

Minutes of Kettleburgh Parish Council Meeting held on Wednesday 14 January 2009

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

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

The Meeting began at 7:15pm in Open Session. The Chairman welcomed the public and our Suffolk County Councillor Peter Bellfield.

Cllr Bellfield was invited to give his report:

Boundary Review Progress:

- Secretary of State Jacqui Smith has conceded that 'affordability' may be aggregated over the County;
- As the terms of reference for the Boundary Commission's (BC) review were for only one submission, they will take no submission on the three proposals put forward by District Councils;
- Following a successful judicial review undertaken by Norfolk, there will be a six-week delay for the BC report to be submitted to the Secretary of State - 13 February is the new deadline.
- Representations may be made directly to Jacqui Smith in the six weeks following that date; she will then have two further weeks in which to make a decision about unitary status.

SCC was awarded a four star rating by a government inspection of the Records Office.

New local Community Groups, including representatives from Parish Councils, will be responsible for allocating funding for minor roads safety schemes: local funding will be according to their decisions.

The report from Cllr Bob Snell was in the form of the minutes from the most recent Town and Parish Liaison Meeting. Apart from a full progress report on the Boundary Review, there was information on the following topics:

- Achievements made by SCDC during 2008/9
- The lack of income for the 2009/10 budget as a result of fewer planning applications and falling interest rates

The Clerk read the report from PCSO Christian Hassler:

From 1 November 2008 to 13 January 2009 there were no reported crimes in the Kettleburgh area (although property was stolen from an outbuilding in Hoo).

Speeding and Parking concerns: On 5 December 2008 between 10:31am and 11:40am the mobile police station used the SID (Speed Indicating Device). 39 vehicles were scanned and the average speed recorded was 29 mph. No Fixed penalty notices have been issued whilst PCSO Hassler has been using his speed gun to monitor traffic through the village.

Crime Prevention Advice: Keep an eye out for bogus door-to-door callers claiming to be from the council, electric or water board. Ask for picture identification. Do not be afraid to phone to verify who they are.

Open Session was closed and the meeting commenced. The Chairman stated his intention to keep the meeting brief, whilst still allowing for full discussion where it was merited. It was agreed that Councillor Responsibility reports would only be made when there was new information to impart.

ACTION

1. **DECLARATIONS OF INTEREST:** there were no declarations of interest

2. **APOLOGIES FOR ABSENCE:** Cllr T Jessop, SCDC Cllr Bob Snell, PCSO Christian Hassler.

3. **MINUTES** of the meeting held on 12 November 2008 were approved and signed.

4. **PLANNING:**

No planning applications.

5. **VILLAGE GREEN:**

a) The Village Green Report was provided by Helen Kay and read out by the Clerk:

Since the last Parish Council meeting the Village Green Committee has organised two events:

- The village breakfast on 23 November, when very snowy conditions meant we had slightly reduced numbers, but those who came enjoyed a cooked breakfast and the chance to catch up with their neighbours. The morning brought in over £100 profit. Thanks are due to Barbara Holt, Vicky and Derrick Neilson, and Mandy and Patrick Garland, who were kept busy all morning.
- The second fundraiser was the Fat Band Concert in early December. This was a sell out event, and a brilliant evening. Thanks to Caroline Tosh and Gwenda Weeks for organising it.

The next fundraising event is a Quiz Night, to be held on Friday 20 February in the Village Hall, organised by Mark and Jo Gilbert, and Malcolm and Julie Todd. The cost is £7 per ticket, to include a hot meal.

The Village Green Committee was very disappointed that the application for funding from SCDC Playspace Fund was rejected. This would have been for Trim Trail equipment, and two pieces of toddler play equipment. All the local parishes agreed to the application, but Framlingham Town Council opposed the application.

At the beginning of January Cllr Weeks had a meeting with a representative from the SCDC Parish Tree

Scheme, Sam Mortlock, who recommended planting two small coppice areas at each side of the pond and has taken pictures. The trees are now available for planting.

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

6. NOTICE BOARD:

With regard to the gift to the Parish Council of the land on which the notice board stands, the Clerk will contact Mr Payne to enquire on the progress of the deed of transfer document. JC

7. FINANCE:

a) The Financial Statement was received and approved.

b) Invoices for payment were approved and signed.

c) Budget 2009 –10. Apart from a small increase in the projected administration costs, to include a sum for the 'Parish views' questionnaire, the budget prepared by the Clerk was agreed. It accompanies these minutes. It was decided that general reserves should be maintained at a high level to enable funds to be transferred to any confirmed traffic calming projects.

d) The precept for 2009/10 was set at £3,200, a decrease of £200 from the current year. The Clerk will inform SCDC of this decision. JC

8. FREEDOM OF INFORMATION

The new model Publication of the Freedom of Information Code, approved by the Information Commissioner, was adopted. Information held by the Parish Council and available for public scrutiny is listed in a document available on the Parish Council website (www.kettleburgh.suffolk.gov.uk) or by application to the Parish Clerk.

9. COUNCILLOR RESPONSIBILITIES:

Emergency Planning: No report.

The Pound: The name sign has been fixed to the gate of the Pound. Cllr Bater thanked Mr Robert Marzetti for obtaining the sign and Mr Graham Mooney for help in affixing it. He will follow up the suggestion that sheep could be grazed in the Pound, but made the point that the adjoining yew hedge could be a problem. JB

Environment: No report.

Planning and Development: No report.

Community: Cllr Weeks relayed a request from Mrs Val Butcher for occasional help with the typing and editing of the Parish magazine. As this is a joint magazine produced by Kettleburgh and Brandeston Church, it is to be hoped that someone in Brandeston will be able to assist. The Clerk will contact with Val Butcher. JC

Footpaths: No report

Parish Views: No report

Police Liaison and Highways:

Cllr Durbin reported on progress with points raised at the Traffic Calming meeting.

- He is waiting for the results of an enquiry by Luke Barber (SCC Road Safety Engineer) into the possibility of extending the 30m.p.h. area and the correct positioning of 30m.p.h. repeaters.
- Two other suggestions - road marking for visual narrowing, and marker strips to act as a countdown to a restricted area – are no longer covered by SCC's Minor Roads Safety Schemes budget. The new Community Groups, explained in outline by Cllr Bellfield, will take on responsibility for this budget area.
- A meeting has been arranged for 30 January with John Goodyear (SCC Rural Pavements) to investigate the possibility of reinstating the footway in The Street by the village sign.

Trees: Cllr Chase reported that trees and hedging for this year's scheme had in part been collected and were under way to be planted. Cllr Weeks asked for the Parish Tree Scheme to be an Agenda item at the March Parish Council Meeting, JC/TC

10. CLERKS REPORT:

a) The Local Development Framework (LDF) meeting has been fixed for 21 January, with a short Council Meeting to follow, so that villagers' views can be formulated into a response to SCDC. It is hoped that the meeting will attract a good number of villagers, to discuss and debate the future plans for our village.

b) The potholes in Mill Lane have now been repaired, but there is still no progress in the repair of the verge outside Pinewood Cottage. The Clerk will liaise with Mr Hill to monitor this situation. JC

c) The Clerk passed the complete set of Parish Council minutes for 2008 to Cllr Chase for comb binding and thanked him in advance for his efforts.

d) The Clerk inquired whether any Welcome Packs were needed for new residents. Cllr Neilson requested one leaflet.

11. CORRESPONDENCE

All correspondence was circulated amongst Councillors.

12. REVIEW OF ACTIONS REGISTER:

The Actions Register was reviewed to bring it up to date.

13. QUESTIONS TO CHAIRMAN

- 1. The Chairman was not happy with the amount of litter that is thrown onto the roads and verges in Kettleburgh. It was agreed that the Clerk will write to SCDC and SCC to inform them of the Council’s concerns and inquire what action would be taken. JC
- 2. Cllr Bater noted that with the increase of home deliveries it was increasingly important that householders ensured that the name of their property is visible from the road. The Clerk will add an article on this subject to the next newsletter. JC
- 3. Cllr Bater expressed concern at the overgrown hedge on ‘Rectory bends’, opposite Packway Cottage. The Clerk will write to Mr and Mrs Toppin at Holly House, requesting that their overgrown hedge is trimmed. JC

14. DATE OF NEXT MEETING:

Wednesday 21 January 2009 following the LDF meeting.

15. The meeting closed at 8:40p.m.

KETTLEBURGH PARISH COUNCIL - BUDGET PROPOSAL 2009/10

Statement of Assets

2008/09			2009/10
BUDGET	ACTUAL		BUDGET
2835	2652	Cash at bank	3677
		Fixed Assets:	
400	400	Gate for Pound	0
1000	1000	Village Sign (1)	4000
1	1	Parish Pound (2)	1000
13600	13600	Village Green	13600
1600	1600	Notice Board	1600
19436	19253	Total	23877

(1) Valuation given by Mrs M Moore - December 2008

(2) Valuation given by Clarke & Simpson - November 2007

	2007/08		2008/09			2009/10	est. exp to 31/3/09
	Budget	Actual	Budget	to 31/12/08	est.-yr end	Budget	
Admin/salaries	1994	2163	2210	1630	2222	2392	592
Audit	88	78	90	87	87	89	
Cllr. Responsibilities		240	1095	0	25	0	25
Election	400	83	0	0	0	0	
Insurance	170	172	175	199	246	251	47
Notice board legal fees						150	
Parish Plan	200	0	0	0	0	0	
Subscriptions	120	117	125	125	125	128	
Training	250	172	200	46	46	50	
Village green	148	148	150	244	244	150	
Village Hall	75	113	80	0	125	125	125
Village Sign	1	1	1	0	1	1	1
VAT paid		44					
Total expenditure	3446	3331	4126	2331	3121	3336	790

Where applicable, budget based on 2% rise for inflation; salary = one increment on SCP scale

Revenue Income Items

	2007/08		2008/09			2009/10
	Budget	Actual	Budget	to 31/12/08	est. to yr end	Budget
Interest	40	72	75	34	40	40
Grants		195	195	0	0	0
Land rental	148	148	150	150	150	150
VAT refund		0	25	80	80	0
Total Income	188	415	445	264	270	190
Net expenditure	3258	2916	3681	2067	2851	3146

Reserves held by the Parish Council

	2007/08		2008/09			2009/10
	Start of year	End of year	Start of year	to 31/12/08	est. End of year	Budget
Election expenses	300	200	0	0	0	0
Traffic Calming	1000	1000	1000	1000	1000	0
General reserves	2167	1452	1652	3674	2884	3750
Total	3467	2652	2652	4674	3884	3750

traffic calming transferred to general reserve

Best practice indicates that general reserves should be around 50% of expenditure; reserves are maintained at high level in order that traffic calming project may be financed

KETTLEBURGH PARISH COUNCIL - BUDGET PROPOSAL 2009/10

Determining the Precept for 2009/10

Opening reserves		3677
Net Budget Expenditure - per summary		3146
Excess of reserves over expenditure		531
Reserves required at year end:		
	General reserve	3750
		3750
		3219
	Precept required	3200

	Current balance:	4467
	Estimated expenditure to 31.03.08	<u>790</u>
	Estimated opening reserve	3677

Precept - Band D equivalent tax Base for comparison:

		Tax Base
2006/7	£3,200	£ 33.59
2007/8	£3,200	£ 31.00
2008/9	£3,400	£ 33.52
2009/10	£3,200	£ 30.69

If precept were to remain at £3400, the tax base would be £32.60