

KETTLEBURGH PARISH COUNCIL

ANNUAL REPORT for the year ended 31 March 2007

KETTLEBURGH PARISH COUNCIL

www.kettleburgh.suffolk.gov.uk/

Parish Clerk:

Mrs Jackie Clark

Windyridge

723623

kettleburghparishclerk@postmaster.co.uk

Councillors (until 7 May 2007)

John Bater	Church Farm	723532	jbater@suffolkonline.net
Robert Booth	The Timbers	723502	Rob.E.Booth@btinternet.com
Trevor Butcher	Woodlands	724777	trevor.butcher@talk21.com
Tim Chase	Home Farm	685228	timbridgette@waitrose.com
Paul Norman (chairman)	2 Redroofs	724372	paulnorman57@btinternet.com
Alan Pearce	1 Redroofs	723889	alangpearce@talktalk.net
Derek Pike	4 Church Road	723741	
Susan Scott	Brook Farm	685264	susanscott@suffolkonline.net

The Parish Council meets every two months in the Village Hall.
Meetings begin at 7:15 in open session and the public is always welcome.
When necessary, additional meetings are called to discuss planning matters.

The Council acts as Custodian Trustee for the Village Hall
and for the Village Green.

Internal Examiner

Mrs Persephone Booth MAAT ATT
The Timbers Church Road
Kettleburgh IP13 7LE

Auditor of Accounts

Lubbock Fine Chartered Accountants
Russell Bedford House
City Forum
250 City Road
London EC1V 2QQ

Kettleburgh Receipts and Payments Account for the year ended - 31 March 2007

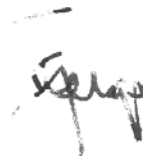
31 Mar 06		Receipts	31 Mar 07
594.08	Opening balance		1,821.15
11.78	Bank interest		44.31
200.00	Grants		195.00
192.00	Rental Income		145.00
3,200.00	Precept		3,200.00
400.00	Sundries		300.00
.00	VAT reclaimed		114.23
4,003.78	Total receipts		3,998.54
		Payments	
208.28	Admin expenses		218.98
275.00	Audit		148.00
147.00	Insurance		165.14
158.00	Miscellaneous		95.00
1,014.42	Salaries		1,661.92
89.21	Subscriptions		134.50
265.31	Training		162.00
315.00	Pound		.00
192.00	Village Green		145.00
56.00	Village Hall		401.00
56.49	VAT paid		36.22
2,776.71	Total payments		3,167.76
		Receipts and Payments Summary	
594.08	Balance b/fwd at 1 April 2006		1,821.15
4,003.78	+ Total receipts		3,998.54
2,776.71	- Total payments		3,167.76
1,821.15	Balance c/fwd at 31 Mar 2007		2,651.93
	These funds are represented by		
809.37	Current account(s)		295.84
.00	Petty cash		.00
1,011.78	Deposit Account(s)		2,356.09
1,821.15			2,651.93

These accounts represent fairly the financial position of the authority as at 31 March 2007 and reflect its receipts and payments during the year

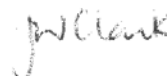
I certify that these accounts were approved at a meeting of
Kettleburgh held on 15 May 2007

Signed

Chairman



Date 15.05.07 RFO



Date 15.5.07

KETTLEBURGH PARISH COUNCIL

ANNUAL ACCOUNTS YEAR ENDED 31 MARCH 2007

STATEMENT OF DIFFERENCES

RECEIPTS

1. Balance brought forward includes the reserve fund, set aside for traffic calming measures
2. Bank interest increase reflects interest rate changes and longer term investment
3. Rental income this year does not include the setting up fee.
4. VAT was reclaimed this year for the preceding two years.
5. Sundries for 2005/6 included a contribution from the Kettleburgh Green Trust to the external audit fee.

PAYMENTS

1. Audit fee for 2006/7 has decreased due to formation of independent village green trust.
2. Insurance for 2006/7 includes new village notice board.
3. Miscellaneous for 2005/6 included chairman's allowance.
4. Clerk's salary: Clerk's hours increased in April 2006 from 3 to 4 per week.
- 5 Subscriptions: In 2006/7, subscriptions to Suffolk ACRE & FDDT paid also for previous year.
6. Training in 2005/6 included cost of CiLCA registration fee.
7. The Pound: cost of felling tree in 2005-6.
8. Village Hall payments for 2006/7 included process of cheque for fete donation and contribution to Christmas lights.

KETTLEBURGH PARISH COUNCIL

ANNUAL RETURN FOR THE YEAR ENDED 31 MARCH 2007

RISK ASSESSMENT

1. FINANCE

Mandate allows for three councillors to sign cheques.

Two signatories required for all cheques - the clerk is not one of the signatories.

All cheque stubs initialled by signatories.

All invoices are:

- a) initialled by signatories
- b) cheque no. and date paid added

2. INSURANCE

a) Parish Council Policy no. YLL 122004 195300 - expiry 30 September 2007

i) Employers Liability

ii) Public Liability

iii) Cover confirmed if Parish Council was to be considered negligent and taken to court

iv) Cover confirmed if any member or associate of Parish Council were to be injured whilst carrying out work on behalf of the Parish Council.

v) Additional fidelity guarantee to £10, 000

vi) Cover for new noticeboard, valued at £1,600

b) Village Green Policy no. VVH 122010.0213 - expiry 31 July 2007, held by Kettleburgh Green Trust.

Public Liability Group Insurance £5,000,000 in respect of

any one occurrence and unlimited in any one period of insurance.

3. ASSETS

a) Kettleburgh Pound -

A management plan, including annual H & S checks has been adopted.

b) Kettleburgh Village Sign -

An annual check is made to ensure safety.

c) Kettleburgh Village Green -

A H & S plan has been produced by Hollins Architects & Surveyors.

RoSPA training has been undertaken by KGT committee member for safety checks on proposed play area.

d) Kettleburgh Village Notice Board -

The new notice board has been donated to the Parish Council by the Village Green Trust.

It is included in the insurance cover at a value of £1,600.

KETTLEBURGH PARISH COUNCIL

ANNUAL ACCOUNTS YEAR ENDED 31 MARCH 2007

SUPPORTING NOTES

Assets

At 31 March 2007 the following assets were held:

The Pound	£	1.00
Gate for Pound	£	400.00
Village sign	£	1,000.00
Notice Board	£	1,600.00
Village Green	£	13,600.00
Total assets as at 31 March 2007		<u>£ 16,601.00</u>

The old notice board was sold for £50.00

Borrowings

At 31 March 2007 the council had no loans outstanding.

Leasings

At 31 March 2007 there were no leasings in operation.

Outstanding debts

At 31 March 2007 the council had no debts outstanding.

Tenancies

The Council has two tenancies, of parcels of land rented by Mr & Mrs Seal and Mr Baker.

Section 137 Payments

There were no payments under Section 137 of the Local Government Act 1972 by the council.

Agency Work

During the year, the council incurred no costs in agency work.

Advertising and Publicity

No costs were incurred for advertising or publicity during the year.

Note: Kettleburgh Green Trust has been set up to manage the Village Green.

The deeds are held for the Parish Council by:

Cross, Ram & Co.
3 Church St.
Framlingham.

Minutes of the KETTLEBURGH ANNUAL PARISH MEETING Held in the Village Hall on 15 May 2007 at 7.00pm

Present: 7 Parish Councillors, County Councillor, District Councillor, 16 parishioners.

In the absence of the retiring Chairman Mr Paul Norman, Cllr John Bater took the chair. He welcomed everyone to the meeting.

1. APOLOGIES for Absence: Mr Derek Hill, Mrs Kathleen Lusted, Mr Patrick Garland.

2. MINUTES of the Annual Parish Meeting held on 23 May 2006 were read, approved and signed.

3. REPORTS were received from the following and are attached to these minutes.

- | | |
|------------------------------------|---------------------------------------|
| a) County Councillor | Cllr Peter Bellfield |
| b) District Councillor | Cllr Bob Snell |
| c) Suffolk Police | No report |
| d) Parochial Church Council | Mrs Valerie Upson |
| e) Village Green | Mr David Harris |
| f) Village Hall | Mr John Bater |
| g) Parish Council Chairman | Cllr Norman, read by the Parish Clerk |

4. QUESTION TIME

Only one question was posed by a parishioner: in the light of a remark made about some longstanding villagers who remain on the Parish Council being "dead-beats" and "fuddy-duddies", how are the new councillors going to work alongside them? There was an embarrassed silence, but no response.

5. The meeting closed at 7:45pm

a) Report from County Councillor - Peter Bellfield:

I should like to thank most sincerely every one who sent me good wishes when I had a sudden interruption of normal service earlier in the year. I now feel very well but I am still told not to do too much.

As you will be aware, Council Tax was increased by 4.5% and this was despite savings of £22 million on top of the £24 million saved in 2006/07. Amounts of this magnitude, around 10% of total expenditure excluding the school budget, which is ring fenced, will have to be saved in each of the next five years. The District Council has managed to save 10% of their budget in each of the last five years by a major reorganisation of the structure and working with others and the same process will have to be implemented at the County Council. The initial report under the heading 'Securing the Future' will be brought before the Cabinet shortly.

School reorganisation has taken up a lot of time with the proposed move from a three to two tier system having been adopted after a cross party panel, which included several outside experts, recommended the move to a unified system throughout the County. I found their argument overwhelming. However considerable opposition from within the Middle School system area was expressed and a very well organised campaign received a great amount of publicity.

Last year the Government dropped its proposed structural reorganisation of local government, but asked for suggestions from councils, within a particular framework, for a way forward. Suffolk County Council, together with the District Councils and Ipswich Borough initially, proposed a Pathfinder status whereby service and management duplication would be cut by all the councils working in partnership, and thereby saving costs. Disappointingly Ipswich then opted out and applied for Unitary Status which, we believe, can only cause further duplication and increase costs. The County is strongly opposing this move.

The Audit Commission, in its latest assessment, has rated SCC a 4 star council and say that it will continue to improve, the top rating.

It is a new financial year and my Locality Grant pool has been refreshed, but I have already had several requests so I would ask any organisations within the Parish, who are looking for help, not to delay too long.

b) Report from District Councillor - Bob Snell:

As a new District Councillor, there is nothing to report as I have yet to attend my first Council Meeting. I come to you with the complete objectivity of total ignorance. I intend to be visible and available.

The following comments were added by Cllr Bellfield, in his role as District Councillor elsewhere in the County:

The District Council has again saved a substantial proportion of its expenditure (£800,000) for the year 2007/08 and has therefore been able to limit the Council Tax increase to 2.9%. The benefits of restructuring are now being seen. It is the 26th cheapest out of over 260 District Councils in the country and one of the most efficient. While there are still areas where improvements must be made, I am very happy to be associated with a Council which has achieved the progress Suffolk Coastal has in the last six years in the face of central government obstructions, particularly in the realms of finance. The latest example of under funding is the implementation of free bus passes for senior citizens. The Government has claimed that these are fully funded but we have estimated that we will be short funded by £168,000 under the formula, which represents over 3% of the Council Tax. If the bus passes had been fully funded it would have been possible to not increase Council Tax this year.

d) Report from St Andrew's Churchwarden - Mrs Valerie Upson:

The Annual Report and Accounts of the Parochial Church Council are available to read (and accompany these minutes).

To highlight a few items: most services during the year were well attended, particularly Harvest Festival and the Candlelit Carol Service on Christmas Eve. Produce from the Harvest Service was taken to Mills Meadow in Framlingham and packaged goods went to the Robert Milne Family Centre in Ipswich, as did the wrapped Christmas presents from the Christingle service before Christmas.

There was good support from the community for social and fund raising events and as in past years, money was given to worthwhile charities as well as being used for the upkeep of the church building.

The brass war memorial plaque inside the church which had been looking unsightly for some time was cleaned and re-lacquered, making it a more fitting tribute to those whose names are inscribed on it.

The Diocese began a new tourism initiative of planned walks between groups of churches, of which Kettleburgh was one, with a short talk in each one of the history and architecture of the building.

In an effort to bring some of the young families of the Kettleburgh, Brandeston and Easton together, a party was organised in the summer for young children who had been baptised in the benefice in the last few years. This was a great success and new friendships were formed. Also there are now three older children playing instruments in the band at the monthly family service.

As you probably know, Graham Vellacott retired from being our priest-in-charge at the end of April, so the church is now in inter-regnum. Services and other work will continue as before and the church will endeavour to play its full part in the life of the community.

e) Report from Village Green - Mr David Harris

1. The Green was launched on a wonderful September day with glorious weather with games, refreshments, a hog roast and much happy conversation and activity. This was deemed a great success and future events were demanded.

2. We have also had two very well-supported village breakfasts and most recently an Easter Egg hunt on 14th April which attracted most, if not all, of the children in the village. This was followed by a tea in the Village Hall.

3. Our next event is to be a fun Dog Show next Saturday, 19th May, at 2.00 pm and we hope everyone with a dog will come and many without just to share in the fun.

4. Looking to the future, we plan to have coffee mornings on the first Friday in each month with the first starting on 1st June. We are being supported in this activity by the Village Hall Committee and the Parochial Church Council.

5. Robert Marzetti is preparing a video "A life in the year of the Village Green" and he has also organised 11 sponsored bird boxes.

6. Now that I have mentioned a name it is time to say that nothing could have been achieved without a wonderful group of trustees and supporters who have worked hard throughout the year. A few special mentions are essential:

- My predecessor as Chairman, Paul Norman, who gave crucial leadership in getting the support for the establishment of the Green.
- Gwenda Weeks, who has been untiring in her efforts in just about all aspects of the creation, development and support for the Green.
- Helen Kay, who with her team of dedicated helpers has organised all of the events referred to above.
- Derek Hill for his tremendous help in many ways including the installation of the chairs and picnic tables.
- Trevor Jessop for his work on monitoring the Village Green and advice on Health and Safety matters.
- Lynda and Adrian Williams for their work on fundraising and maintenance.
- Patrick and Mandy Garland for quietly supporting whenever needed.

7. Looking to the future, we are planning to have four newsletters a year to keep everyone informed and we have now transferred the maintenance contract to Darren, a local resident, to achieve a higher standard. Also we are considering setting up a Kettleburgh Trust 100 Club.

Most importantly, we are seeking to raise some £30,000 to establish an appropriate and wonderful children's play area and also, in due course, to create a significant endowment to maintain the Green to the highest standards in the future. As mentioned previously, applications are already being made but any help will be gratefully received. As a Trust benefiting the whole of the village, this may be something people can consider when making their wills.

8. Lastly, if I have forgotten anyone, please forgive me. Enjoy your Green.

f) Report from Village Hall – Mr John Bater

I must thank my committee whole-heartedly for all their support and hard work this year...to our secretary Jeanne Durbin for her continuing valuable work, to Jane O'Leary for keeping an eye on the figures and to Tony Murphy our Caretaker.

This year amongst other various private activities the hall has been used regularly by the Scouts on a Monday evening, and for village functions such as the coffee mornings, the plant sale, strawberry tea, two very successful quizzes, Doorstep Green breakfasts and of course numerous committee meetings.

The fete was a great occasion. My thanks for its success must go to Pat Bishop and the rest of her team, as the income from this event is so important to us - the proceeds are divided between the Village Hall and the Church.

We have also raised funds from the "Auto Jumble" at Church Farm in 2006 and we must not forget the lettings in the Hall. The Auto Jumble at Church Farm is on 29th July this year and we hope it will again bring in significant income to the Village Hall.

During the year the kitchen has been redecorated and the new cupboards and worktops are now ready to be installed.

I have enjoyed being Chairman of this committee for many years and the members have been great fun to work with but I now feel it is time to stand down. And so I will not be standing for re-election.

g) Report from Parish Council chairman – Mr Paul Norman

This year has seen a new bus shelter, a new sub station and revised collection times for our mail.

We have been very fortunate in the help received from Cllr. Peter Bellfield (SCC) and Cllr Neil Jackson (SCDC) in the life of our village. Their continued help and advice has been of invaluable assistance to the council and the Parish Clerk.

Regretfully we have not been able to resolve the problem of motorists speeding through our streets, however, we are in contact with the County Highways and Suffolk Police, and as yet there are no firm proposals. The best advice we have received is for you to get their registration number and report it to the police. The Council will continue to monitor this situation.

The village Pound has seen major works, with a new sub station installed and the power cables placed underground. Work continues with regular checks and sensitive maintenance to keep this rural amenity as a wild life area.

The Parish Council attends with care and concern to any planning matters which come before it. This year has seen the development of a "code of practice" for the way in which applications are to be dealt with. I very much hope that this code will be adopted by the Council when it next meets.

We continue to be active in assisting the County Council with the maintenance of the verges, rights of way and footpaths. Our Parish Clerk continues to inform the Highways Authority about the state of our roads and any dangerous potholes etc.

I would like to pay tribute to all the retiring parish councillors for their time, commitment and effort during the past four years. As many of you know we have had many meetings with a large number of interested parishioners present. I hope that they have found the meetings of interest and enjoyed their cup of tea.

As a Parish Council we are reaching the conclusion of our quest to achieve Quality Parish status. This would not be possible without the dedicated commitment and enthusiasm for our work of the Parish Clerk, Mrs Jackie Clark. Mrs Clark is to be congratulated on completing her training and qualifying as a Parish Clerk, thus making her contribution extremely valuable and knowledgeable.

I have pleasure in submitting my annual report, and wish the councillors well on their civic journey over the next few years.