

Minutes of Kettleburgh Annual Parish Council Meeting held on Tuesday 10 May 2005

Present: Cllrs J Bater, R Booth, T Butcher, T Chase, P Norman (Chair), D Pike, E Sargeantson, J Clark (Parish Clerk) in attendance.

The Meeting began at 8pm

1. Declarations of Interest: There were no Declarations of Interest arising.

2. Apologies for absence: There were no apologies.

3. Minutes of Previous Meetings

Minutes of meetings held on 8 & 18 March were unanimously approved and signed.

The Chairman vacated the chair for:

4. Election of Chairman and Vice Chairman.

Cllr P Norman, proposed by Cllr Butcher and seconded by Cllr Sargeantson, was unanimously re-elected as Chairman.

Cllr Norman resumed the chair and:

Cllr R Booth, proposed by Cllr Butcher and seconded by Cllr Chase, was unanimously elected as Vice Chairman.

5. Working Parties – Reports

a) Communications

Cllr Booth noted the increasing importance of email as a means of effective communication. Kettleburgh website (www.kettleburgh.org.uk) has an email facility.

b) Village Green Sub-committee

i) Cllr Sargeantson reported that she was unable to attend the next meeting of the Framlingham & District Development Trust. She will ask Mrs G Weeks of the Village Green Committee if she is able to attend. The FDDT plans to help with funding for play equipment for the Village Green.

ii) Approval of Licence Agreement – this item was moved to the end of the meeting.

c) Footpaths/bridleways No report

d) Parish Meeting speakers

Cllr Butcher suggested that we defer the setting up of a Parish Plan until next year. Costs would be involved that will need to be included in the budget. A sub committee will be needed to oversee this project.

e) Community

Resiting of village post box: The clerk is waiting for a response from the Post Office after writing with a request to move the box.

Resiting of Parish notice board: **AP05/7:** Cllr. Bater will attend to this soon.

Emergency Planning Seminar: After attending this meeting, Cllr Bater suggested that useful resources could be identified for primary response in an emergency.

AP05/8: Cllr Bater will seek advice from SALC regarding the Good Neighbour Scheme, which gives guidance on the coordination of skills and equipment.

f) Police Liaison

Speeding vehicles: The reply from Suffolk Police did not address councillors' concerns. Further action to be taken includes:

AP05/9: the clerk will seek advice from Highways as to possible options to encourage safer driving.

AP05/10: Cllr Sargeantson will communicate further with Suffolk Police.

AP05/11: Cllr Booth will publicize on the website that villagers can write down incidents of speeding or dangerous driving and report this directly to Suffolk Police.

g) Management of the Pound

The pollarding of the willow will not now take place until next season.

AP05/12: Grass will soon be mown in accordance with the maintenance plan and Cllr Chase reported that until that takes place the nettles will be an attraction to butterflies.

h) Trees: No report.

6. Working with Town & Parish Councils

Councillors completed a survey from SCDC which the clerk will coordinate and return.

7. Finance

a) The audit of the Annual Accounts is in progress. The Accounts will be received at the next meeting.

b) The Financial Statement for the end of April was received and approved.

The Annual statement from the Village Green Committee was presented at the Annual Parish Meeting.

c) Invoices for payment: These were approved and signed.

d) The assets of the Council, listed below, were reviewed. No changes to be made.

The Pound	£	1.00
Gate for Pound	£	400.00
Village sign	£	1,000.00
Notice Board	£	500.00
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Total:	£	1,901.00

Additions purchased during the year:

Village Green	£ 13,600.00	made up of £10 000 grant. and £3 600 from Countryside Agency
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Total assets as at 31 March 2005	<u>£ 15,501.00</u>
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e) Council approved the clerk's suggestion to consider a higher interest savings account.

8. Correspondence and Clerk's Report

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| a) EA Air Ambulance – request for grant | The Clerk will reply: there is no grant available, but several individual local donations have been made. |
| b) Letters from G Mooney, D Smith – precept | These were summarised to councillors – the subject had been discussed at the Annual Parish Meeting. |
| c) SC Services – Recycling Credits | The Clerk reported a sum of £40.33 had been received by the Village Hall Committee |

Other correspondence to be circulated amongst Councillors.

9. Clerk's Conditions of Employment/Training:

This item was considered after item 10.

10. Questions to chairman. There were none

11. Planning

Planning Decisions:

C05/0243:

Erection of 6 cottage style dwellings, Land between Sandpit Cottage and No 1 Constable Court The Street.

WITHDRAWN

C05/0306:

Erection of replacement building for use as plant room & sun room, adjacent to swimming pool, erection of walls and change of use of office to annex accommodation, Hill Farm Framlingham Road.

APPROVED

Planning Applications:

C05/0694: (Resubmission)

Erection of 6 two bedroomed dwellings (two terraces of 3 dwellings), land between Sandpit Cottage & 1 Constable Court. Plans were examined. Councillors felt that issues regarding traffic problems caused by too many houses had not been addressed.

A vote was taken and the application was **NOT SUPPORTED** with 5:1 against.

C05/0845/FUL:

Erection of Stable block & 3 bay garage (amended under consent C01/1261, C01/1262)

This application was considered and **APPROVED**.

The Council moved to CLOSED SESSION.

5b) Village Green

ii) Licence Agreement for tenants on land adjacent to the Village Green.

The Licence Agreement, drawn up by Mrs G Weeks, in consultation with solicitors Cross, Ram & Co. was studied. An amendment is to be added to the Licences, with the clause:

4.9 “The Licensee must not allow anybody to take up residence on the Land.”

The annual fee to be collected from the Licensees is fixed this year at £71, with an annual alteration relating to the Index of Retail Prices. The fee for administering the transfer of the Licences from SCDC to Kettleburgh Parish Council is a nominal £25, a one off fee payable at the signing of the lease.

A resolution was passed that two signatures are required for all documents relating to the Licences, namely Paul Norman and John Bater.

The Parish Council will benefit from an annual income of £142 from the lease of this land. The Chairman proposed that this money should be earmarked for the maintenance of the Village Green.

9. Clerk’s Conditions of Employment/Training

a) Annual review of conditions of employment: The Chairman read extracts from the new guidelines for employment of clerks. The main implication for Council is the recommendation that all clerks are paid for a minimum of 4 hours per week. The clerk produced a record of hours worked since September, which showed an average of in excess this amount. The Chairman proposed that this item should be discussed again at the next meeting, after consideration and discussion amongst Councillors.

b) Request for bursary for training: A bursary of £200 for the Certificate in Local Council Administration is to be applied for, which will cover 75% of training costs. This was approved by Council and signed by the Chairman.

c) The application for the training course for Accreditation for CiCLA was unanimously approved.

12. Dates of next meetings:

15 June

8 September

3 November

10 January

7 March

Date of next meeting: 15 June 2005

13. The meeting closed at 21:30