Pound, in line with Suffolk Wildlife Trust advice, until a permanent plan is agreed. Aspects of this Plan would need clarifying and agreeing, to involve gate maintenance, hedge, and grass management. A detailed history of the ancient site with maps and information is in progress to support the Management Plan, and as a resource to inform the Parish and visitors it will be on the website.

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.

Clerk

c) Defibrillator - update

New pads had been ordered for the Defibrillator as existing expired on 1/11/2023. Consideration would need to be given to the possibility of continuing with the current defibrillator (no evidence to indicate that it should not continue for another possible 2-3 years). If a new one was to be procured, grant funding would be required.

d) Consider maintenance for wider village

Councillors had noted that some areas of the village had become untidy, hedges uncut, including the hedge at the site of the 16 House Development in the Street. Landowners may need contacting. Many villages have a village-wide maintenance plan, but following suit would need further information and consideration.

Clerk

d) Website - Clerk to update on recent progress

Recovery and connection of documents and links that were previously lost was ongoing. Members of the Public had reported some broken links, now fixed. The events and news page had been updated and residents encouraged to contact the webmaster/Clerk with events to advertise.

e) Parish Email Distribution List - GDPR and Data protection

The Clerk reported that she had received new requests to join the PEDL.



<p>f) KPC Risk Plan Draft Council considered the updated Risk Plan and resolved to approve it.</p> <p>g) KPC Asset Register Draft Council considered the Draft KPC Asset Register and resolved to approve it.</p> <p>h) KPC Grant Application Form and Grant Policy Council considered the Grant Application Form and Grant Policy and resolved to approve them.</p> <p>i) KPC Health and Safety Policy Council considered the KPC Health and Safety Policy and resolved to approve it.</p>	
<p>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</p> <p>None</p>	K2023228
<p>13. Next Meeting Dates Agreed dates were Thursday 9th November and Thursday 7th December 2023, at 19.30. The meeting closed at 21.25</p>	K2023229

Chairman's signature to indicate Council approval:

Dated: