

Minutes of the Meeting of Kettleburgh Parish Council
held on Thursday 23rd February 2017

Present: Cllrs J Bater, D Brooks, T Chase, R Edmondson, H Finbow, N Hulme and T Jessop (chairman). Minute numbers and Actions
Attending: 1 member of the public (co applicant for item 6a) and the Clerk.

1. Apologies for Absence: Cllr J Moorhouse, SCC Cllr Robin Vickery and SCDC Cllr C Hudson. K2017001

2. Members' declarations of interests: None. K2017002

3. Minutes of the meeting held on 10th November 2016 were approved and signed. K2017003

4. Reports from the County and District Councillors K2017004
The Chairman read the headlines of the report from SCC Cllr Vickery. No report was received from either SCDC Cllr.

5. Questions from the Public: None. K2017005

6. Planning: K2017006

a) The Chairman noted points from the briefing document he had provided to councillors in advance of the meeting. Discussion covered matters in the plans themselves but also tried to settle on what the council were expected to comment upon, which SCDC Planning had not made clear in response to enquiries from both the Clerk and the Chairman. The council discussed the final proposed dwelling so that there was an agreed view, resulting in no objections, and decided upon the following response, which the Clerk will send to SCDC Planning: Clerk

- Note that the General Permitted Development Order does not permit floors to be added and seek clarification.
- Note that the plans are not dimensioned which does not allow building floorplan increase checks.
- Seek clarification on whether this Prior Notification Application (and hence all future ones) is part of a 2 stage consultation process and ask:
 - 1) How Building Regulations are applied to this development
 - 2) Whether consultees will be able to comment on finalised exterior design specifications
 - 3) Whether confirmation will be given that foul water drainage will be linked to the public sewer system and surface water drainage will go to a soakaway

7. Borrowing a Speed Indicating Device: K2017007

The Clerk noted important points from the attached report and the council agreed to apply for use of SCC Highways SIDs and enquire of Brandeston Parish Council about the possibility of using their device when they are not using it. Clerk
Positioning of devices was discussed and two general areas were agreed upon, Low Road coming into Kettleburgh from Brandeston, and The Street coming into Kettleburgh from Easton.

- 8. Churchyard Maintenance Quotes:** K2017008
 Cllr Bater, on behalf of the PCC, presented 3 quotations and the council agreed upon providing the grant based on the Norse quote already discussed (K2016065d).
- 9. Transparency Code Fund application:** K2017009
 The council resolved to claim for the Clerk's time in adding required information to the website and the website fee, not purchasing or claiming for a laptop and scanner. Clerk
- 10. Consultations:** K2017010
 The consultations report was noted.
- 11. Note results of police.uk Crime Report search:** K2017011
 The Clerk had not prepared details to report to council but did ask if this item should be continued. The council resolved that it should.
- 12. Internal auditor choice:** K2017012
 On the basis of similar overhead costs and a comprehensive service (as advised by the Clerk, from his experience) Heelis & Lodge was chosen, with a cheaper quotation of £42, compared to the SALC quotation of £94.
- 13. Finance:** K2017013
 a) The Financial Statement was approved.
 b) The payments schedule was approved and authorised.
- 14. AOB:**
 Cllr Chase asked if the parish would like a memorial event for Jo Cox MP. There was no interest. K2017014
- Cllr Finbow noted that dates for defibrillator training had not yet been confirmed but would be soon. K2017015
- The Clerk noted that the PCC were now in possession of the Commonwealth Flag purchased by the council. K2017016
- 15. Further meetings:** The next scheduled meeting is the annual council meeting which will be held at 7:30pm on 11th May 2017. K2017017
- 16. Close Meeting:** The meeting closed at 8:25pm K2017018

Chairman's signature to indicate Council approval: _____

Dated: _____

Chairman's initial: _____