

Minutes of Kettleburgh Parish Council Meeting
held on Wednesday 13th August 2014

Present: Cllrs J Bater, T Chase, H Finbow, D Harris (chairman), and T Jessop. Attending: 1 member of the public and the Clerk. The Chairman welcomed everyone to the meeting which began at 7:30pm. The meeting was opened in Open Session and no points were raised. The meeting then continued in Closed Session.	Minute numbers and Actions
1. Members' declarations of interests: none.	K2014033
2. Apologies for Absence: Cllrs D Bell, D Germain, PCSO C Hassler, SCDC Cllr B Snell and SCC Cllr Bellfield.	K2014034
3. Minutes of the meeting held on 21 st May 2014 were approved and signed.	K2014035
4. Reports from the County and District Councillors and Suffolk Police	K2014036
SCC Councillor Peter Bellfield: Cllr Bellfield had not provided a report.	
SCDC Councillor Bob Snell: Cllr Snell had not provided a report. The Clerk was asked to request a report and circulate it as normal.	K2014037 Clerk
PCSO Christian Hassler: It was noted that both crimes reported to this meeting and 100% of previous crimes reported are undetected. The Clerk was asked to write to PCSO Hassler to say that the Council have expressed concern about the lack of successful detection and that over a long period to the best of the Council's knowledge there has never been a prosecution arising from crimes within the parish. The Clerk was also asked to suggest that the location of the reported crimes would be a useful addition to the police reports received. The Clerk was then asked to put an article in the next Parish Council Newsletter to make parishioners aware of the crimes within the village asking them to be aware of anyone suspicious around the parish in the early hours and to mention that our current Neighbourhood Watch Officer is leaving the village asking if anyone would be willing to volunteer to take on the role. It was then requested that a similar article goes in the Parish Magazine. PCSO Hassler had suggested that the Council may move meetings to Tuesday rather than Wednesday evenings which would allow him to attend most meetings but this option was considered impractical for several Cllrs, including SCDC and SCC Cllrs so the Clerk was asked to inform the PCSO that regretfully, due to diary conflicts, the council felt unable to implement the suggestion.	K2014038 Clerk Clerk Clerk
5. Defibrillator: Cllr Finbow distributed an information pack with the results of her research on the subject then explained that she and Cllr Harris had met John Needle, of the East of England Ambulance Service, at the Suffolk Show and watched demonstrations of	K2014039

devices, preferring one called the iPad because it was the only device that had a simple switch to indicate use on an adult or a child rather than requiring extra parts to be connected for use on children. Also British Heart Foundation (BHF) grants are only available for two specific devices but the iPad is one of those.

Estimated overall cost is £1700 but with a BHF grant to pay half of the device cost the Council would need to raise £1100. Training to use the device is generally provided free of charge with the purchase.

A long discussion ensued during which it was reiterated that a 999 call should always be the first action in order to get an ambulance on the way and that 999 operators can tell callers where the device is located and give the access code to retrieve it from the cabinet. It was also pointed out that Framlingham First Responders (FFR) have their own defibrillator.

The last point raised the question of how quickly the FFR could arrive at incidents in Kettleburgh with their own defibrillator and trained user as this may compare favourably with untrained users having to recover the device from a location within the parish.

The Clerk was asked to put this item on the agenda for the next meeting and a representative of FFR will be invited to talk to the Council at the next meeting. The Chairman thanked Cllr Finbow for her hard work.

Clerk
TC

6. Kettleburgh Village Green:

K2014040

The current Chairman of the Kettleburgh Green Trust's fundraising committee, Caroline Wheeler-Rowe, had reported to the Council that the trustees were working on the problem of finding people to do the work of fundraising but if they had not managed to find volunteers by the end of the year intended to approach the Parish Council and suggest pulling out of the lease agreement and handing the Green over into Parish Council responsibility.

Salient points from discussion are: -

- some did not support the Green due to the maintenance standard adopted and the level of finance that required
- if asked some in the village would help with the maintenance work
- at inception of the Green villagers were invited to a village meeting and canvassed for opinion which resulted in what we have
- there had been hope that enough capital could be raised to allow the interest to fund the maintenance
- 1 Cllr would need to take responsibility for the Green, should it be handed to the Council
- many compliments had been received about the Green as an outstanding facility
- that the Green had been well maintained up to recent months and the money for this was well spent

Cllr Finbow, as 1 of 3 trustees of the Kettleburgh Green Trust (KGT), reported that

- she had been surprised to find out how much was being spent on maintenance but that spending had ended
- there had been a period of minimal maintenance while attempts were made to find a contractor to take it on
- a contract was now in place, until 31st March 2015, for grass cutting and weed spraying, etc. at a reduced cost of circa £700pa reflecting a reduced scope of works

Chairman's initial: _____

- trustees are discussing arranging maintenance days once/twice a year as a social/community event that will bolster the current maintenance of the green
- trustees are aware of specific things that need addressing including some beds that have become unmanageable
- trustees had listened to concerns over the adopted maintenance standard.

An “Adopt a Border” competition for parish children, with a prize, was suggested but the difficulty of generating the ongoing interest required for ongoing maintenance was considered to make this impractical.

The Council are unaware of any attempts to gain sponsorship of the Green and it was noted that Suffolk’s biggest agricultural engineer lives in the parish. He shall be approached.

TC

It was also noted that the CEO of the Ipswich Hospital NHS Trust lives in the village and there is a fitness trail on the Green. He will also be approached.

DH

The Clerk was asked to write to Caroline Wheeler-Rowe to thank her for the status update; say that ideas had come forward which will be pursued and discussed at our next meeting; and inform her that the Council hope the KGT will continue to maintain the Green and will support the KGT in looking for ways to achieve this.

Clerk

7. Kettleburgh Village Hall:

K2014041

The Chairman reminded the meeting of discussion at the Annual Parish Meeting (APM) regarding the relatively small usage and adequacy of facilities in the Village Hall (KVH) as well as whether it was fit for purpose. He also reminded the meeting that it was made plain that the Parish Council have no responsibility for the KVH and that responsibility rests with the Kettleburgh Village Hall Management Committee (KVHMC).

Graham Mooney, Chairman of the KVHMC, had requested that the minutes of the previous Annual Parish Council Meeting be changed as he did not agree that a significant majority were in favour of improving the kitchen facilities but suggested it was a vociferous minority. The Council did not agree with this assertion.

Graham had also suggested that the Parish Council should not discuss KVH matters but rather should leave them to the KVHMC. The Council agreed that there should be no limits on matters that can be raised at Council meetings and discussed but that KVH matters should be reported to the KVHMC.

8. Framlingham Town Council Playspace Applications:

K2014042

The Clerk listed the two applications for discussion: a “Basketball and Football End” for ~£5,000; and a Skatepark Refurbishment for ~£32,000; then noted that there was ~£7,000 left in the fund and that the Council was being consulted as the parish is one of the group within which the fund is shared. The Council had no objections to either application.

The remaining fund was discussed:

- It can only be used for capital projects
- It is an appropriate amount of money for the slide that the KGT intend to install on the Green
 - The Clerk was asked to find out whether the KGT can claim for the slide
 - Cllr Jessop volunteered to project manage installation of the slide of the KGT have no one willing to take it on
 - Derek Hill’s donation towards the slide is still ring-fenced in KGT funds

Clerk

Chairman’s initial: _____

- Cllr Finbow will take this suggestion to the KGT HF
- The village petanque team may be able to apply for funding of the new piste they are raising money for

9. Finance: K2014043

- a) The Financial Statement was approved.
- b) The Council agreed there was no need to check that the incorrectly made out cheque was indeed incorrectly made out and the payments required were approved and initialled.

10. Clerk's matters: K2014044

- a) The Clerk noted a single change since the draft Risk Assessment was circulated and the Council approved the current version. The Clerk was thanked for the clarity of the document.
- b) The updated format Asset Register was approved. The Clerk was thanked for the usefulness of the new document.

11. AOB

The continuance of the Emergency Planning form was questioned and it was reported that the project was still ongoing. K2014045
DG

The Environment Agency's maintenance of the Deben as it passes through the parish was questioned and reports of intents to dredge, that did not come to fruition, and occasional weeding cuts were given. It was decided to invite Chris Finbow to talk to the Council, and answer questions, at our next meeting on the subject. K2014046
HF

It was reported that the sewer pipeline from Cretingham to Brandeston is going to be upgraded to a larger bore in 2015. The Clerk was asked to ascertain the intention regarding the section from Brandeston to Kettleburgh. K2014047
Clerk

The Chairman suggested that the lack of volunteers to provide refreshments for the meeting this evening should bring an end to the tradition. Cllr Finbow volunteered to provide refreshments for the November meeting and Cllr Harris then volunteered to do so in February. K2014048
HF
DH

12. Date of Next Meetings: The next Parish Council Meeting will be held on Wednesday 12th November 2014 at 7:30pm K2014049

13. Close Meeting: The Chairman thanked everyone for their work and contributions to tonight's productive meeting. The meeting closed at 8:40pm K2014050

Chairman's signature to indicate Council approval: _____

Dated: _____

Chairman's initial: _____