

Minutes of Kettleburgh Parish Council Meeting held on Wednesday 12 November 2008

Present: Cllrs J Bater, T Chase, R Durbin, P Garland, D Harris, T Jessop (chair), V Neilson, G Weeks.

The Parish Clerk was in attendance. Two members of the public were present.

The Meeting began at 7:15pm in Open Session. The Chairman welcomed the public, Cllr P Bellfield and PCSOs Mary Thompson and Christian Hassler.

Cllr Bellfield was invited to give his report:

School reorganisation: There is concern in Felixstowe about the plan to merge the two High Schools and create a separate Sixth Form College.

Finance: Action should be taken to implement the Scrutiny Committee's aim to reduce business mileage by 3% per annum. Suffolk County Council is planning an economic summit, which will involve both business and voluntary sectors, to discuss ways of alleviating financial difficulties, particularly for vulnerable members of society. There will not be a cut in Council Tax.

Press reports: the advert to appoint a diary secretary was swiftly withdrawn from the press when it was realised that this is an inappropriate time to be seen spending money on a new post. Although deemed a "waste of money" by the press, a two-day training session for 600 employees was planned to improve the ability to manage the budget, and took place in a Village Hall with a simple sandwich lunch.

Policy Development Panel on HGVs: Cabinet has agreed all the recommendations made. Save Our Rural Roads (SORR) was thanked for its help in reaching these decisions. In particular, planning permission should not be granted for any operation where HGVs have to traverse country roads. A change to local, rather than central, government granting of Operators' Licences would be a means of preventing premises on rural roads being used by HGVs: at present a licence is issued if the operator can demonstrate that there is adequate access and turning space on site, without taking into any account the effect on rural roads. There is broad agreement for the review of roads within the A12/A14/A1120 triangle. Downgrading the A1120 to a 'B' road and the B1078 to a 'C' road would have a beneficial effect on their uses by HGVs: although the maintenance would be cut back, the roads would suffer less from the adverse effects of heavy traffic.

With regard to the Local Government Review, it was noted that in other regions where Unitary Status has been granted, the costs have been greater than predicted and the benefits slow to arrive: in Suffolk, the first consultation period has ended and we await the Boundary Committee's deliberations. Cllr Bellfield concluded by wishing all present a Happy Christmas.

In his absence, the Clerk read a report from Cllr Bob Snell:

Local Development Framework (LDF):

The draft paper on Preferred Options of the Core Strategy has been agreed by Council for issue to public consultation. It proposes to put a large part of the new housing in the district to the year 2021 in the Martlesham and Felixstowe/Trimleys areas. In the Preferred Options, Kettleburgh is classified as a "local service centre" despite its paucity of facilities. The implication of this is that within the defined physical limits (which may be a different boundary from today's) development is permitted, but limited to small groups of housing and infill, with one in 3 (in the case of 3 or more in a single development) being affordable homes. If an argument could be successfully made to reduce a village classification to "Other Village", there would be no physical limits and the presumption would be against development (with some exceptions, including "affordable" homes), much the same as in the "countryside". The document to be released for consultation will need very careful analysis in this respect.

Kettleburgh should therefore provide its view during the period of consultation on the village classification, on site proposals submitted to the council for development sites and changes in the village boundary, as well as on implications within the various strategic policies and planning policies, as these (once finalised) are likely to form the basis for planning decisions for the next 20 years. There are many detailed policies and proposed planning policies in the Framework, and Kettleburgh should check on how these conform to its own plans and wishes.

Economic climate:

Suffolk Coastal District Council has not invested money in Icelandic banks.

Planning:

An application has been received from BT for the construction of 2,000 houses and an Innovation Park at Adastral Park.

Plain English:

SCDC has won an Internet Crystal Mark ward (only the 39th to be awarded in the UK) for the plain language of its web site and willingness to do everything practical to make its web site clear.

Wickham Market car parking:

Eleven spaces have been made "free for 30 minutes" in response to local pressure.

The Chairman welcomed PCSO Christian Hassler to his first Parish Council meeting at Kettleburgh and invited him to give his report:

He is based at Framlingham and will be covering the Kettleburgh area. The new Safer Neighbourhood Team Inspector for this area is Neil Reid, based at Leiston Police Station. With regard to speeding and parking concerns, PCSO Hassler has been trained to use the Police speed gun. He will endeavour to visit at different times of the day and in different places. Motorists driving too fast will receive a warning letter, and if a Police Officer is also present, they could be issued with a £60 fine and points on their licence. He will liaise with SCC and their independent monitoring of traffic speeds. The Speed Indicating Device (SID) used on 10th October between 10:00 and 11:00 a.m scanned 37 vehicles whose average speed was 30m.p.h. The only reported crime since August 2008 was the theft of domestic heating oil. Crime Prevention advice is to monitor oil usage and keep tanks locked or secured and to keep vehicles locked with items of value removed.

Open Session was closed and the meeting commenced.

ACTION

1. **DECLARATIONS OF INTEREST:** Cllr Bater and Cllr Garland declared an interest in Item 8.

2. **APOLOGIES FOR ABSENCE:** SCDC Cllr Bob Snell.

3. **MINUTES** of the meeting held on 10th September were approved and signed.

4. **PLANNING:**

PLANNING DECISIONS FROM SCDC:

C08/1422 Corner Cottage – Construction of a new 2-bedroom dwelling with garage. APPROVED.

5. **VILLAGE GREEN:**

a) **The Village Green Report** was provided by Mr Robert Marzetti and read out by the Clerk.

Significant events since the last KGT report in July 2008:

13th July 2008 - Music and Magic at The Mill: A pleasant afternoon was enjoyed in the Garden of Water Mill House with some excellent entertainment. £260 was raised for the benefit of The Trust.

20th September 2008 - Cheese and wine with Auction: A very well supported event. Will Johnson presented a cheese tasting which was supplemented by Timothy Wood with his equally interesting wine tasting. £1,800 was raised which was a great achievement for the hard working organisers.

During October every household received a free DVD showing the various activities held on The Green during 2007. An appeal letter for donations accompanied the film. To date the response has been disappointing but The Trust is extremely grateful to those who have contributed.

The Trust was grateful to Derek Hill in organising water tanks on The Green. As a result of his help it looks as if the trees have been saved.

Future Events:

23rd November 2008 - Village Breakfast in The Hall.

29th November 2008 - Village Dance with The Fat Band supported by Trevor Jessop on guitar. To date ticket sales are encouraging.

Trim Trail: Plans are now well in hand for the purchase of the Trim Trail equipment with funding being finalised.

b) **Provision of Lease to KGT:** The Chairman and Cllr Harris (Chairman of KGT) will produce a draft document for discussion at the next meeting.

TJ/DH

c) **Playspace Funding for Trim Trail:** KGT has applied to SCDC for funding of £7880 from the Sports Pot of the Outdoor Playing Space Fund, to purchase equipment for a Trim Trail on the Village Green. This equipment will be for use by all ages and will be placed on the slope in the play area. Along with other Parish Councils in the Framlingham group, Kettleburgh has been asked whether it supports this application. All Councillors were in favour and the Clerk will reply to the Outdoor Playspace Development Officer at SCDC.

JC

6. **NOTICE BOARD:**

The Chairman has made enquiries about restrictive covenants and the need for planning permission on the land to be gifted to the Parish Council by Mr Matthew Payne. There are no restrictive covenants and planning permission is not required, providing that the board is not used for commercial advertising. Mr Payne is drawing up a deed with the Clerk's name and contact details. When completed, the Chairman will take it for checking to Marshall Hatchick (solicitors) at Woodbridge. It was noted that the ground beneath the notice board has been turfed in the same manner as the garden of the new house, thus masking the boundary. The Chairman will check planning consent details and ensure that the correct hedging and/or boundary fencing are to be put in place.

TJ

7. **FINANCE:**

a) **The Financial Statement was received and approved.** Noting the small amount of interest received on the deposit account, it was suggested that it would be worthwhile to investigate opening an account to give

higher interest. The Clerk will pursue this matter.

JC

b) Invoices for payment were approved and signed.

c) Review of Risk Assessment and Assets. Cllr Harris and the Clerk met to review the Council's risk assessment procedures and assets. It was noted that the Village Sign is not presently insured. When the replacement value has been established, the Clerk will add the sign to the Parish Council insurance. All Councillors approved the document that accompanies these minutes.

JC

d) Budget Discussion 2009 –10. The Clerk presented paperwork to show projected spending to the end of the financial year and a list of fixed costs for the coming year. A discussion followed on the merits of reducing the precept as a gesture to parishioners with regard to the current economic climate. With regard to the parish share of Council Tax, the Clerk outlined the method used by SCDC to calculate the tax base for the precept, but pointed out that SCDC will not release any figures until January 2009. It is not possible to calculate the effect of a change in the precept without this information. Other points raised were as follows:

- Some considerable expenditure may be required for traffic calming measures
- The reserve could be spent and then be gradually built up again
- The Parish Views survey might suggest ideas that needed funds
- There may be other sources than the precept for funding

The discussion concluded with the chairman requesting Councillors to send their budget requirements to the Clerk by the end of November. The Clerk will then circulate them to all Councillors.

ALL

8. VILLAGE HALL APPLICATION FOR FUNDING:

The Village Hall Committee has asked the Parish Council for funding toward the purchase of new tables. As a previous decision had been made by the Council not to give charitable donations, it was felt that an appropriate response would be a letter of support to the Village Hall Committee, but not a financial donation. The Village Hall has been successful in sourcing donations from other local concerns, so it will not bear the full cost from its own resources. Councillors applauded the efforts being made to refurbish the Hall. The Clerk will reply to Mr Marzetti.

JC

9. COUNCILLOR RESPONSIBILITIES:

Emergency Planning: No report.

The Pound: The name sign is now at the printers.

Environment: No report.

Planning and Development: The Chairman shall draft responses on the recently received "Making and Enforcing Byelaws" consultation document in time for the deadline at the end of November. Councillors were advised that the consultation on the draft paper on the Preferred Options of the Core Strategy is the opportunity to influence SCDC's interpretation of the East of England Plan. It was decided that the Chairman and Cllr Garland will attend one of the Local Development Framework workshops.

TJ/PG

Community: the Village Produce Show was well attended with several new entrants this year; the Village Hall Committee is preparing to present a pantomime for the first time next February; the churchyard tidy up was successful, likewise the Harvest Festival, with an excellent speaker at the service, Graham Owen from Framlingham. Future events include: the Village Breakfast on Sunday 23rd November and the Village Dance with The Fat Band and Trevor Jessop on guitar on Saturday 29th November.

Footpaths: Cllr Neilson met with the SCC representative for footpaths and received advice and information about her role as Parish representative: in particular, she was advised that footpath matters should be referred to SCC and not be dealt with locally. The lack of a clear passage on FP25 (Kettleburgh Hall to Mill Lane) is being dealt with and steps from the road up the bank will be provided also. FP15 (by the Gun Club) has been cleared. The Kissing Gate along FP 13 (by St Andrew's Church) is being repaired.

Parish Views: After taking into account comments from Councillors, Cllr Garland had circulated a revised version of the draft questionnaire. All agreed that this version should be the final one. Offers of help were given for printing (Chairman), collating (Cllr Neilson) and distributing (all Councillors). It was felt that there should be a clearly discretionary section for sensitive information and an envelope should be provided for its return. It was suggested that the data, once collected, should be analysed by somebody from outside the village. Cllr Garland will liaise with the Clerk to complete the task.

PG/JC

Police Liaison and Highways: Cllr Durbin will contact PCSO Kevin Mann to enable a link to be placed on the Parish website giving details of the dates for the visit of the Mobile Police Unit to Kettleburgh. Reporting on the recent Traffic Meeting, Cllr Durbin stated that 22 people were present, but that of that number, only 13 were villagers (apart from Parish Councillors). Suggestions from the meeting were:

RD

1. Road marking for visual narrowing
2. The use of parked cars to slow traffic down
3. Reinstating the footway in The Street by the village sign
4. Creative signage to make drivers aware of their speed (this must be on private land and be temporary)

5. Extending the 30m.p.h. area and/or additional 30m.p.h. repeaters
6. Marker strips for a countdown to the restricted area
7. Making a log of offending vehicles to be sent to SCC or the Police
8. More pro-active enforcement by the Police

Cllr Durbin will liaise with Luke Barber (SCC Road Safety Engineer) on 5. and 6. above, the issues he has undertaken to investigate following the meeting. Whilst all these suggestions have been made, it was felt that with limited resources, the main problem area, the junction of The Street and Low Street should be the main focus of attention. The Clerk will circulate a transcript of the meeting to all Councillors and also send a copy to Luke Barber.

RD

Barn or garage alarms are available from the Police at a small cost. They may be obtained from the Mobile Police Unit.

JC

Trees: Cllr Chase has received the application form for this year's Parish Tree Scheme from SCDC. He was reminded that there were two applications from the village: from Mr. John Bater and from Kettleburgh Green Trust. As previously agreed the costs will be passed on to the applicants.

10. CLERKS REPORT:

- a) The November newsletter was given to Councillors for distribution.
- b) There has been no action taken by SCC to repair the verge outside Pinewood Cottage. Mr Hill has written to East Area Highways, once again requesting the installation of a kerb to prevent further erosion. The Clerk will liaise with Mr Hill to monitor this situation.
- c) The Clerk will attend a workshop to provide information on the new Freedom of Information Publication Scheme, which must be adopted by all Parish Councils in the New Year.
- d) Cards and information leaflets on SCC's Play your Part scheme were distributed to all Councillors.
- e) Kettleburgh quiz: the Clerk had received a request that efforts be made to re-establish a Quiz Night in Kettleburgh. Cllr Weeks stated that KGT had plans to run a quiz next February, but that details had not yet been finalised.

JC

JC

11. CORRESPONDENCE

All correspondence was circulated amongst Councillors.

12. REVIEW OF ACTIONS REGISTER:

The Actions Register will be reviewed to bring it up to date.

TJ

13. QUESTIONS TO CHAIRMAN

The Chairman will write again to Anglia Water, as he has not yet received a response to his query about the effects of increased housing on infrastructure.

TJ

Cllr Harris requested a copy of the completed Parish Tree Scheme application for himself and for Cllr Bater.

TC

14. DATE OF NEXT MEETING:

Wednesday 14 January 2009 2008 at 7:15p.m. *Agenda items by 31 December please.*

15. The meeting closed at 9:48p.m.

KETTLEBURGH PARISH COUNCIL

RISK ASSESSMENT

1. FINANCE

Mandate allows for three councillors to sign cheques.

Two signatories required for all cheques - the clerk is not one of the signatories.

All cheque stubs initialled by signatories.

All invoices are approved and have cheque number and date paid added for audit trail.

2. INSURANCE

a) Parish Council Policy no. YLL 122004 195300 - expiry 30 September 2009

i) Employers Liability

ii) Public Liability

iii) Cover confirmed if Parish Council was to be considered negligent and taken to court

iv) Cover confirmed if any member or associate of Parish Council were to be injured whilst carrying out work on behalf of the Parish Council.

v) Additional fidelity guarantee to £10,000

vi) Cover for noticeboard, valued at £1,600

b) Village Green Policy VVH 122010.0213 - expiry 31 July 2009, held by Kettleburgh Green Trust.

Public Liability Group Insurance £5,000,000 in respect of any one occurrence and unlimited in any one period of insurance.

3. ASSETS

a) Kettleburgh Pound -

The Pound is regularly maintained and checked for safety.

b) Kettleburgh Village Sign -

An annual check is made to ensure safety.

c) Kettleburgh Village Green -

A Health and Safety File is maintained by a KGT trustee.

d) Kettleburgh Village Notice Board -

- included in the insurance cover at a value of £1,600.