

Minutes of Kettleburgh Annual Parish Council Meeting held on Wednesday 20 May 2009

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

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

The Meeting began at 7:15pm in Open Session. There being no comments or questions, Open Session was closed and the meeting began.

ACTION

1. **ELECTION OF CHAIRMAN AND VICE CHAIRMAN:** There being only one proposal, Cllr Harris was elected as Chairman. Cllr Jessop was elected as Vice Chairman
2. The **DECLARATION OF ACCEPTANCE OF OFFICE** was completed and signed by the Chairman. Thanks were unanimously expressed to Cllr Jessop for his Chairmanship of the past two years.
3. **DECLARATIONS OF INTEREST:** There were none.
4. **APOLOGIES FOR ABSENCE:** Cllr Bellfield (SCC), PCSO Christian Hassler (Suffolk Police).
5. **MINUTES** of the meeting held on 18 March were approved and signed.
6. Our County and District Councillors and Suffolk Police representative were not present, as full reports had been given at the Annual Parish Meeting held last week.
7. **PLANNING DECISION from SCDC:**
C09/0247: 1 Red Roofs – Construction of new dormer window. APPROVED

8. **COUNCILLOR RESPONSIBILITIES:**

The Chairman made the suggestion that this item should be deferred, in order to give time for Councillors to consider the broader objectives of the Parish Council, with especial regard to its small financial and manpower resources. It was agreed that consideration would be given to the current areas of responsibility at the next meeting. It was felt that a better title might be 'Councillor Point of Contact', reflecting the fact that no financial budget has been allocated for the current year. There were however matters to be discussed under this item:

Police Liaison/Highways: Cllr Durbin stated that Luke Barber at SCC Highways was hoping to report on possible traffic calming measures for Kettleburgh by the end of July. There is a need to establish that the £5,000 allocated to Kettleburgh from the new Minor Roads Improvement Scheme is in addition to these plans. Cllr Durbin will contact Luke Barber for clarification and set up a meeting to discuss a timeframe for work to be carried out. If it is established that the £5,000 will not be additional funding, Cllr Durbin will also contact Cllr Bellfield to express our concern. The report from the site meeting in January with John Goodyear, Project Engineer at SCC for Rural Pavements, was disappointing. It allocated a low priority to the proposal of reinstating the footpath along The Street: it would not be considered in construction plans for at least fifteen years. The Clerk will reply to Mr Goodyear, pointing out that the original request was for a much shorter length of pavement, from Lings Field to Honeysuckle Cottage, not a path extending as far as Barrel Cottages.

RD

JC

9. **REVIEW OF MAINTENANCE SCHEME FOR THE POUND:**

Copies of the maintenance plan produced in 2005 (attached to these minutes) were used for reference. Cllr Bater reported that this plan has been followed since 2005; although no bulbs have been planted there are wildflowers in evidence. Reference was made to the report on the condition of the alder tree provided by Cllr Harris and also a report from the Farming and Wildlife Advisory Group on the condition of the hedge on the southern boundary of the Pound. The Clerk holds copies of these two reports. A long discussion ensued on the merits of the current maintenance plan. It was agreed that the plan is adequate, but that interpretation differs according to personal preference. The Chairman once again suggested that this matter be deferred to the next meeting, so that along with the discussion outlined in Item 8, the purpose of the Pound in the village could be considered and that its maintenance would vary with any change of use. It was suggested that advice should be taken from one independent body and requested that any reports received should be circulated amongst Councillors before the meeting.

10. **VILLAGE GREEN:**

a) **Village Green Report:** a full report was given at the Annual Parish Meeting. Cllr Weeks was pleased to add that the Trim Trail is now installed.

b) **Provision of Lease to KGT:** the Clerk produced forms to sign for 'Terms of Agreement' with the

solicitors which will be returned to Marshall Hatchick.

JC

c) **Village Green Boundary:** Cllr Harris attended a site meeting with Mr and Mrs Smith of 'Trevane' and Christopher Clarke of Clarke and Simpson (surveyors) to establish the correct line of the boundary between the Village Green and 'Trevane'. Mr Charles Glason was also present at the site meeting and produced a large scale plan of the area. A boundary line was agreed and marker posts now show its position. Mr and Mrs Smith will move the willow tree at their expense. The fence and hedge will be moved later in the year. It was suggested that volunteers should be sought to undertake this work in order to minimise costs, but no decision as to who should underwrite any necessary costs was made. It was added that Christopher Clarke also made reference to the continuation of this line of fencing in the direction towards Church Road: the boundary line follows the ditch and thus the fence is not correctly positioned, being on the south side of the ditch. It was agreed that Kettleburgh Green Trust would discuss this small area of land, at the rear of 'The Timbers' and presently covered in trees and scrub.

11. NOTICE BOARD:

As no further progress has been made, the Chairman will contact Mr Matthew Payne within the next two weeks.

DH

12. FINANCE:

a) **The Accounts for the year ended 31 March 2009 were received and approved.** The Clerk will convey the Council's thanks to our internal examiner, Mrs Persephone Booth.

b) **The Financial Statement was received and approved**

c) **Invoices for payment were approved and signed.**

c) **The Annual Return Statement of Assurance was completed and signed.**

13. CLERKS REPORT:

a) Underground Power and Telephone cables: Cllr Chase has made contact with EDF. This would be an expensive issue, unless funding could be found. Cllr Chase will obtain a plan, identifying cables and outlining costs.

b) Hedge trimming: the Clerk has received requests for hedge trimming at Corner House (the junction between The Street and Easton Road) and Watermill House (at the brow of the hill on Easton Road). In both instances, the owners have agreed to trim the overhanging branches.

c) It was agreed that the following changes would be made in the production of the Council's agenda and minutes:

- Reports from SCC, SCDC and the Police will be moved from Open Session into the body of the meeting
- Open Session will not be minuted
- Any matters from Open Session needing further discussion will be added to the agenda for the following meeting
- The minutes will be concise, reporting decisions, with brief summaries of discussions if necessary.

d) Following a query about the lack of local publicity for the forthcoming European Elections, the Monitoring Officer at SCDC has now made material available to all Parish Clerks in the Suffolk Coastal District.

TC

14. CORRESPONDENCE

All correspondence was circulated amongst Councillors.

15. REVIEW OF ACTIONS REGISTER:

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

16. QUESTIONS TO CHAIRMAN

The Parish Tree Scheme will be added to the agenda for the next meeting.

17. DATE OF NEXT PARISH COUNCIL MEETING:

Wednesday 22 July (*Agenda items by 12 July please*)

18. The meeting closed at 8:50p.m.

KETTLEBURGH VILLAGE POUND MANAGEMENT PLAN

Management Plan in accordance with Suffolk Wildlife Trust suggestions:

- to continue mowing the central area of grass with spurs off
- to rake grass up to form a compost heap
- to cut hedge between September and 1st March
- to monitor the poplar, alder and willow trees, with maintenance in the Autumn
- to enlist villagers' help at working parties
- to consider introducing more bulbs and wildflowers
- to carry out annual Health & Safety check

Monthly Task Plan			
	Grass	Hedge	Trees
January			
February			
March			
April			
May			
June			
July			
August			
September			
October			
November			
December			

Projected costs:

	£	Year
Hedge cutting, mowing and pollarding	£50 - £300	2005
Hedge cutting, mowing and tree thinning	£50 - £500	2006
Hedge cutting and mowing	£65 - £165	2007

January 2005