

Minutes of the Meeting of Kettleburgh Parish Council
held on Thursday 10th November 2016

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| 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: 3 members of the public (including the applicant for item 6a) and the Clerk. | |
| The Chairman welcomed everyone to the meeting which began at 7:30pm. The meeting was opened in Open Session. | |
| A member of the public asked about the possibility of getting the Speed Indicating Device currently in use in Brandeston, to use it in Kettleburgh. The Clerk will investigate. | K2016055 Clerk |
| The meeting then continued in Closed Session. | |
| 1. Apologies for Absence: SCC Cllr Robin Vickery. | K2016056 |
| 2. Members' declarations of interests: Cllr Bater declared non-pecuniary interest in item 10d as he is a Churchwarden at St Andrew's. | K2016057 |
| 3. Minutes of the meeting held on 11 th August and the planning meeting held on 1 st September were approved and signed. | K2016058 |
| 4. Reports from the County and District Councillors No reports were received. The Clerk was asked to request them. | K2016059 |
| 5. Defibrillator: | K2016060 |
| a) Cllr Finbow noted that the defibrillator: | |
| <ul style="list-style-type: none">• is now mounted in the cabinet on the wall to the right of the village hall entrance• has been activated and that there is an accessory pack in the case, which includes scissors etc.• cabinet code is configured as the council agreed• is registered with the manufacturer for a 10 year warranty• is registered with the ambulance service• there are two posters indicating the defibrillator's location already in place and offered some posters to Cllr Bater. | |
| Cllr Finbow explained an overspend of under £13 which was approved by the council. | |
| Cllr Finbow explained the cabinet alarm and council agreed to disable it. | |
| After a discussion on distributing the cabinet access code it was agreed that no code distribution was required as the ambulance service will give the code out in cases where the device is required. | |
| b) It was resolved to only run the single free training course for up to 15 people, on a first come first served basis. The proposed leaflet (which will be filed with the minutes) needs some amendment which Cllr Finbow agreed to do. Cllr Finbow will then seek sponsorship to print the leaflets and provide them to the Clerk who will distribute to councillors for distribution. | HF HF Clerk |

c) Cllr Finbow explained that there was minimal maintenance required so that anyone passing could check the cabinet and device. The cabinet red LED temperature display should show between 0 and 40. There are 3 symbols on the defibrillator, a circle, a plug and a battery, all of which should be full symbols. If the cabinet temperature is outside of the stated scope or any of the 3 symbols are not full, councillors will contact Cllr Finbow.

The Council thanked Cllr Finbow for all of her hard work completing the project.

6. Planning:

K2016061

a) The applicant stated that the renewed plans entailed reduced height and width of the workshop building and a hedge shielding it from view from The Street. In answer to questions he then stated:

- the hedging plant chosen would be decided after advice from the council but Red Robin is a possibility
- hedging along the face towards the village green had not been considered but partial hedging would be possible
- the workshop is mainly for keeping the equipment out of the weather and no access road is required

The Clerk was asked to inform SCDC that the council consider the new plans with added partial hedging towards the green acceptable and request that this partial hedging is added as a condition on approval.

Clerk

b) The council agreed that planning meeting agendas should in future be circulated to the Parish Email Distribution List.

Clerk

c) After discussion council agreed to distribute an email link to planning applications that the council is consulted upon via the Parish Email Distribution List and to put a notice on the council notice board. Due to the difficulties of establishing who to inform for each application council resolved not to issue any direct notices but that a leaflet would be distributed to all households informing them of this.

Clerk

7. Consultations:

K2016062

The consultations report was noted. Cllr Jessop explained that no response was required on consultation 2 and that as the Site Allocations (etc.) consultation did not affect the parish, this again did not require any response.

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

K2016063

The Clerk reported that for July to September inclusive 0 crimes were reported in the parish.

9. Internal auditor choice:

K2016064

The Clerk explained that a recent regulation update requires specific competencies from the internal auditor and that the current auditor does not have sufficient knowledge of the governance issues affecting local councils. The council agreed to a change but asked the Clerk to get a quote from an alternate supplier to allow the council to make a more informed decision.

10. Finance:

K2016065

- a) The Financial Statement was approved.
- b) The payments schedule was approved and authorised.
- c) The external audit result, with no issues arising, was accepted and approved.
- d) Discussion on budget finalisation centred on how to fund the churchyard maintenance, agreed in principal at the last meeting (K2016040). The difficulties of the council taking responsibility for the maintenance were not resolved and so the council resolved to make a grant with no further commitment without further agreement. Cllr Bater was asked to obtain two further quotes for the work to be sure that the current quote is the best price available and Cllr Finbow will provide him with the two other suppliers who quoted for the Village Green maintenance. The proposed budget was approved along with a precept increase of £235.

JB
HF

11. AOB:

Cllr Jessop noted the BT payphone kiosk removal consultation from SCDC. Council agreed not to object or to adopt it.

K2016066

The Clerk raised a parishioner's suggestion of celebrating the Queen's birthday by purchasing picture to hang in the village hall. Council did not wish to pursue this idea.

K2016067

12. Further meetings: The next scheduled meeting will be held at 7:30pm on the 23rd February 2017. The annual council meeting will be at the same time on 11th May 2017.

K2016068

13. Close Meeting: The meeting closed at 8:55pm

K2016069

Chairman's signature to indicate Council approval: _____

Dated: _____