

**Draft Minutes of Kettleburgh Parish Council Meeting held on Wednesday 11 January 2012**

Present: Cllrs. J Bater, D Bell, T Chase, D Germain, D Harris (chair), T Jessop, A Wheeler-Rowe.

The Parish Clerk was not in attendance: Cllr Jessop took the minutes of the meeting. Two members of the public and our County Councillor were present. The Chairman welcomed everyone to the meeting which began at 7:10p.m in Open Session. No issues were raised or comments made and so the Open Session was closed and the meeting began.

ACTION

**1. DECLARATIONS OF INTEREST:** There were none.

**2. APOLOGIES FOR ABSENCE:** The Parish Clerk and Cllr. R Durbin.

**3. MINUTES** of the meetings held on 9 November 2011 and 7 December 2011 were approved and signed.

**4. REPORTS FROM COUNTY AND DISTRICT COUNCILLORS AND SUFFOLK POLICE**

**Suffolk Police:** PCSO Christian Hassler sent his apologies, as he was unable to attend. His brief report was read out: "There have been no recorded crimes for the parish of Kettleburgh. Please be aware that there has been an increase in rural burglaries with in the Saxmundham and Framlingham SNT areas. These persons are targeting out buildings and insecurities. Don't give them the opportunity to make you their next victim. Please lock up and put away any valuable items and report to Police any encounters with persons asking for scrap metal. When possible get the Make, Model, Colour and most important the vehicle registration number. For non-emergencies dial 101 or for emergencies as before dial 999.

**SCDC Cllr Bob Snell:** Cllr Snell was not in attendance, he had emailed his report previously (attached to these minutes) and this was read out.

**SCC Cllr Peter Bellfield:** The new SCC Chief Executive has been appointed. SCC budget: plans and scrutiny of the measures to achieve the proposed £50million savings are now in place. Such savings are to be achieved by reduced management and 'back-office' costs; there shall be no increase in SCC taxes. 1400 staff have left SCC employment including a number of directors and other senior management. Cllr Wheeler-Rowe asked if these reductions were all due to redundancies; Cllr Bellfield replied that a combination of early retirements, natural turnover and redundancies were involved. Cllr Harris asked if redundancy packages attracted a significant cost; Cllr Bellfield replied that yes, it is expensive to provide the pension top-ups required by contractual arrangements but these costs were anticipated to be recovered in two years as a consequence of the reduced salary cost.

Broadband: Government are in the process of choosing companies to facilitate the improvement of the broadband service nationally, once their choices have made SCC shall choose one of them to facilitate the improvements within the County. SCC invite everybody to make their broadband requirements known via [www.suffolk.gov.uk/broadband](http://www.suffolk.gov.uk/broadband) .

The 'no cold calling' zone has been extended in Felixstowe; SCC should be informed if ever 'cold calling' became a problem in Kettleburgh.

SCC is seeking to amalgamate the useage of all publicly owned properties within the County. For example Woodbridge Police Station shall be closing, the Police making use of space within the Council Offices. A £400K annual saving is expected.

Cllr Bellfield re-confirmed the availability of funding for the third traffic calming gateway for Kettleburgh, Cllr Jessop stated that Cllr Durbin had reported that he was making arrangements to have a site meeting with David Chenery of SCC Highways to progress its installation.

Following this statement Cllr Harris asked if anyone had any questions for Cllr Bellfield; there were none.

Cllr Bellfield remarked on the item raised in Cllr Snell's report regarding the Spa Theatre, Felixstowe, pointing out that SCDC currently subsidised the ticket price of this venue by £7.00 per seat.

Such additional insight prompted Cllr Harris to remark that Cllr Snell had not attended a KPC meeting for sometime and suggested that the Clerk should ask him to attend in the near future.

JC

**5. PLANNING:**

**PLANNING DECISIONS FROM SCDC**

**C11/2249: The Old Piggery, The Street - Erection of 2 new cart ports, a single garage and relocation of polytunnel.**

**APPROVED**

**C/11/2436**

**Land North East of School House – Erection of shed for storage of a tractor & other agricultural implements.**

**APPROVED**

**C11/2591: The Old Rectory – Provision of a ménage APPROVED**, with the proviso that there be no floodlighting.

## **6. DIAMOND JUBILEE CELEBRATIONS**

Cllr Bell stated that preparations for the Diamond Jubilee Celebrations were in full swing including costings for the event. £4,000 was required to finance the event and Suffolk Acre has provided details of fund holders that can be approached for such finance. Cllr Jessop asked if ‘funding central’, an organisation he received regular newsletters from, was on this list; if not he could pass the details to Cllr Bell.

TJ

Cllr Bell wondered if SCC could provide funding, Cllr Bellfield said no, although SCC were promoting the event. Cllr Bellfield appreciated that Kettleburgh was making plans for an event, one of the few local parishes to do so. A good number of volunteers were required to share the burden of arranging and running the events so that everyone could enjoy the day.

Cllr Chase suggested that a collection from village residents could help fund the event. Cllr Bell stated that some fundraising is available if required from forthcoming events – the Quiz Night arranged by the PCC and the Race Night arranged by the KGT.

Cllr Wheeler-Rowe suggested that perhaps the collection could be made anyway; in response Cllr Bell stated that a key objective was for the day’s events to be free for everybody. Cllr Wheeler-Rowe suggested that a note regarding donations could be included in the next Parish Newsletter.

JC

Cllr Harris stated that, in the past, Kettleburgh had held a music week which was intended to be self-funded. The costs of the event were underwritten by a number of individuals so that the event could go ahead with (financial) confidence, however such underwriting was never required.

Cllr Wheeler-Rowe stated that monies raised for such charitable events normally had to be channelled through a recognised organisation and asked how this was being dealt with. Cllr Bell replied that all financial matters were being dealt with under the auspices of the Kettleburgh Green Trust.

## **7. THE POUND**

To review the Management Plan for The Pound

The Management Plan produced in 2005 was circulated by email to Councillors prior to the meeting.

Cllr Bater stated that access for maintenance was an issue.

Cllr Chase offered to spray off the nettles and broad leaf weeds.

TC

Cllr Harris offered to rough-cut the grass as and when required, say from March.

DH

The planting of bulbs was suggested.

A discussion then took place regarding what The Pound should be.

Cllr Bater stated that the wildflowers should be protected when considering cutting the grass. It was suggested that the Suffolk Wildlife Trust should be consulted on this matter.

JB

Cllr Wheeler-Rowe asked if the Parish Council should retain responsibility for the Pound.

Cllr Bell suggested that the Parish Council should dispose of it.

Cllr Wheeler-Rowe repeated that the Parish Council should not remain responsible for the Pound.

In response Cllr Harris stated that he wished to remain neutral on this subject and suggested ways in which such changes could take place.

It was agreed that the responsibility for the Pound would be discussed at a future Parish Council meeting.

## **8. DATA PROTECTION GUIDELINES**

Cllr Wheeler-Rowe handed out copies of a briefing note regarding this topic and Cllr Harris thanked him for his efforts in researching the subject and producing the briefing.

Cllr Wheeler-Rowe summarised his findings by stating that, in his view, as the Parish Council handled personal information then it had a legal responsibility to notify the Information Commissioner’s Office of this at a cost of £35 per annum.

It was agreed that the policy should be adopted and that the Parish Clerk is to acquaint herself with the provisions of the Act and the responsibilities of “data controllers”.

JC

## **9. THIRD GATEWAY FOR KETTLEBURGH**

Cllr Durbin had emailed to Councillors a brief report prior to the meeting as follows-

“I have written to David Chenery of SCC Highways asking if he could arrange a site visit to Kettleburgh to discuss positioning of the gateway. I also asked if he could advise on whether oak might be a more long-lasting option. I confirmed too that Peter Bellfield has assured us that funds for the third gateway are available in this financial year (ending April 2012) rather than in next year and that we would therefore be grateful if action could be taken on this matter soon.” (Some of which was discussed in Item 4, minuted above).

## 10. FINANCE

### a) To receive and approve Financial Statement

Cllr Harris summarised the Financial Statement.

Cllr Bell made reference to the item regarding receipts and payments relating to the Village Green. The payment from the Village Green shown as £1299 (Cllr Jessop pointed out that this figure should read £1229) was to cover the Parish Council's legal costs in regard to the lease. This cost included VAT and Cllr Bell asked if the Village Green could be refunded the VAT if the Parish Council were able to claim it back. It was agreed that if the VAT could be claimed back then a refund would be made.

Following this discussion **the Financial Statement was approved.**

### b) Three Year Financial Forecast

Cllr Harris outlined the assumptions made as the basis of the Financial Forecast and stated that he would DH  
revise and circulate the three year plan to incorporate proposed changes in the precept.

Cllr Wheeler-Rowe pointed out that basically the Parish Council was spending more than its income and over the next three years the difference would be approximately £1500 and result in a deficit. An option to reconcile this would be to increase the precept this year by 20%.

### c) To review proposal and set budget for 2012-13

The Parish Clerk had produced a budget proposal based upon an increase in last year's budget to account for the potential additional costs relating to spraying of weeds on the Pound and the fee for the notification associated with the Data Protection Act (discussed earlier and minuted above). This proposal resulted in an increase in the precept of £100, from £2700 to £2800.

The additional expenditure items were approved. Councillors discussed this and agreed that the proposal did not address the erosion of reserves discussed previously.

### d) To agree precept for 2012-13

Following on from this discussion Cllr Harris proposed a precept of £2900.

Cllr Jessop reminded Councillors that the Parish Clerk's proposal had been £2800.

Cllr Wheeler-Rowe suggested £3000.

Following a vote on these three proposals **the precept for 2012-13 was set at £2900. The Clerk will inform SCDC** JC

### e) Invoices for payment were approved and signed.

## 11. COMMUNITY EVENTS

First Friday of each month - Coffee morning

Mondays at 10:00a.m - Keep Fit sessions

9,10,11 February - Kettleburgh Players pantomime - Puss in Boots

Forthcoming Quiz Night arranged by the PCC, date TBA

Forthcoming Race Night arranged by the KGT, date TBA

## 12. CLERKS REPORT

### a) SCC: Public consultation – new heritage organisation

Cllr Jessop outlined what this was and it was agreed that the information would be put in the correspondence pack. The public consultation questionnaire contained within the documents could be filled in online at [www.suffolk.gov.uk/HeritageConsultation](http://www.suffolk.gov.uk/HeritageConsultation) .

### b) Wickham Market PCT- 'Harmoni' out of hours provision

This issue was discussed with differing opinions being expressed as to the significance of the reported issues relating to the out of hours GP cover at Wickham Market. It was agreed that a letter of support JC  
should be sent to Mrs Caudwell.

### c) Repair to T-junction signpost

It was agreed that the Parish Clerk would write to the Highways Department requesting that the signpost JC  
should be repaired.

### d) War memorial

Although the War Memorial had been cleaned the lettering to the names of the fallen was still considered to be not clear enough. The Parish Clerk had provided a list of suitable practitioners to carry out remedial work and a list of possible fund holders to finance the work. Cllr Chase was aware of such work being carried out at St Michaels' in Framlingham and offered to find out details of the contractors involved. The JC  
Parish Clerk would be asked to further pursue funding for the work.

### e) SALC flyers regarding the purchase of heating oil

One of these was taken by Cllr Germain to put up on The Chequers notice board.

It was agreed that one of the larger (A4) flyers should be put on the village notice board.

The flyers were placed in the correspondence pack.

**13. CORRESPONDENCE**

*All correspondence to be circulated amongst Councillors*

**14. A.O.B:**

No matters were raised.

**15. DATE OF NEXT MEETING:**

Wednesday 14 March 2012 at 7:15p.m (*agenda items by 1 March 2012 please*)

**16.** The meeting closed at 8:55p.m.

## SCDC Councillor Bob Snell's report to Kettleburgh Parish Council 11 January 2012

1. **New Year's greetings** to everyone in the Earl Soham ward, with apologies for my absence from this meeting!

2. **Local Development Framework** - The LDF Core Strategy (CS) was formally agreed for Pre-Submission consultation at a special meeting of Full Council on 15 December 2011. The Pre-Submission CS wholly replaces all previous versions with immediate effect: the CS and its policies are now a 'material consideration' to be taken into account in planning applications.

The CS will now be published for Pre-Submission soundness consultation and then submitted for Examination by an independent Planning Inspector appointed by the Government who will consider the Council's work to date and the responses to it from the public. It is hoped to be able to formally adopt the inspected CS by the end of 2012, with the site specific allocations exercise to begin in 2013, as advised at the last meeting.

3. **National Planning Policy Framework** - Following the government's consultation on the draft which ended on 17 October the draft NPPF was reviewed by the Communities and Local Government Committee, which reported on 21 Dec 2011 that the default answer of 'yes' to development should be removed and that the phrase 'significantly and demonstrably' must also be removed from the presumption that all planning applications should be approved unless the adverse effects 'significantly and demonstrably' outweigh the benefits, because it actually adds a further barrier to the achievement of truly sustainable development.

We await the revised draft NPPF with great interest.

4. **Car parks** - Last week's Cabinet meeting agreed to press ahead with a series of changes to car parking charges, which included the first increases in town centre prices for six years, as a contribution to bridging Suffolk Coastal's £2.7 million budget gap. Blue badge holders will get twice as long for their car parking as other motorists from April 2012 when disabled people will be asked to help play their part and SCDC car parks in Framlingham will introduce charges from April 2013.

5. **Spa Theatre, Felixstowe** - The Scrutiny Committee will consider this Thursday (12 January) the confidential report that was presented to Cabinet in December, when it decided that the Council could no longer afford financial support to the theatre, which currently receives around £250,000 a year and which needs at least £3 million in maintenance and improvements. The Committee will review the reasons for calling for leisure and entertainment companies, or those interested in forming a Trust, to come up with their ideas for the theatre's future use.

6. **By-elections** - Three by-elections are set to be held on 9 February and potential candidates have until noon on Friday this week, 13 January, to submit their applications. The district council seat of Kesgrave East along with the county council seat of Kesgrave and Rushmere St Andrew are both due to be filled and there is a vacancy on Framlingham Town Council.

7. **Suffolk coast visitors guide** - Suffolk Coastal and Waveney District Councils have jointly produced a new 2012 Suffolk Coast visitor guide, available to view as an e-brochure, a PDF download and a printed copy, on demand (all via the SCDC web site).

8. **Quality of Place Awards** - The Suffolk Coastal Quality of Place Awards were introduced in 2010 to recognise and encourage the quality of the built and natural environment and to promote an awareness of the need for high standards in all forms of design, including planning, architecture, sustainable development and landscaping. This year the scope of the awards includes a new category of Community Project in recognition of developments which contribute to local facilities and build community spirit.

Entries in four categories, Building Conservation, Design, Nature/Landscape and Community Project, will be judged on the criteria of quality of design and detailing, quality of workmanship, materials and sustainability. Nominations by 4.45pm on Friday 27 April 2012 – full details on the SCDC web site.

9. **Bin collections** – following some initial teething problems with the new arrangements for brown bin collections on Fridays, everything is now understood to be back to Suffolk Coastal Services Ltd's usual high level of efficiency and all collections over the recent holiday period are reported to have worked smoothly.

End