

Minutes of the Annual Meeting of Kettleburgh Parish Council
held on Thursday 12th May 2016

Present: Cllrs J Bater, D Brooks, T Chase, R Edmondson, H Finbow, N Hulme, T Jessop (chairman) and J Moorhouse. Attending: 1 member of the public and the Clerk. The Chairman welcomed everyone to the meeting which began at 7:30pm. As no members of the public were present at the start of the meeting no Open Session was called.	Minute numbers and Actions
1. Members' declarations of interests: None.	K2016017
2. Election of Chairman and Vice-chairman Only the current post holders were nominated for both roles. There being no other nominations Cllr Jessop and Cllr Chase were elected, as Chairman and Vice-Chairman respectively, unopposed.	K2016018
3. Declaration of Acceptance of Office Cllr Jessop duly completed and signed the form, which was then witnessed by the Clerk as Proper Officer of the council.	K2016019
4. Apologies for Absence: None.	K2016020
5. Minutes of the scheduled meeting held on 25 th February 2016 were approved and signed.	K2016021
6. Reports from the County and District Councillors No separate reports were provided from those provided for the Kettleburgh Residents Meeting/Annual Parish Meeting held 2 weeks previous to this meeting.	K2016022
7. Council member number adjustment difficulties After a brief discussion the council resolved to send a letter of support. The Clerk was asked to draft a letter for approval by the chairman.	K2016023 Clerk
8. HM The Queen's 90th Birthday Celebrations: Cllr Jessop gave a report (which will be filed with these minutes) on the current situation, after the Kettleburgh Residents Meeting/Annual Parish Meeting held 2 weeks previous to this meeting, and proposed that the most appropriate actions was not to purchase a commemorative artefact. All agreed and the council resolved to take no further action on this matter.	K2016024

9. Defibrillator:	K2016025
Cllr Finbow reported that the Village Hall Management Committee had given permission for mounting the defibrillator and that Cllr Burroughes was now unable to access Cllr Bellfield's locality budget until after a bye-election. Cllr Jessop suggested that a marker may be put on £1500 of the Locality budget for our use. Cllr Finbow will ask if SCDC Cllr Rous could help from his new year of Community Enabling Budget. Cllr Hulme will ask a contact at the Co-op if they could help fund it. It was agreed to progress the purchase if enough funds were forthcoming.	HF NH
Cllr Jessop will pursue his existing task of investigating the installation of a 999 only telephone line.	TJ
10. Increasing coverage of Parish Email Distribution List:	K2016026
Cllr Moorhouse suggested that as the Fete team will be visiting every household in the parish they would be able to talk to parishioners and offer a form to capture their details.	
Cllr Hulme will talk to the chair of the Fete Committee about the possibility of having clipboards on the raffle table at the Fete, asking for email addresses for Parish Council business.	NH
It was agreed that it was not necessary for Cllrs to visit each household in person.	
11. Finance:	K2016027
a) The Financial Statement was approved.	
b) The payments schedule was approved and authorised.	
c) The Annual Financial Statement containing the annual accounts was approved and signed.	
d) The Annual Return governance statements were read out, answered in the affirmative and the page was signed by the chairman and clerk.	
e) The Annual Return accounting statements were approved and the page was signed by the chairman.	
12. AOB:	
Cllr Jessop suggested that the council should make it a matter of policy to respond to all consultations. It was resolved to make consultations a standard agenda item.	K2016028 Clerk
Cllr Chase explain that (further to K2016013) SCDC required excessive paperwork to be completed to assist with a litter pick and therefore the council request that parishioners pick up litter in the parish and dispose of it in their own bins.	K2016029
It was agreed to keep the same naming for the Kettleburgh Residents Meeting/Annual Parish Meeting and to hold the 2017 meeting on 27 th April.	K2016030
The Clerk reported a single Crime Report on the police website, being an incident in the category of "Criminal Damage and Arson" near The Street, in January 2016. It was noted that no data was available beyond February 2016.	K2016031
	K2016032

Cllr Edmondson explained that the collapsed road above School Hill had been reported and would be chased if repairs were not made. The damage had been caused by a collision with a rising main air release valve.

13. Date of Next Meetings: The next scheduled meeting will be held at 7:30pm on the 11th August 2016. Further scheduled meetings will be at the same time on 10th November 2016, 23rd February 2017 and 11th May 2017. K2016033

14. Close Meeting: The meeting closed at 8:30pm K2016034

Chairman's signature to indicate Council approval: _____

Dated: _____

Chairman's initial: _____