

Minutes of the Meeting of Kettleburgh Parish Council
held on Thursday 11th August 2016

Present: Cllrs J Bater, D Brooks, T Chase, R Edmondson, H Finbow, N Hulme, T Jessop (chairman) and J Moorhouse. Minute numbers and Actions

Attending: County Cllr Vickery, 2 members 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.

1. Apologies for Absence: None. K2016035

2. Members' declarations of interests: Cllr Bater declared non-pecuniary interest in item 6 as he is a Churchwarden at St Andrew's. K2016036

3. Minutes of the annual meeting held on 12th May 2016 were approved and signed. K2016037

4. Reports from the County and District Councillors K2016038

County Cllr Robin Vickery introduced himself to the council after being recently elected replacing Cllr Bellfield and asked **all organisations to let him know of any village events which he will endeavour to attend.**

Cllr Vickery then noted that he had provided full funding for the Kettleburgh defibrillator as originally suggested by Cllr Bellfield.

Lastly, he highlighted various items from a report on the Suffolk and Norfolk devolution deal, upon which the county council will vote in October. The originally promised £25m/year may be reduced as 3 councils in Norfolk have refused to join the scheme, after Cambridge and Peterborough have already withdrawn.

In response to a question Cllr Vickery said that the overall turnover of SCC was over £1bn/year and admitted that SCC keeping business rates was more valuable than the promised £25m/year.

In response to another question Cllr Vickery explained that SCC currently have approximately £220m in reserves of which only £43m is unallocated.

5. Defibrillator: K2016039

Cllr Finbow thanked SCC Cllr Vickery for his Locality Budget funding of the defibrillator.

After discussion it was agreed that:

- There was no need for a phone line to be installed in the Village Hall for the defibrillator.
- Cllr Finbow, Graham Mooney (Chairman of the Village Hall management Committee) and Aaron Knobbs (the electrician who works on the village hall) will meet to finalise the siting of the defibrillator. HF
- The clerk will ask SALC to assist in researching best practice for distributing the defibrillator access code. Clerk
- Cllr Finbow's implementation plan appropriate.
- Once the defibrillator is installed laminated signs as to its location will be posted in many suitable places around the village and its location will be advertised on the village website and via the Parish Email Distribution List. HF Clerk

6. St Andrew's Churchyard: K2016040

Cllr Bater gave an introduction and summarised his letter to the council which requested financial support for maintaining the churchyard, on behalf of the PCC. He estimated the cost as £1,000/year. After discussion a motion to plan budgetary provision for £1,000/year for this purpose was passed unanimously, final details of how this support shall be managed shall be agreed at the Council's scheduled meeting in November. The Clerk was asked to calculate the cost increase per household in advance of that meeting. Clerk

7. Consultations: K2016041

The consultations report was noted. The Clerk explained that in future Cllrs would be asked for responses to consultations and Cllr Jessop would give a council response based on Cllrs opinions.

8. Note results of police.uk Crime Report search: K2016042

The Clerk reported that between March and June inclusive 2 crimes were reported in the parish:

- March – one crime in the category of ‘Criminal Damage and Arson’ in the area of Mill Lane, investigation complete but no suspect identified.
- April – one crime in the category of ‘Other Theft’ in the area of Church Road, still under investigation.

A Cllr noted a report from a neighbour that upon returning from holiday the front door had been tampered with and there was some evidence that the rear of the house had been visited. The incident had not been reported to the police. Cllr Vickery pointed out that all crimes or suspected crimes should be reported to the police as future spending is based on statistics gathered from crime reports.

9. Council document annual reviews: K2016043

The Clerk's suggestion of using the Model Standing Orders section on Codes of Conduct to replace the out of date section 7 (on the same subject) in the Standing Orders was approved.

The Risk Assessment and Asset Register were approved without adjustment.

10. Finance: K2016044

- a) The Financial Statement was approved.
- b) The payments schedule was approved and authorised.

11. AOB:

Overgrown hedges were noted near the Old Rectory. Cllr Moorhouse kindly offered to approach the owners who she knows personally. K2016045 JM

The council policy of not donating in response to any begging letters was discussed. Continuation of the policy was agreed, excepting any charity purely associated with the parish. K2016046

The Clerk noted that the external audit had been received on the day of the meeting and that there were no issues arising. Full presentation to council will be at the November meeting. K2016047

12. Further meetings: The next scheduled meeting will be held at 7:30pm on the 10th November 2016. Further scheduled meetings will be at the same time on 23rd February 2017 and 11th May 2017. K2016048

13. Close Meeting: The meeting closed at 8:40pm K2016049

Chairman's signature to indicate Council approval: _____

Dated: _____

Chairman's initial: _____