

Minutes of Kettleburgh Parish Council Annual Meeting held on Wednesday 21 May 2008

Present: Cllrs J Bater, T Chase, D Harris, T Jessop (chair), V Neilson.

The Parish Clerk was in attendance. Eight parishioners were present.

The Meeting began at 7:15pm in **Open Session**. The Chairman welcomed the public and explained that our County and District Councillors were not present, as they had provided full reports at the Annual Parish Meeting held last week. There were no issues raised by members of the public.

Open Session was closed and the meeting began.

ACTION

1. ELECTION OF CHAIRMAN AND VICE CHAIRMAN:

Cllr Garland was proposed as Chairman but this was in his absence and without prior consultation, there was no seconder. Cllr Trevor Jessop was unanimously re-elected as Chairman. Cllr Garland was also proposed as Vice Chairman, but this was in his absence, and without prior consultation. Cllr David Harris was re-elected as Vice Chairman.

2. The **DECLARATION OF ACCEPTANCE OF OFFICE** was completed and signed by the Chairman.

3. **DECLARATIONS OF INTEREST:** There were none.

4. **APOLOGIES FOR ABSENCE:** Cllrs. R Durbin, P Garland, G Weeks. Cllr P Bellfield, Cllr R Snell.

5. **MINUTES of the meeting held on 12 March were approved and signed.**

6. PLANNING:

PLANNING DECISIONS FROM SCDC

C07/2308 and C07/2308 – Rectory Farm: Restoration and extension of house 2 and link to house 1.

No decision yet

C08/0239 – Kettleburgh Lodge Bungalows: Demolition of existing house and erection of new.

REFUSED

C08/0253 – Village Green: Removal of condition 2 from App. No. C04/0319

APPROVED

PLANNING APPLICATION:

C08/0897 – Packway Cottage, Rectory Road: Erection of a Cattery.

Mr Stephen Walker, from Packway Cottage, provided some background information to the application. Mrs Walker is at present a veterinary nurse, and will run the proposed cattery, which he stated was planned to be built with shiplap boarding and Suffolk pantiles in a secluded location. When questioned about the increase in volume of traffic on a narrow road, Mr Walker stated that this would be low. He added that the location was close to Framlingham for the catchment area, and that a small amount of extra local employment may be created. Councillors unanimously supported the application. The Clerk will inform SCDC of this decision.

JC

7. VILLAGE GREEN:

a) Report from Helen Kay (Kettleburgh Green Trust)

Thanks were given to Darran Frost for his excellent maintenance of The Green. The Trust is continuing to improve the appearance of The Green and has applied to the Parish Tree Scheme for more trees and hedging. Two pieces of play equipment, a giro spiral and a pod swing, are now in place, with grateful thanks to Mr Derek Hill, Mr and Mrs Wheeler-Rowe, Paul Kingston and Claire Ridsdale for their generous donations. The suppliers, Proludic, have been contacted with regard to the scratched seat and the adjustments to the safety matting. There have recently been changes in personnel on the Trust: Libby Payne has taken over the role of Treasurer from Val Butcher, and Caroline Tosh has replaced Adrian Williams as coordinator of fundraising. Two events are already planned to raise funds: "Music and Magic at The Mill" on 13th July and the Fat Band in the Village Hall on 6th December.

b) Provision of lease to KGT. This matter is in progress. When the document has been drafted, it will be presented to the Council for discussion.

8. FINANCE:

a) The Accounts for the year ended 31st March 2008 were received, approved and signed.

b) The Financial Statement was received and approved.

c) Invoices for payment were approved and signed.

d) The Annual Return Statement of Assurance was read out, completed and signed. The Clerk explained that the public will have the opportunity to examine the accounts, and that the Annual Return will then be sent to BDO Stoy Hayward for external audit.

JC

9. COUNCILLOR RESPONSIBILITIES:

Emergency Planning: Cllr Bater was pleased to report that there have been no emergencies in Kettleburgh.

The Pound: the management plan forms the basis of maintenance work. The sign for the gate is in progress: one estimate has been obtained and another is pending. Work will be completed providing it is within

JB

budget. Referring to the request to discuss the future of the Pound: since Cllr Weeks, by whom the request was made, was not at the meeting, it was agreed that this debate should be deferred to the next meeting.

Environment: No report

Community: No report

Footpaths: Cllr Neilson has made contact with Annette Robinson, the Rights of Way Officer, and hopes to meet our new Area Officer soon. Footpaths 14 (NE of Church Farm and 25 (between Kettleburgh Hall and Mill Lane) have not yet been sprayed off and are difficult to negotiate. Cllr Neilson will contact the relevant landowners. There is ongoing correspondence regarding the provision of a safety gate at the end of the Village Green footpath (FP18). Cllr Neilson will also pursue this matter. Regarding FP26 (between the Chequers and Mill Lane), Cllr Harris added that there are ongoing discussions with Mr Carter, who has assumed responsibility for Kettleburgh footpaths from Mr Williams.

VN

VN

Parish Views: In his absence, Cllr Garland's report was read out by the Chairman: The Council has allocated a budget of £75 for gathering Parish Views – this must be remembered when considering that the projected costs of a Parish Plan were in the region of £1800. It was suggested that ideas could be gleaned from the Brandeston Parish Plan questionnaire. Cllr Neilson offered to help with this. There has been no feedback from Councillors since the Parish Council meeting in March, but parishioners have commented on the following: the dangerous obstruction and inconvenience to neighbours caused by parking on The Street; and speeding traffic in The Street and on the Brandeston/Easton Road.

PG/VN

Planning and Development: The Chairman is in the process of producing guidance notes relating to planning and development issues, as they are relevant to the village. Note was made of the Planning Enforcement Policy Consultation which is being undertaken by Suffolk Coastal District Council. Two leaflets were highlighted, which give a guide to: Formal Actions available to the Council, and: A Guide for Owners and Occupiers.

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Police Liaison: Cllr Durbin produced a report which was read out by the Chairman: Suffolk County Council's budget constraints mean that traffic calming measures will not be considered in any location unless there is evidence of personal injury having occurred. The recent speed checks in Kettleburgh show that the issue of speeding in our village ranks very low as a priority, when taken alongside County statistics. The next Kettleburgh speed check will take place on 9th June, at the busy time of first thing in the morning. The Parish Council has a small budget allocation for traffic calming measures and the following options can be considered:

- Speedwatch campaign
- Sleeping policemen/speed bumps
- Flashing light speed indicator
- Road narrowing
- Gates at the side of the road

Highways and Police state that one of the most effective ways of reducing traffic speed in villages is parked cars, but obviously this involves an element of risk for car owners.

Trees: Cllr Chase will coordinate all applications for the Parish Tree Scheme for the next Council meeting in July. The Clerk already has one application from the Kettleburgh Green Trust. Work is progressing on the production of a plan to show all the trees that have been planted with the aid of this scheme. Cllr Chase drew particular notice to the magnificent line of trees on the North side of the churchyard which were planted about seventeen years ago under the scheme.

TC

TC

10. CLERKS REPORT:

a) Protocol for website: following a complaint from a resident, the Clerk will ensure that no children's details appear on the website without parental permission.

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b) Village Green Deed of Grant: Although this matter was thought to be closed, a further letter, from Mr Margason of Cross Ram solicitors, revealed that the land referred to in the Deed of Grant was now in joint ownership. Consequently the Deed of Grant was not valid unless signed by the joint owners (Mr and Mrs Glason). A sequence of letters between Mr Margason, Land Registry, the Clerk and Mrs Glason has resulted in obtaining a correctly signed deed of Grant. Mr Margason has lodged the correctly signed document with Land Registry and sent copies of the Title deeds of both the Village Green and Mr and Mrs Glason's land to the Parish Council, thus confirming that the Deed of Grant has been entered into the registers relating to the two titles. Although he has not charged any fees for his work relating to this matter, Mr Margason has requested a refund from the Parish Council of Land Registry fees that he has incurred totalling £94. It was agreed that this sum should be paid to Mr Margason.

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c) Training Bursary: The Clerk has applied for a training bursary for the coming year from the National Association of Local Councils totalling £187.50, this sum to be used for training in Planning matters and Quality Parish Status.

d) The Clerk has lodged a VAT refund claim of £80.32

e) The Clerk will attend a Clerk's networking day on 10th June. One of the subjects requested to be covered is the compilation of the Quality Parish portfolio. The review of the Parish Council's position with regard to QPS will be made at the next meeting.

JC

11. CORRESPONDENCE:

All correspondence was circulated amongst Councillors.

12. REVIEW OF ACTIONS REGISTER:

The Actions Register compiled by the Chairman was reviewed to bring it up to date. It will be circulated to Councillors with the minutes of each meeting and updated at the following meeting.

JC

13. QUESTIONS TO CHAIRMAN

When asked by Cllr Chase if Cllr Weeks had resigned, the Chairman replied in the negative. Mr Bill Clark asked a question from the floor: "Would the points raised at the Annual Parish Meeting be discussed by the Council?" The Chairman replied that questions raised at the APM would either be answered by the Council or directed to the relevant organisation.

JC

14. DATE OF NEXT MEETING:

Wednesday 2 July 2008 at 7:15p.m. *Agenda items by 20th June please.*

15. The meeting closed at 8:30p.m