



**KETTLEBURGH PARISH Council**

**Annual Reports  
2011**

Suffolk County Council  
Suffolk Coastal District Council  
Suffolk Police  
St Andrew's Church  
Kettleburgh Green Trust  
Kettleburgh Town Estate Charity  
Kettleburgh Village Hall  
Kettleburgh Village Produce Association  
Kettleburgh Parish Council

Kettleburgh Parish Council Accounts

## Suffolk County Council

**Local Government Review** Twelve months ago the uncertainty as to the outcome of the proposed Local Government review was still hanging over our heads. However the incoming government quickly made it clear that it would stop the process and that there would not be any change in the system of local government in Suffolk, so after more than three years of uncertainty we could start to plan ahead.

**Central Government Grant.** In my report to you last year I warned that we were expecting that central Government would reduce its grant to local government which ever party won the general election, and our worst fears have been realised. Last autumn the coalition announced that the grant over three years would be reduced by 28%. As a result Suffolk County Council will have to reduce expenditure by between £120m and £145m over the next three years from a budget of a little under £600m per annum excluding education, which is ring fenced. We plan to do this in three steps, £40m plus in each of the first two years and £30m in the third year. How are we going to achieve this? Some of you may have heard of the New Strategic Direction whereby we propose to be a facilitator rather than a provider of services. This means that we will look to the voluntary and the private sector to provide the service with County Council continuing to ensure that the high standards that we have achieved are maintained. This is not new, almost half the road maintenance is undertaken for us by the private sector and 80% of adult care is performed for us by the voluntary or private sectors. In those areas where we have gone out to consultation already we have had many expressions of interest in taking over the services. Examples being Suffolk Traded Services (catering, cleaning etc.), parkland, libraries, crossing patrols, safety camera services, highway maintenance and County Homes for the elderly and we are looking at ways of coordinating the work of the two largest areas of expenditure, adult and children's services into trusts.

While we hope that the New Strategic Direction will account for most of the savings in years two and three, it is unlikely to contribute to saving in year one (2011/12) because of the time it will take to implement the divestment of these services. Therefore, to balance the budget for this year we have had to make savings of £42m which is on top of the £70m or so that we have saved in the last five years. Of this £42m over £17m is derived from lower salary and wage costs, including staff as senior as director level. Efficiency savings have contributed to a substantial proportion of the balance, but regrettably we have had to reduce the level of service in some non statutory areas, notably the transport subsidy. The Bury Road Park and Ride is closing saving £200,000 out of the £650,000 subsidy we give to park and ride. Additionally a charge is now made to senior citizen bus card holders who will also not be able to travel free on ordinary buses before 9.30 am. We very much regret having to change the travel card arrangements but we are having to alleviate the anticipated cost, which is now the responsibility of the County Council and no longer the District Councils, which we estimate will be around £7m p.a. and which is no longer directly funded by central government. We have also had to reduce the subsidy to rural bus transport which has been costing £4 1/2m, but I am pleased to say that the weekday and Saturday services of the two major routes through my Division, 70 & 70A and 118 & 119 are almost unchanged. Since the end of the last financial year we have had a change in the leadership of the Conservative Group and therefore of the Council. While this is unlikely to result in any major change in policy, because of the financial constraints we are facing, there is likely to be some tweaking of the policy as a result of the consultations which have taken place over recent months.

**The bad winter weather.** On the whole the Council performed well with the clearing and gritting of priority 1 roads (A and B roads plus a few well used C roads) and in most cases priority 2 roads. Although winter came early, in November, and was particularly severe in December, to date the number of gritting runs at over 110 is slightly less than last year. We will be ensuring that all potholes are filled, although it will take time.

**Council Performance** Last year I mentioned that the Audit Commission had said the Council was the second most financially efficient County in the country. The Commission is to be wound up and all measurement has been ceased by the Government which is pleasing because the amount of work required to produce the statistics was very costly even if it did show how cost effective we were as a council.

**Pension Fund** As Chairman of the Pension Fund Committee I am pleased to be able to say that the deficit on the pension fund at its three year valuation, did not cause a rise in the employer contribution as far as the County is concerned This had been of great concern last year as brought out in the press. At least this is one piece of good news.

**2011/12 Council Tax.** Another piece of good news is that we have held the Council Tax at the level of last year. We have done this without assuming that we will receive a 2 ½ % grant for keeping the council tax low from central government.

**Local Matters** Lastly I should like to remind all of you that I am always available if you should have any problem or need any help with the County Council. Just telephone me and I will come and see you as soon as possible.

**Peter Bellfield**

# Suffolk Coastal District Council

## 1. Housing

- Affordable Homes: 270 delivered over last four years – 682 more approved
- SCDC in top 25% of councils nationally for processing new housing benefit claims & changes of circumstances.
- LDF Reviewed Core Strategy (RCS) was postponed in response to legal advice, to allow for more analysis of a new study on visitors to the Suffolk Sandlings that was submitted by the Suffolk Wildlife Trust. Results of that review will be presented to the new Council. Site specific Allocations will follow in 2011.
- Lifeskills training for young people to prevent homelessness.
- Sizewell C: Task Group set-up to ensure local issues are fully addressed.
- Scrutiny Committee review of Planning Services completed.
- Town and Parish Planning Forums to improve communication

## 2. Environment

- Recycling roll-out complete - £2m+ landfill tax saved
- Recycling: 60% of household waste recycled or composted - Summer 2010.
- 21st of 235 councils for least rubbish per household put in landfill.
- SCDC successfully campaigned for reinstatement by the Environment Agency of funding for the £10M Central Felixstowe coastal defence project for 2011/12.
- Phase 1 of Thorpeness emergency coastal works completed, and £431K Environment Agency funding agreed for Phase 2, working with the community who invested £137K.
- Aide & Ore Futures: unique estuary partnership with EA and communities.
- 'Greener Homes' DIY insulation scheme piloted here (now Suffolk-wide).
- No disruption to services over bad winter months or recent bank holiday periods.

## 3. Community Well-Being

- Top 10% for low crime and second lowest in County
- Crime & Disorder: crime rate 45.5 crimes per 1,000 population (down from 46.2): safest Community Safety Partnerships in Suffolk.
- First in the Channel 4 'best places to live' list (top 5%)
- 30+ local not-for-profit groups received between £200 and £10k revenue or capital grants to help provide services for residents.
- Over 60s free swimming (ceased July 2010): 2nd highest participation in East.
- Young People: Xtremefest (3000+ attended), Operation Camouflage, Soundwaves, Film Flurry, Woodwose festival, Skate Jams. Activity programme made over 8,000 contacts with young people at 17 venues.
- Felixstowe activities: donkey rides, segways, falconry, road train, ice rink.
- Town centre car-parking prices again frozen for the year.
- Improvement to Wickham Market and Melton stations to ease congestion.

## 4. The local economy

- Local Economy remained resilient during recession
- £1.7m of LABGI won from central government to support grass-roots economic growth (eg Economic Development Support Fund - £150k available for schemes to support growth.
- Holiday Guide: tourism value £279m; supports 1 in 10 of the Suffolk workforce; 60,000 copies holiday guide.
- Felixstowe Futures: LABGI funded regeneration team, new eco-friendly toilets and Triangle improvements: Shared Space scheme completed with £1.7M inward investment gained from Haven Gateway Partnership and SCC.
- LSP: support for Community Led Planning to help communities deliver good neighbour schemes, adult education, youth club, improved local facilities.

## 5. Financial efficiency in the past 12 months

- Excellent Audit Commission report praised SCDC's "strong leadership".
- Joint working with Waveney: each council's focus & priorities retained but thousands saved on shared

services; sharing senior management (30% of posts cut) saved £440K.

- Port Health IT system (PHILIS) : LGC award for IT initiative of the year (second place). Can now be sold to other port authorities.
- Permanent, full-time workforce reduced by 50% over last 10 years.

#### **6. 2011/12 budget**

- SCDC's budget requirement for 2011/12 is £13.7m, down £1.9m from last year. The total Council Tax income will be £7.4m.
- No increase in Council Tax.
- The Government Formula Grant, which helps pay for local services, has fallen by over £1.1m to £6.3m; falling income, inflation and rising costs left the Council with a budget gap between the cost of maintaining all current services and total expected income of over £2m.
- Even after saving £1m a year for the last 10 years, we have reduced our costs by another £2.2m with minimal impact on services, employees and our communities. Priority services have been protected, as have key projects such as the coast defence works at Central Felixstowe and Thorpeness.
- This gap has been closed through a very thorough review of services and working practices, with minimal impact on existing services. More than £310,000 will be saved in the coming year from closer working with Waveney, including its shared corporate management team and its shared computer staff.
- The Council's partners, Suffolk Coastal Services and Norfolk Property Services are scheduled to make savings of nearly £400,000.
- Nineteen members of SCDC staff will be leaving under the voluntary redundancy scheme, which is around seven per cent of its permanent full time staff.
- We shall still need to find a further £2.3m in savings by 2014/15.

**Bob Snell**

## **Suffolk Police**

Crime statistics from the 11<sup>th</sup> May 2010 to 11<sup>th</sup> May 2011.

Figures show that during this time there were 3 crimes recorded, two in 2010 and one for 2011.

Recorded offences during this time the breakdown as follows:

Aggravated TWC of a vehicle 1

TWC of a vehicle 1

Harassment 1

The annual figures for 2009-2010 recorded 08 crimes for the same timeframe.

There has been a drop in overall crime reported this year with a decrease of 5 crimes. Kettleburgh has suffered far less crime and disorder than other local villages.

At the beginning of the year the SNT Office moved into new premises located at the Fire Station in Saxmundham Road and the shared meeting facilities are very useful and available for SNT business.

Speeding issues: I have throughout the year conducted speed enforcement at various times of the day on The Street just outside of the village hall and to date have issued approx 3 fixed penalty notices. I have also arranged for additional speed enforcement to take place early mornings as requested by residents of Kettleburgh.

**Christian Hassler**

*PCSO 3034 Framlingham SNT*

## St Andrew's Church

The Annual Report and Accounts of the Parochial Church Council of St Andrew's Church, Kettleburgh is available on the Kettleburgh Village Web Site. This summary provides an overview of the topics for which more detail is available in the full report, but includes two further points that may be of current interest to parishioners.

Valerie Upson and John Bater have continued to serve as Churchwardens during the year. Thanks are due to them as well as to Persephone Booth, who became our Treasurer this year, and to our PCC Secretary, Mrs Vickie Neilson, for all that they have done for St Andrew's Church during the year.

Worship has been offered in Kettleburgh Church following our customary pattern, for the great festivals of the Christian Year and on a weekly basis, throughout the year. The pattern of services has continued to bring us together with Brandeston and Easton and the Churches of the wider Benefice on a regular basis. Here, I wish to thank, in particular, Valerie Upson and Jackie Clark, our Elders, who contribute very significantly to the leading of worship and prayer during many of our services.

I would also like to thank our Choir whose singing so enhances our worship, each month at Choral Evensong (on the third Sunday) and at the ever-popular Christmas Eve Service of Nine Lessons and Carols. Choir members have joined other singers in the Greater Benefice on a number of occasions at our united services. Thanks are also due to Anne Bater, our organist.

As a result of the PCC's persistent and patient work, proposals to improve access to the Church building and enhance its facilities are approaching realisation. We hope to hear very soon that these proposals have been approved by those organisations whose agreement is necessary. Before work starts there will be a further opportunity for Kettleburgh people to comment, but we hope to see the work start on site in the foreseeable future.

Details of the Church's accounts have been published with the Annual Report. The Church has continued to meet its financial obligations and has been able to support the work of a number of charitable organisations. A deficit in the general fund during the year is more than offset by an increase in the resources available to the fabric fund. An independent examiner has found our finances to be in a healthy state. This position is due in large part the energy and enthusiasm with which a host of fundraising events have been organised during the year and the response to these events from the wider community. All this effort is immensely appreciated. The Church relies on this support not just to maintain the fabric of the oldest building in the Parish, but also to enable this beautiful building to be a place of worship each week, to provide a sacred space for Kettleburgh people, to be available to meet their needs, and for baptisms, weddings and funerals.

Finally, I should mention just two other points, one because of its immediate concern to Kettleburgh parishioners, and the other to people more generally.

People may have heard that the floor of the church suffered subsidence in January this year: quite suddenly, a small area of floor in the nave gave way. No obvious cause was identified; it is simply the sort of thing that can happen at any moment in a building as ancient as ours. The floor has now been repaired, all is well, and people should feel reassured.

With every other PCC in this country, the PCC has been invited to express its view, through the Deanery Synod, of the proposal to be debated in the General Synod of the Church of England this summer, which will allow women to be ordained as bishops. This topic has the potential to be divisive in the wider church community, and this divisiveness can be painful for church members. However, having said that, members of Kettleburgh PCC are united in welcoming the ministry of women in this way, and this view will be represented at the Deanery Synod.

If anyone would like any further information about St Andrew's Church, its fellowship or activities, please do not hesitate to contact me on 01728 688255 or 07790 242002, or speak to me or the Churchwardens whenever you see us around the village.

**Robin Alderson**

*Assistant Priest for Brandeston, Kettleburgh and Easton Church*

## **Kettleburgh Green Trust**

I have recently taken over as Chairman of the Kettleburgh Green Trust, taking over from David Harris, who stepped down after many years service. As I am fairly new to the Trust I feel this is a good opportunity to explain where the Trust started and where we are heading. March 2002 saw the first steps to a wonderful change in Kettleburgh, which was the birth of Kettleburgh Village Green. Three long years followed, with public consultations, surveys of land, acquiring of grants and a group of people who were enthusiastic, hardworking and dedicated to making the Village Green a reality. In March 2005 the land was purchased and the Kettleburgh Green Trust was setup as a charity. Over the following months an area of scrubland and sandpit was transformed into the Kettleburgh Green, which, without a doubt, is an asset to our village, and an envy of surrounding villages. It has been brought to our attention that the Green has been cited as a major reason for some newcomers choosing Kettleburgh as their new home. In addition properties which have recently come to market have also listed the Green as one of the main attractions of the village. Since the completion of the Green, Kettleburgh Green Trust, with the help of many volunteers, raised enough funds to maintain the Green, allowing it to mature and move forward with guidance from the whole community. Over recent months, we have had some changes within the Trustees, and this has allowed people with new and fresh ideas for fundraising to join the committee. New and old trustees work tirelessly to raise approximately £4000 a year to keep on top of maintenance, such as play equipment for our younger parishioners; the meadow area to encourage the balance of wildlife and plants; flower beds which border the pathways; and, of course, the grassed area where we hold many of our events. It is always wonderful to see children running and playing, people walking their dogs, or just chatting. However, the Green continues to evolve. The Kettleburgh Green Trust was approached by the Suffolk Coastal Petanque League, and the committee decided to investigate the possibility of entering a team. Following a leaflet drop to villagers, it was apparent that there was sufficient interest, and a decision was reached to join the league and build the Piste. This is only one way the Green continues to evolve, and the committee will continue to enhance the Green for the good of the community. In closing, I would like to thank the many volunteers who have helped with the various events over the past year, and to say that I look forward to working with you all in the coming years.

***Deborah Bell***

*Chairman, Kettleburgh Green Trust*

## **Kettleburgh Town Estate Charity**

This small charity was started many years ago with the proceeds from the sale of five cottages near the church. The rector and churchwardens were made trustees and the objective was to provide coal for the elderly people of the village. After 1974 the cost of coal and the difficulty of arranging delivery of small quantities effected a change to donating food parcels to any pensioners thought to be in real need and during the 1980s small Christmas gifts of confectionery were given. In 1992 it was decided that this did not really fulfil the terms of the charity's remit so the fund was allowed to build up and since 1999 the trustees have annually invited any student, resident in the parish and about to embark on the first year of higher education, to apply for a small grant towards the cost of books. This has resulted in one or two applications in most years and in 2010 one payment of £60 was made.

***Valerie Upson***

## **Village Hall**

Maintenance of the hall continues to be the main priority of the Village Hall Management Committee. This is of course an ongoing challenge. The accounts to the 31st December 2010 show expenditure of £1,313 on repairs and maintenance which is £4,000 less than the previous year when a lot of internal work was done.

So we have had a year of consolidation where we show a surplus of over £2,000. This has been achieved by the hall continuing to hold its own money raising events which range from Salsa evenings (kindly organised by the Booths), Monthly Coffee Mornings, our Pantomime, 'Jack and The Beanstalk' and an Old Time Music Hall evening. The total net amount raised by these activities was just over £2,500. Of course, one of the main sources of income for the hall has again been the Annual Kettleburgh Fete which generously provided us with funding of over £1,500. We are once again grateful to the organisers.

We anticipate that in the current year, money will need to be spent on the outside of the hall – the principle being that if it is let go then it will prove to be that more expensive in the long term to keep our hall in reasonable repair. The new committee will have to address that challenge.

Our main purpose is to provide facilities for local users and our increased Hire revenue reflects that the hall is indeed an important part of village life. We hope to attract more users in 2011 and in fact the new Keep Fit classes are an example of what can be done.

It remains for me to offer my personal thanks to all the Committee members for their hard work and dedication during the year. I particularly thank our long-suffering Treasurer, Jane O'Leary. Thank you to the Secretary, Liz Marzetti. Thanks are also due to the non-Committee helpers – particularly Persephone Booth for once again preparing our Annual Accounts.

Finally, I would like to express our thanks to Tony Murphy, who has had a difficult year, for continuing to look after bookings and keep the hall in good order.

**Robert Marzetti**

*Chairman – Village Hall Management Committee*

## **Kettleburgh Village Produce Association**

The Kettleburgh Flower and Produce Show has been a fixture of village life for over 50 years and is run by a group of enthusiastic volunteers known as the Kettleburgh Village Produce Association. The affiliation fee we pay to the Suffolk Horticultural and Produce Association (SHAPA) provides us with our insurance cover and they also supply judges for a fee.

Shows are currently held on the first Saturday in September, with sections for vegetables, flowers, fruit, cookery, wine, photographs and children's classes. Classes are open to all wherever they live although some cups and trophies are only awarded to Kettleburgh residents.

Last year's show held on 2nd September once again saw the village hall overflowing with a good selection of entries. A recent addition – the chocolate cake (men only) has proved very popular and a very competitive spirit is emerging amongst our gentlemen cooks.

Sadly last year we had no entries in the children's classes. This is something we need to work on, as they are the future of the show. We hope that the increased interest in "Grow Your Own" and the provision of some additional allotments in the village mean that the fruit and vegetable sections will thrive.

This year's show will be held on Saturday 3<sup>rd</sup> September 2011. 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.

**Claire Norman**

*Secretary, Kettleburgh VPA*

## Kettleburgh Parish Council

First and foremost, tonight's meeting shows yet again what a vibrant and active village we have despite our small size. I feel very privileged to live here and I know that this view is shared by many.

The question therefore is always twofold:

- How can we protect what we have in a rapidly changing world with many pressures?
- How can we make it even better?

In this context let me talk about the role of the Parish Council. In recent years there have been a number of significant achievements, including:

- The creation of the Village Green under the leadership of Paul Norman and Gwenda Weeks.
- The response of the village to the proposed restructuring plans which led to our being reclassified as an "other" village – which means in essence only very limited additional building. This was led by Trevor Jessop but with support from many and the village as a whole showed that it wanted to remain small and rural and without urban additions like street lights.
- More recently, we had the Parish Questionnaire led by Patrick Garland where everyone had the opportunity to express their views on a wide range of issues.
- In the last 3 months we have, after years of campaigning, seen the erection of the gates at the entrance of the village to slow traffic. This was described by Rod Durbin earlier.

Arising from all of this the Parish Council has been deliberating over its role and in essence we believe that we are here to do whatever we can to make this village an even better place and to facilitate positive ideas and activities. Above all, we are not an enforcement body and we do not wish to be so and certainly we have limited powers and authority and no wish to give ourselves airs and graces.

I am always conscious that we are a village of 200 souls with an annual precept of approximately £3,400 of which most is already committed and therefore very limited discretionary expenditure. In my opinion, the major problem for the future is the way that "the big society" is developing despite the good intention behind it. For instance, paperwork is ever increasing – much of it requesting our involvement in broader activity. The intention is generally good but where is the time and there are dangers as well as benefits in amateur intervention. We need good regulation and effective implementation with appropriate expertise. The most pressing matter is the Localism Bill which states that this gives "real planning powers to the Parishes". Again, I believe that this is well intentioned and the idea is that the Parish Council will have the right to produce neighbourhood plans and neighbourhood development orders with certain limitations. However, we may find there are real dangers in this and we are already being approached by consultants who offer their help. Trevor Jessop will be bringing the Parish Council up-to-date on this issue at our meeting next week and if you have a strong interest in the future development or non-development of our village you might like to attend.

I would like to say a big thank-you to all my colleagues over the last year who collectively put in a great deal of work to achieve our goals. I would like to say a particular thank-you to Patrick Garland and Vickie Neilson who are standing down and to welcome Deborah Bell and Angus Wheeler-Rowe. Among other things this will bring the average age of Parish Councillors down somewhat and a different perspective to village affairs.

Finally, all of us on the Parish Council are constantly indebted to our Parish Clerk, Jackie, who guides us with great competence through the enormous volume of paperwork and issues and without whom my job would be impossible.

And finally, our MP Dr Daniel Poulter is coming to talk to us on 8<sup>th</sup> July so please come armed with all the issues both local and national you would like to raise.

**David Harris**

*Chairman KPC*

**KETTLEBURGH PARISH COUNCIL**

www.kettleburgh.suffolk.gov.uk

**Parish Clerk:**

Mrs Jackie Clark

Windyridge

723623

pc@kettleburgh.suffolk.gov.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
Debbie Germain	The Chequers Inn	723760	debbie@thechequers.net
Chairman - David Harris	Watermill House	723839	dharris@mhbuk.com
Vice Chairman - Trevor Jessop	The Old Brewhouse	724272	trevorjessop@btinternet.com
Vickie Neilson	1 Barrel Cottages	724711	vickie.neilson@btopenworld.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 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 2011.

Signed: ..... *Persephone Booth* .....

Date: ..... *12 April 2011* .....

**Independent Examiner**

Mrs Persephone Booth ATT

The Timbers Church Road

Kettleburgh IP13 7LE

ANNUAL ACCOUNTS YEAR ENDED 31 MARCH 2011

**RECEIPTS AND PAYMENTS ACCOUNT**

31-Mar-10	Receipts	31-Mar-11
3,507.59	Opening Balance	3,836.21
1.66	Bank Interest	1.64
	Insurance Claim	81.80
150.00	Rental Income	75.00
3,200.00	Precept	2,800.00
-	VAT reclaimed	-
3,351.66	Total receipts	2,958.44
	Payments (excluding VAT)	
242.04	Administration	114.98
75.00	Audit	75.00
-	Election	-
245.51	Insurance	245.51
2,055.82	Salaries	2,183.52
	Sec 137	50.00
130.00	Subscriptions	133.00
15.00	Training	35.00
-	Trees	42.85
150.00	Village Green	75.00
97.50	Village Hall	103.00
1.00	Village Sign & Notice Board	155.08
11.17	VAT paid	43.47
3,023.04	Total payments	3,256.41
	Receipts and Payments summary	
3,507.59	Balance b/fwd at 1 April 2010	3,836.21
3,351.66	+ total receipts	2,958.44
3,023.04	- total payments	3,256.41
3,836.21	Balance c/fwd at 31 March 2011	3,538.24
	These funds are represented by:	
571.84	Current Account (reconciled balance)	272.23
3,264.37	Deposit Account	3,266.01
3,836.21		3,538.24

These accounts represent fairly the financial position of Kettleburgh Parish Council as at 31 March 2011 and reflect its receipts and payments during the year.



## **KETTLEBURGH PARISH COUNCIL**

ANNUAL ACCOUNTS YEAR ENDED 31 MARCH 2011

### **SUPPORTING NOTES**

#### **Assets**

At 31 March 2011 the following assets were held:

The Pound	£	1,000.00	
Village sign	£	4,000.00	
Notice Board	£	1,600.00	
Village Green	£	100.00	The Village Green has been professionally revalued at a nominal value of £100
Total assets as at 31 March 2011	£	<u>6,700.00</u>	

#### **Borrowings**

At 31 March 2011 the Council had no loans outstanding.

#### **Leasings**

At 31 March 2011 there were no leasings in operation.

#### **Outstanding debts**

At 31 March 2011 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 Mrs Reed and Mrs Baker.

#### **Section 137 Payments**

There was one payment under Section 137 of the Local Government Act 1972 by the Council - a contribution of £50 towards the cost of the retirement party for the village postman.

#### **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 2011

### **RISK ASSESSMENT**

#### **1. FINANCE**

- a) Mandate allows for three Councillors to sign cheques.
- b) Two signaturess 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 272004 195300 - expiry 30 September 2011
  - 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 2011, 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.