



KETTLEBURGH PARISH COUNCIL

Annual Report
for the year ended 31 March 2009

Minutes of the KETTLEBURGH ANNUAL PARISH MEETING Held in the Village Hall on 13 May 2009 at 7:15p.m.

Present: 20 Parishioners, County Councillor, District Councillor.

Following refreshments which were served from 7:00p.m, the meeting began at 7:15p.m.
The Chairman of the Parish Council, Cllr Trevor Jessop, welcomed everyone to the meeting.

1. **APOLOGIES for Absence:** Mrs Valerie Compton, Mrs Kathleen Lusted, Mr & Mrs Paul Norman, Cllr Gwenda Weeks.
2. **MINUTES** of the Annual Parish Meeting held on 14 May 2008 were 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 & Neighbourhood Watch** Mr Derrick Neilson
 - d) **Parochial Church Council** Rev Robin Alderson
 - e) **Kettleburgh Green Trust** Mr David Harris
 - f) **Village Hall** Mr Robert Marzetti
 - g) **Village Produce Association** Mrs Claire Norman
 - h) **Parish Council Chairman** Cllr Trevor Jessop

4. QUESTION TIME

Only one question was raised: Could the village organisations get together to purchase a marquee for use at village events? A short discussion on merits and problems followed. It was agreed that any comments should be sent to the Parish Clerk for coordination and consideration.

Cllr David Harris announced that as Cllr Trevor Jessop had decided not to stand again as Chairman of the Parish Council, he would like to take this opportunity to thank Cllr Jessop for his time and dedication given to the village over the past two years, particularly with regard to the Parish meeting devoted to the Local Development Framework.

5. The meeting closed at 8:45p.m.

Reports

a) Report from County Councillor - Peter Bellfield:

What news from the County Council in the past year?

The Council tax increase this year is the lowest ever, 2.45%, the third lowest in the country, and compares with the Consumer Price Index rise of 3.2% and the Pension increase of 5.0%. The Council has made savings of £60m in the last three years and for this year we have budgeted for an additional saving of £12m. This has enabled us to put an extra £3.8m into safeguarding children and £ 1.1 m into vulnerable adults. In addition, in the current economic circumstances, we are giving additional help to the Citizens Advice Bureau, Credit Unions and we are holding charges for non-residential care such as home care, day care, transport and meals on wheels.

Recently Government inspectors have said that the County Council is the top performing County in terms of efficiency savings, the most cost efficient council in England and the best performing council for quality of service in the East of England. It is therefore not surprising that Suffolk is given a 4 star rating and "improving well", the second highest classification possible. Even the reference library service has been up graded from 2 stars to 4 stars and excellent. While most of us can find areas of dissatisfaction with the council, these inspections do enable us to compare our performance with other councils and emphasizes the importance of having the highest quality of staff.

The subject which has been uppermost in the council's mind in the past year has been the proposed changes in the organisation of Local Government. The Minister asked the Boundary Committee to produce proposals for a unitary council or councils in Suffolk. The latest, and we expect final, draft suggestions, which are out for consultation until 14th May, are one unitary

council for the whole of Suffolk (a proposal supported by the County Council), or a unitary for Ipswich and Felixstowe and a separate unitary for the rest of Suffolk. Upon completion of consultation the Boundary Committee will report to the Minister its preferred option by the 15th July and she will announce the fate of Suffolk's local government by the end of August. Meanwhile there will be County Council elections on the 4 June, but we do not know for how long we are being elected.

The schools reorganisation, where consultation with parents, governors and staff on the second phase of areas to change from the three-tier to the two-tier system, has been under way. As with the first phase it is proving controversial, particularly with those associated with the middle schools. Also you will have seen that the combining the two secondary schools in Felixstowe will take place to strengthen and broaden the educational offer in the town.

Last year I was pleased to help with the cost of some tables etc. for the village hall from my Locality Budget and should like to remind parish groups that their County Councillor can give financial support towards capital expenditure. However, do not expect very much as the Carlford Division only has £9,000 for the 26 parishes. This year the highways department has introduced a new scheme for funding minor road improvements which, in theory, gives discretion to your councillor as to how it is spent, but again the money does not go very far as I only had £12,000 for my division. I am pleased that it has been agreed that work will be done to reduce speeding through the village and £5,000 has been set aside for the scheme. The highways department will have discussions with you.

As always, please remember that I am here to help you with any difficulties you might have with the County Council. Do not hesitate to contact me and I will do all I can to sort out the problem.

b) Report from District Councillor - Bob Snell:

1. Local Government Review of Suffolk

The process has continued, as described in the Parish Bulletin and at recent Parish Liaison Meetings. The latest proposals from the BCE published on 19 March 2009 are the same as the two options published in July 2008, except that Lowestoft is proposed to be retained in Suffolk:

- A Suffolk unitary authority comprising the existing county of Suffolk.
- An Ipswich & Felixstowe unitary authority and a Rural Suffolk unitary authority comprising the rest of the county of Suffolk.

If unitary government has to be introduced, Suffolk Coastal believes that East Suffolk (which would include Felixstowe, Kesgrave and Lowestoft), West Suffolk and Ipswich unitaries is the only logical model. However, now is not the time to be looking at introducing any significant reorganisation in Suffolk and we should be left to get on with delivering core services for residents and tackling budgetary pressures created by the government's continued reduction in funding. Residents, councils and any "person" have a second chance until 14 May 2009 to comment on the BCE's latest proposals. SCDC will continue to oppose the BCE's recommendations and have launched the procedure by which we shall seek a Judicial Review to challenge (with St Edmundsbury & Forest Heath DCs) aspects of the BCE's recommendation and the process by which it was reached.

2. Suffolk Coastal Local Development Framework

We consulted on our preferred strategic options from 8 December 2008 to 20 February 2009, covering subjects such as housing, settlement hierarchy, economy, environment and community well-being for the future development of the district to 2025 and beyond, as well as on the potential development sites which landowners, developers and others have submitted to the Council for consideration as part of the LDF process. A report is intended to be presented to full Council within three months.

3. Council Tax for 2009/10

SCDC portion is up by only 8p per week on the average Band D house, an increase of 2.9%, with no reduction in services (our estimate of inflation in the cost of council services is 4.1%, as last year). This is the 13th year in a row of single digit increases and compares with 3.5% in Mid-Suffolk & Babergh, 3.9% Waveney. More than ¾ of total council tax is Suffolk County's charges (up 2.45%); SCDC spend at 10% of the total is actually less than the charge from the county police (10.8% of the total – up 4.3%). Key points:

- We continue to deliver value for money services with one of the lowest Council Taxes in Suffolk for last 10 years (13th year single digit increase)
- Government has once again failed to adequately fund local services (grant up only 1.96%), which means the Council tax payer has to bear more.

- Planned Use of Reserves £328k
 - Since 2001 SCDC have made £7m of efficiencies and additional income to limit tax increases
 - Revenues under great pressure and a review being undertaken of all costs and services.
 - Use of Resources- Audit Commission: '3' rating & performing well
 - Gifted land with market value of £315K to enable 23 affordable homes.
4. Environment
- Recycling: More than 75% of households now have new combined recycling and waste collection service; additional funding secured to complete rollout in 2010, 1 year ahead of schedule; public reaction very good. SCDC homes recycle 48.5% of their rubbish, compared to national average of 34.5%.
5. Other items
- 4 June - European, County and two District by-elections (Felixstowe SE and Walberswick & Wenham) – postal vote applications must be in by 19 May.
 - BT at Adastral Park – A revised planning application was submitted on 9 April 2009 for Adastral Park, including the creation of an Innovation Park with linked university provision, new community facilities, significant changes to the local road network, and a major housing development of 2,000 houses. The official consultation period for the revised application runs until 22 May 2009. The application is unlikely to be considered by the Council's Development Control Committee until August or September. BT have created an Adastral vision website which gives information about their vision.
 - SCDC Organisation - Chairman for the year Cllr Jim Bidwell (Melton & Ufford); Vice Chairman Stephen Burroughes (Peasenhall). Leader Ray Herring and Deputy Leader Andy Smith re-appointed

The 'Bibby's' site in Framlingham, which has outline planning permission for 150 houses, was the subject of a query regarding sufficient infrastructure, particularly with regard to car parking spaces in the town and local employment opportunities. It was also reported that there have been no applications yet received for development of the former 'Jewells' site in Wickham Market.

c) Report from Suffolk Police & Neighbourhood Watch – Mr Derrick Neilson:

Thankfully there is little to report this year. However, as our PCSO Christian Hassler is off sick at the time of writing this, PCSO Mary Thompson has assisted in the 'official' part, providing figures where necessary.

For the year ending 31 March 2009, there were three reports of theft in the Kettleburgh sector, one of which was a central heating oil theft from a private house. These oil thefts tend to be less during summer months, as people do not obviously fill their tanks quite so much, but it still pays to be vigilant all the same, particularly at more remote or isolated farms.

Two burglaries occurred recently in Framlingham, widely reported in local papers. One burglary occurred as a result of the premises being left insecure in order that a family member could gain access to the home when arriving home late. Obviously leaving a front or back door open is not to be recommended. Please bear in mind the better option of giving family members keys, and lock up before going to bed. The other burglary involved the theft of a shotgun and rifle, together with ammunition. It is thought criminals from 'out of Suffolk' were involved.

There were two other events of possible note, one a little odd, one not. However, it is worth 'reporting' anything you are not comfortable with, as it may provide a pattern for future use by the police in the event of something more serious occurring at a later date. One event was a caller at a house near Kettleburgh, ostensibly purchasing scrap metal, but who asked the householder about other matters, such as furniture and the like. It may have been above board, but if you are not happy, do NOT let anyone in, and make a note of any vehicle numberplate you may see them using. The 'odd' event involved someone stapling bags of items to trees on private land, including underwear, paperwork and other less attractive items.

Finally, please bear in mind that with the recession, the more dishonest element amongst us are going to be ever more desperate to steal, damage or 'con' the rest of us.

Be careful, but not paranoid, and if at all doubtful, ask for advice.

Answering a query about the availability of personal alarms, Mr Neilson offered to make enquiries to obtain some more.

d) Report from St Andrew's Church – Rev Robin Alderson:

The Parish Church Report and Accounts for 2008 have been posted on the Village Website. Valerie Upson and John Bater continued to serve as Churchwardens throughout 2008. With Terry and Nicky Comer's departure from Kettleburgh, we lost both a Treasurer and a Secretary; we have only managed to find a replacement Treasurer (Trevor Butcher), and the search continues for a PCC Secretary. 2008 saw marginal increases in numbers both on the Church Electoral Roll and average weekly attendance. Numbers of people coming to church for festivals and special occasions (Christmas, Easter, Harvest Festival) remain steady. During the past year there have been three funerals, a baptism and one blessing of a civil marriage. Music for our services has been somewhat depleted because Laurie and Wendy Griffiths are less and less able to play for our services and the band has been weakened by the resignation of some of our younger players. However, we have been fortunate to be able to turn to Anne Bater as organist when need has arisen, and the choir has continued to sing Evensong each month, so music still plays an important role in our worship. The Church finances remain on a sound footing, and the accounts, which have been subject to external examination, can be inspected on the web site. Fund raising has continued. Annual events such as the Plant Sale and Strawberry Tea have been popular social events as well as enabling us to raise sufficient funds to meet our Parish's share of the increasing costs of the church's ministry, as well as building up a reserve fund to enable us to maintain and refurbish the fabric of our beautiful Church. Some external maintenance work has been carried out during the year. During the coming year, the internal timbers will be treated to deter death watch beetle. We are also in the early stages of planning work to improve the access, the amenities and the appearance of the Porch and the west end of the Nave.

Collaboration with the other Churches of the wider benefice has increased over the year, and on Passion Sunday, 29th March this year, St Andrew's Church welcomed worshippers from the other six parishes to a United Service.

e) Report from Kettleburgh Green Trust - Mr David Harris:

Looking back over 2008 and 2009 – everything has been very positive.

Events: Caroline Tosh has joined our team and with her enthusiasm and great ideas we have had some excellent fund-raising events throughout the year. Helen has continued to provide those wonderful community events and also been in the forefront of some of the larger events.

Events held since last APM are:

31 March 2008	Lottery Club
13 July 2008	Music & Magic at the Watermill
September 2008	DVD Appeal produced by Robert Marzetti
20th September 2008	Cheese & Wine Experience
23 rd November 2008	Village Breakfast
29 th November 2008	Village Dance with Fat Band
20 th February 2009	Quiz Night

Future events:

31 st May	Strut your Mutt, Fun Dog Show
19 th September	Tapas at the Watermill
February 2010	Quiz Night

Trim Trail: After a successful appeal to SCDC against Framlingham Town Council's original objection to Kettleburgh receiving any funding from the Sports Space Scheme, we received £4699 from the Sports Space Scheme, which is the amount that Kettleburgh had contributed through developments in the village. The Mills Charity again supported the Trust by donating £1096.00 towards the trim trail. The trim trail completes the Trust's aim of providing a variety of equipment for all ages and we hope that many enjoy it as the years go by.

Maintenance: Darran continues to look after the village green including hedge trimming and removal of the meadow grass when required. He has done an excellent job and we are very pleased that we have been able to give work to Darran who is a Kettleburgh resident. The new large trees that were planted around the village green have all survived thanks to Derek Hill providing much needed water in tanks for villagers to water when they could.

Accounts: Our Treasurer has worked very hard for the Trust and provided a very up to date view of the accounts throughout the year. Accounts have been audited and submitted to the Charity Commission. Details of the Trust can always be viewed on line and the Parish Clerk

holds a copy of the audited accounts for 2007 and 2008 and this will continue to be provided for the Parish Council's records.

Overview: The Green continues to be a great success and used by villagers of all ages. Recently, Christopher Clarke of Clarke and Simpson visited the Green for the first time to assist us on a boundary matter and his immediate reaction was "this is just wonderful". The aim of the Trust, with I hope support of all villagers, is to continue to maintain the Green to the current very high standard. It is a sobering thought that, if this Green had not been created, it is absolutely certain that this land previously owned by SCDC would have been used sooner or later for housing development on a scale that would have changed the character of the village forever.

Trustees as at 13th May 2009

David Harris	Chairman & Funding
Gwenda Weeks	Secretary / Events
Trevor Jessop	Safety Health & Environment
Robert Marzetti	Insurance
Helen Kay	Community Events
Lynda Williams	Maintenance
Non Trustees	
Caroline Tosh	Funding/Events
Libby Payne	Treasurer

f) Report from the Village Hall – Mr Robert Marzetti:

Thanks to the prudent stewardship of previous chairmen, the past few years have been years of consolidation. From this base it was decided that the time was right to put in place some improvements. Perhaps the most noticeable of these has been the refurbishment of the original pine floor. During the year the re-decoration to the outside of the hall was completed with the creosoting of the lap boarding which we did ourselves. The entrance hall and two WCs have been redecorated. New water heaters have been installed in the WCs and the kitchen water heater also replaced. Our red tables, that have served us well, have been replaced with fourteen folding tables. Six 6ft tables of matching design have also been purchased. Lighting has been put in the storage cupboards behind the stage area which has now been shelved out and part of the space made available to the Scouts.

All this would not have been possible without the benefit of grants but, more importantly, without the continued and generous donations from the village. So once again a big thank you to the organisers of the Village Fete and the Auto Jumble who, between them, raised over £4,000 towards these projects. We thank Pat Bishop, Val Compton, John Bater and Derek Holt and their respective teams of helpers for this magnificent achievement.

Further improvements are planned for this year – for example re-decoration to the Hall itself (which you can see has been started), replacing the curtains, and forming a pathway from the front entrance to connect to the road – particularly important in the wetter months. The Hall continues to be regularly used by our village organisations, such as fund raising activities by the Church and The Green, not forgetting our individual hirers – after all – that is what the Hall is there for. For example The Earl Soham Scout group and associated cubs and Beavers are regulars on Monday and Friday nights. With our "new look Hall" we hope to increase Hall usage. The Hall Management Committee is now using the Hall to augment our income. The first major event was putting on Cinderella in February of this year. Not only did it bring together a lot of folk in Kettleburgh but also from neighbouring villages. A profit towards Hall funds of £1,300 was achieved. Moneys raised from the monthly coffee mornings have become an important source of income so thanks are due to the organisers. Further events are being planned in aid of Hall funds.

Finally I would like to thank the all the members of the Committee for their support and for their "hands on" approach to the running of the Hall. General maintenance is always high on the agenda as is keeping the Hall presentable – not necessarily easy with an old building - and so I am particularly grateful to the cleaning rota. On the accounting front Jane, our treasurer, has been kept particularly busy this year and we must not forget the invaluable work put in by Persephone Booth in preparing our annual accounts. Thank you Persephone.

g) Report from the Village Produce Association – Mrs Claire Norman:

Despite the difficult growing season the 2008 show held in the village hall on the first Saturday in September attracted more competitors and entries than the previous year. It was encouraging to see several new entrants and more exhibits in the children's classes.

The show currently has classes for flowers and plants, fruit, vegetables, cookery, wine, photographs and a selection for children. Although some cups and trophies are only awarded to residents of Kettleburgh, classes are open to all wherever they live.

This year's show will be held on Saturday 5th September 2009. We are looking for ideas for new classes, are always pleased to see new competitors – particularly children and would welcome additional support with the organization and running of the show. If you can help in any way I would be pleased to hear from you.

h) Report from Parish Council Chairman – Cllr Trevor Jessop:

This is the end of the current council's second term since the local council elections held in May 2007. There being no valid nominations for the posts of Chairman and Vice Chairman the Council agreed, at its first meeting in May last year, that the previous post holders, Trevor Jessop and David Harris, would remain in post for a second term.

Nine topics of special interest are still considered at most meetings when councillors taking the lead on a topic make a brief report. The topics are:

Emergency Planning	Cllr Bater
The Pound	Cllr Bater
Environment	Chairman
Community	Cllr Weeks
Footpaths	Cllr Neilson
Parish Views	Cllr Garland
Planning and Development	Chairman
Police Liaison	Cllr Durbin
Trees	Cllr Chase

Eight council meetings were held in the year, six scheduled meetings and two extra meetings (one to discuss the Council's response to the Local Development Framework proposals from Suffolk Coastal District Council and the other to review and discuss a planning application).

The Council dealt with three planning applications C08/0897, C08/1422 and C09/0247; details may be found in the Council meeting minutes.

The Council continues to receive reports from our County Councillor, Peter Bellfield, our District Councillor, Bob Snell, the Kettleburgh Green Trust and any member of the public present at the meeting when it is in 'open' session.

An issue regarding access to the Village Green was resolved by the Council. A challenge regarding the correct location of part of the fencing to the green is currently being resolved in conjunction with the Kettleburgh Green Trust. It is proposed to lease the Village Green, owned by the Parish Council, to the Kettleburgh Green Trust who run and maintain it. A lease is currently being drawn up by solicitors on behalf of the Parish Council, all legal costs are being met by the Trust.

Traffic calming issues, with specific reference to the speeding of vehicles through the village, remained a topic for the Council's attention. The September Parish Council Newsletter was dedicated to the topic and a Parish Meeting was held on the 4th November 2008 to provide an opportunity to specifically discuss the issue and possible remedies. Luke Barber, a Suffolk County Council Road Safety Engineer, was in attendance and made useful comments and suggestions. Suggestions made at the meeting are listed in the minutes to the Parish Council's November meeting. Subsequently £5,000 has been made available from Councillor Peter Bellfield's area fund which shall make some of the options proposed more affordable.

Another Parish Meeting was held on the 21st January this year to present the Suffolk Coastal District Council's proposals for a Local Development Framework and to gather views and comments from residents so that the Parish Council could provide a response to the District Council. Prior to this meeting a special newsletter was distributed outlining issues specific to Kettleburgh. A response to the District Council was agreed at an extra Parish Council held on the 12th February and this can be viewed as an attachment to the minutes of this meeting posted on the website.

Receipt of the proposals for the Local Development Plan were preceded by issue of the East of England Plan by EERA (the East of England Regional Assembly) and their proposals for public consultation regarding its review for comment. Also received for comment were proposals from

Suffolk County Council regarding "Minerals Specific Site Allocations Submission Documents" (in response to the East of England Plan). A file note attached to the minutes of the Parish Council meeting held on the 10th September explains the Parish Council's view on these submissions. The Boundary Commission's proposals for Local Government reorganisation were received by the Parish Council for comment and a number of councillors attended presentations organised locally by the Boundary Commission, Ipswich Borough Council, the County and District Councils. A response was made by the due date based upon views expressed at the Parish Council meeting held on the 10th September 2008.

The village notice board stands on a small triangle of land owned by Mr Matthew Payne of 1 Lings Field. The Parish Council has agreed to accept Mr Payne's offer to make a gift to the Council of this portion of land, subject to the Council reimbursing the minimal legal costs involved, and the transfer is currently underway.

The Village Hall Committee sought funding toward the purchase of new tables from the Parish Council. As a previous decision had been made by the Council not to give charitable donations, it was felt that an appropriate response would be a letter of support to the Village Hall Committee to assist their fund raising from other fund holders (which ultimately was successful).

The Parish Council continue to participate in the Suffolk Coastal District Council's Parish Tree Scheme however whereas previously the Council took responsibility for the costs involved these are now passed on to the individual applicants.

The Parish Council wrote again to Anglia Water to request further details of the capacity of the foul sewer system in the village as a response to a previous query had not been received. Anglian Water is currently carrying out measurements and an investigation into this matter (although not perhaps as a consequence of this correspondence).

A review of the requirements to be met for the Council to achieve Quality Council status has been completed following which Councillors were satisfied that the Parish Council fulfils the requirements of the scheme but agreed not to undertake the formal process of applying for Quality Parish Status.

The Parish Council is still very keen to receive views and opinions from residents within the village. One way of making your views known is to come along to Parish Council meetings. We always begin with an 'Open Session' where the public may speak. You would be very welcome.

KETTLEBURGH PARISH COUNCIL

www.kettleburgh.suffolk.gov.uk

Parish Clerk:

Mrs Jackie Clark

Windyridge

723623

kettleburghparishclerk@postmaster.co.uk

Parish Councillors — Contact Details

John Bater	Church Farm	723532	jbater@suffolkonline.net
Tim Chase	Home Farm	685228	timbridge3@btinternet.com
Rod Durbin	Brambleside	723141	rdurbin@communique-creative.com
Patrick Garland	March House	621211	Patrick.garland@alpharma.com
Vice Chairman - David Harris	Watermill House	723839	dharris@mhbuk.com
Chairman - Trevor Jessop	The Old Brewhouse	724272	trevorjessop@btinternet.com
Vickie Neilson	1 Barrel Cottages	724711	vickie.neilson@btopenworld.com
Gwenda Weeks	Corner Cottage	723703	gwendaweeks@mac.com

The Parish Council meets every two months in the Village Hall.

Refreshments are served from 7:00p.m and

Meetings begin at 7:15p.m in Open Session. The public is always welcome.

When necessary, additional meetings are called to discuss planning matters.

Auditor of Accounts

BDO Stoy Hayward LLP

Arcadia House

Maritime Walk

Ocean Village

Southampton

SO14 3TL

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These accounts satisfy the requirements of the Accounts and Audits Regulations 1996 and represent fairly the financial position of the Council as at 31 March 2009.

Signed: Persephone Booth

Independent Examiner

Mrs Persephone Booth ATT

The Timbers Church Road

Kettleburgh IP13 7LE

KETTLEBURGH PARISH COUNCIL		
ANNUAL ACCOUNTS YEAR ENDED 31 MARCH 2009		
RECEIPTS AND PAYMENTS ACCOUNT		
31-Mar-08	Receipts	31-Mar-09
2,651.93	Opening Balance	2,934.96
71.74	Bank Interest	34.88
195.00	Grants	-
148.00	Rental Income	150.00
3,200.00	Precept	3,400.00
-	VAT reclaimed	80.32
3,614.74	Total receipts	3,665.20
	Payments	
353.58	Administration	270.88
78.00	Audit	78.00
240.00	Councillor Responsibilities	21.00
83.20	Election expenses	-
172.49	Insurance	232.63
1,809.84	Salaries	1,941.88
117.00	Subscriptions	125.00
172.00	Training	40.00
148.00	Village Green	244.00
112.50	Village Hall	119.50
1.00	Village Sign	1.00
44.10	VAT paid	18.68
3,331.71	Total payments	3,092.57
Receipts and Payments summary		
2,651.93	Balance b/fwd at 1 April 2008	2,934.96
3,614.74	+ total receipts	3,665.20
3,331.71	- total payments	3,092.57
2,934.96	Balance c/fwd at 31 March 2009	3,507.59
These funds are represented by:		
707.13	Current Account (reconciled balance)	244.88
2227.83	Deposit Account	3262.71
2934.96		3507.59
<p>These accounts represent fairly the financial position of Kettleburgh Parish Council as at 31 March 2009 and reflect its receipts and payments during the year.</p> <p>I certify that these accounts were approved at a meeting of Kettleburgh Parish Council held on 20 May 2009</p>		
<p>signed.....Chairman (date) signed.....RFO (date)</p>		

KETTLEBURGH PARISH COUNCIL			
ANNUAL ACCOUNTS YEAR ENDED 31 MARCH 2009			
<u>STATEMENT OF DIFFERENCES</u>			
RECEIPTS			
1. Balance brought forward includes the reserve fund, set aside for traffic calming measures.			
2. Bank interest decrease reflects interest rate changes.			
3. A grant for training was obtained in 2007-08			
4. VAT was reclaimed in 2008-09 for the preceding two years.			
PAYMENTS			
1. Administration costs in 2007-08 were increased due to the one off cost of the Welcome Pack and administration of the new Code of Conduct.			
2. Councillor responsibilities for 2007-08 represents one off payment to Parish Tree Scheme			
3. Election expenses for 2007-08			
4. Increased insurance for 2008-09 includes new cost of insuring the village sign..			
5. There were less training costs in 2008-09 following the Clerk's qualification.			
6. Village Green costs increased due to a one off payment to Land Registry.			

KETTLEBURGH PARISH COUNCIL				
ANNUAL ACCOUNTS YEAR ENDED 31 MARCH 2009				
<u>SUPPORTING NOTES</u>				
Assets				
At 31 March 2009 the following assets were held:				
The Pound	£ 1,000.00			
Village sign	£ 4,000.00			
Notice Board	£ 1,600.00			
Village Green	£ 13,600.00			
Total assets as at 31 March 2009	<u>£ 20,200.00</u>			
Borrowings				
At 31 March 2009 the Council had no loans outstanding.				
Leasings				
At 31 March 2009 there were no leasings in operation.				
Outstanding debts				
At 31 March 2009 the council had no debts outstanding.				
Tenancies				
The Council has two tenancies, of parcels of land at the rear of 7 & 8 Church Road rented by Mr & Mrs Seal and Mrs 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.				

KETTLEBURGH PARISH COUNCIL												
ANNUAL ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2009												
<u>RISK ASSESSMENT</u>												
1. FINANCE												
a) Mandate allows for three Councillors to sign cheques.												
b) Two signatories required for all cheques - the clerk is not one of the signatories.												
c) All cheque stubs initialled by signatories.												
d) All invoices are presented at meetings and have cheque number and date paid added.												
2. INSURANCE												
a) Parish Council Policy no. YLL 122004 195300 - expiry 30 September 2009												
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) Legal expenses cover included.												
b) Village Green Policy no. VVH 122010.0213 - expiry 31 July 2009, 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 and is reviewed regularly.												
b) Kettleburgh Village Sign - An annual check is made to ensure safety. It is included in the insurance cover at a value of £4,000.												
c) Kettleburgh Village Green - A H & S plan has been produced by Hollins Architects & Surveyors. RoSPA training has been undertaken by a Kettleburgh Green Trust committee member for safety checks on the play area.												
d) Kettleburgh Village Notice Board - The notice board was donated to the Parish Council by the Kettleburgh Green Trust. It is included in the insurance cover at a value of £1,600.												