



# **KETTLEBURGH PARISH COUNCIL**

## **Annual Reports 2010**

Kettleburgh Parish Council  
Kettleburgh Village Hall  
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## **Kettleburgh Parish Council**

Before I comment on the past year I would like to pay tribute to my immediate predecessors, Paul Norman and Trevor Jessop. The reason for this is that some very good things have happened in Kettleburgh over the past three or four years which would not have occurred without their leadership and efforts.

Firstly, we have seen the creation and development of our wonderful village green which is used on a daily basis by many. This would never have happened without the work done over many months by Paul Norman and Gwenda Weeks together with an extensive and democratic consultation process. What we have today is the fulfilment of that consultation and a report on the current state of the Green has been prepared by the Kettleburgh Green Trust, which I have the privilege of chairing.

Secondly, there was another extensive consultation process led by Trevor Jessop on the status of our village in planning terms. This was absolutely vital because the outcome would determine whether or not the village was likely to grow significantly in future. In the draft documents circulated by the District Council, Kettleburgh fell into the category where development was possible. At a packed meeting to discuss this, chaired by Trevor Jessop and with considerable inputs from many people in the village, it became clear that we believed we had been wrongly classified and should be treated as an "other village". In this category there is a presumption against any development other than conversion of existing buildings. Furthermore, the strongly expressed view of the great majority of those who live in the village is that this is exactly what we want - to remain a small rural community. Sadly, many lovely villages have been destroyed by inappropriate development but, following representations, Kettleburgh was reclassified as an "other village" - this is a major achievement.

Another item which has been on the agenda for several years is the matter of road safety in the village and particularly speeding. Despite many representations and discussions it had been difficult to make any progress. Rod Durbin, the councillor charged with taking this matter forward, has worked tirelessly over the last two years and as a result we will have "entry gates" to the village which with additional road marking should encourage vehicles to travel more slowly. These gates will be paid for from external funding and the Parish Council is looking for further funds to install gates on the road from Framlingham.

Incidentally, several speed surveys have been carried out in the village and the measured speed through the street has been very close to the 30mph limit with few exceptions.

The last specific matter I would like to comment on is the questionnaire circulated to everyone in the parish so that views could be obtained on a wide range of topics. This exercise was led by Patrick Garland, although he rightly insists that this was an activity involving all members of the Parish Council. Nothing like this has been done before and this is the reason why today's Annual Parish Meeting is different from its predecessors in that the Parish Council has opened up the major part of the meeting so that we come together to consider the outcome of that process and what actions should follow.

In parallel with the questionnaire I asked Parish Councillors to give me their views on the "role and responsibilities of the Parish Council". This produced a range of views but we all agreed upon the following: -

- The Parish Council has very limited authority and even more limited funds.
- The Parish Council should act as a facilitator and a channel of information and provide any support it can for those activities which benefit the village.
- On behalf of parishioners we review all planning applications and send our comments to the planning authority. It is the general feeling however that the views of the Parish Council over the years have had little impact on the decision making process.
- We should do what we can to encourage good neighbourliness which is at the heart of all successful communities. In this context the Parish Council was asked if we wished to set up a formal scheme with external support. After reflection we decided this is not the way to go as it involved new structures, CRB checks and insurance and we believe that in our village if anyone has a problem then their neighbours will help in the traditional way.

The Parish Council has significantly changed in another important way over the years. A large number of bodies have been set up, such as the Suffolk Association of Local Councils and Suffolk Acre, which seek to involve us in varieties of activity. One of the consequences of this is that there is a great deal more work for the Clerk and Parish Councillors who have to look at the many invitations etc, which come our way and decide whether or not to participate. In turn this frequently involves Councillors and the Clerk in attending meetings, usually at the weekend or in the evening.

I would like to thank all Parish Councillors for their work over the past year and I know they will join me in recording our gratitude to our Clerk, Jackie Clark, who puts in a tremendous amount of work, to keep our affairs in excellent order. Without her efforts my job would become very difficult indeed.

I am sad to report that after almost three years service as a Parish Councillor, Gwenda Weeks stood down recently and I would like to say how much she has contributed to our village over the years. Thank you Gwenda for all you have done. At our last meeting, she was replaced by Debbie Germain and we welcome her to the Council.

Finally, the Parish Council exists only to serve our village and constructive criticism is welcome, as is anyone who comes to our meetings where you can raise issues with your County Councillor, District Councillor or Parish Councillor over a cup of tea or coffee. Please come if you can.

*David Harris - Chairman*

## **Kettleburgh Village Hall**

The Village Hall has had another encouraging year with progress being made on various fronts. All committee members made significant contributions to the success of fund raising events put on by the hall and for the benefit of the hall. The Pantomime made a profit of £1,375 and the Harvest Hop a profit of £529. Another valuable fundraiser for the hall has been the profit from the monthly coffee mornings which raised a very welcome £647 over the year. We are grateful to both the Mooneys and the Baters for their achievement. As we all know, your village hall owes a great debt of gratitude to the Fete Committee who provide us with such a magnificent annual donation. In addition to that the hall received two generous donations from "Past Times". Grateful thanks are due once again to both organisations.

Jane O'Leary, our treasurer, has had a lot to do this year but has coped magnificently with all the extra banking movements. I would like to take this opportunity to offer a sincere vote of thanks to Persephone Booth for again producing our accounts. Tony Murphy once again kept the hirers happy on the booking front and we had a number of compliments from them about the overall presentation and appearance of the hall. To a large extent this was due to the enthusiasm of the members of the cleaning rota who all did a great job.

During the year a total of £5,300 has been spent on repairs maintenance and improvements which we hope you believe has been money well spent. For example during the year the interior of the hall, lobby area and loos were all redecorated and new curtains were hung. A much-needed new built in broom cupboard was constructed. The rotten bottom halves of the main fire doors were replaced. Your hall is now in reasonable shape but there will always be more work to be done and we are committed to a continued programme of ongoing essential repairs and maintenance.

The hall continues to enjoy a good level of usage from our regular hirers. We are grateful to the 1st Earl Soham Scout Group who use the hall most Mondays and Fridays. Just as important is for the hall to be available for all our village activities such as the Plant Sale and the Produce Show, Church and Village Green activities and all other private functions such as family parties, birthday parties etc.

It remains for me to thank personally all committee members, which of course includes our secretary, for all their hard work, support and advice over the past year. We also should also mention that Julie Todd left us during the year and we thank her for her contributions. And finally we are sad to lose Maggie Meadows from the committee, one of our longer standing members, and we are grateful for all her input over the years.

*Robert Marzetti - Chairman*

## **Kettleburgh Green Trust**

Before I comment on the major events occurring during the last twelve months, it struck me recently that not everyone is aware that the Green was laid out in accordance with the most extensive consultation exercise carried out in the village prior to the questionnaire issued by the Parish Council earlier this year. Everyone was invited to put forward their ideas on what they would like to see and whilst inevitably there were some differences substantial consensus was achieved. The outcome of this has drawn much praise from visitors and the aim of the KGT is to continue the excellent work of those who worked so hard to make the Green a possibility.

Our first and greatest task is to ensure that all parts of the Green (the flower meadow, the large open area of grassland, the paths, the treescape, the pond, fencing etc) are all maintained to a very high standard and as far as possible are litter free. This requires a great deal of work particularly through the spring and summer and I would like to say a large thank you to Darran Frost for the excellent work he does and also to the many volunteers who give their support. It would be all too easy to allow the Green to deteriorate.

Of course this takes money and the KGT holds events to raise funds for this purpose as well as hosting activities which contribute to making our village such an enjoyable place to live. Events last year included the very successful Strut your Mutt dog show, the ever popular quiz night, the well supported village lottery and the delicious village breakfasts attended by many (and not only from the village!). Together these activities more than covered the costs of running the Green and we have enough in reserves to ensure that we can face the year ahead with confidence.

This year saw the construction of the Trim Trail which can be used by people of all ages as part of an exercise regime, however strenuous or gentle. Together with the children's play area all the activities envisaged in the consultation have been fulfilled and there are no plans for further expenditure of this kind – our focus now is on high quality maintenance.

Having served for several years two Trustees resigned during the year, namely Gwenda Weeks and Helen Kay. It has been a pleasure to work with both of them and their contribution has been enormous. I am sure that Helen will not mind if I add that in my opinion we would not have a village green had it not been for the tireless work of Gwenda Weeks who did so much to turn the possibility into a reality. After a period of more than two hundred years Kettleburgh once more has a village green it can be proud of.

For my part, I would like to give my deepest thanks to all the Trustees and our Treasurer who have given up many evenings and a lot of other time to ensure that the Trust achieves its goals. It is always the case that a relatively small number of people work very hard on behalf of the many but in the case of the Green we all derive much satisfaction from seeing the pleasure it gives to others.

In addition, I would like to thank all those who supported our activities by, for instance, buying lottery tickets and those who gave donations. Special mention must be made of Derek Hill who has been a wonderful supporter of the Green from the very outset and continues to be so.

If you haven't looked lately, may I suggest you look at our website which has just been refreshed and renewed by the combined efforts of Robert Marzetti and Jackie Clark – I hope you enjoy it.

As is evident from the above, maintaining The Green to a high standard is demanding, both on time and finance and we would welcome anyone in the village who would like to make a contribution whether as a trustee, participating in events, or fundraising. Also, I would like to see an endowment fund established to secure the long-term future and would be delighted to speak to anyone who is interested in making a donation or a bequest.

*David Harris - Chairman*

### **St Andrew's Church**

The Annual Report of the Parochial Church Council of St Andrew's Church, Kettleburgh is available on the Kettleburgh Village Webb Site. This represents, simply a summary of some of the topics which are covered in more detail in the full report.

Valerie Upson and John Bater have continued to serve as Churchwardens during the year. Thanks are due to them and to the PCC Treasurer, Trevor Butcher, and PCC Secretary, Mrs Vicki Neilson, for all the leadership and support they have given to 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 weekly basis throughout the year. We have continued to unite with Brandeston and Easton and the Churches of the wider Benefice on a regular basis. Gathering in this way has been uplifting and encouraging to the Kettleburgh congregation.

The Choir continues to sing Choral Evensong on the third Sunday of every month, and the ever-popular Christmas Eve service of nine lessons and carols. They have also joined with other choirs in the Greater Benefice at our United services. Their singing enhances our worship, and thanks are due to choir members and to Anne Bater, our organist, for their continued commitment during the year.

During the past year, the PCC has been considering how accessibility to the Church building can be improved and what can be done to enhance its facilities. We have an outline concept on which we have already invited comments. We hope to finalise our proposals in the next few months, after which there will be a further opportunity for Kettleburgh people to comment before any work is begun.

The Church continues to be in a relatively healthy state. The Church Accounts have been examined by an independent examiner and have been published.

We continue to be grateful to all those people who, over the year, have contributed to the healthy financial position of Kettleburgh Church by organising and by supporting the many fundraising events that have taken place during the year. Their efforts are immensely appreciated. The Church relies on such support not just for the maintenance of the fabric of the oldest building in the Parish, but also to enable it to continue to be a place of worship each week, and to provide for the needs of Kettleburgh people for baptisms, weddings, and funerals.

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

*Rev Robin Alderson*

## **Kettleburgh Village Produce Association**

2009 was another successful year for the Kettleburgh Village Produce Association. Once again the judges, provided by the Suffolk Horticultural and Produce Association, were impressed with the standard and number of entries for a small village. There were over fifty competitors in 2009, entering the usual classes for fruit, vegetables, cookery, wine and photography - there is always a pleasant sense of competition and it was encouraging to see several young people entering the cookery classes.

The Village Hall is the setting for the show, which is held on the first Saturday in September. In the morning, entries are carefully set out on tables, ready for the judges, who arrive at 10:30a.m. Once judging is finished, the hall is open in the afternoon for competitors and visitors to admire and discuss the results, whilst enjoying tea and cake. The prize giving is followed by an auction of any produce that has been donated and the afternoon ends with a raffle.

This year's show will be held on Saturday 4<sup>th</sup> September. We are always looking for ideas for new classes, and are pleased to see new competitors – particularly children. We would welcome additional support with the organization and running of the show. If you can help in any way please contact the secretary, Claire Norman.

*Jackie Clark – Treasurer*

## **Neighbourhood Watch**

A few words from myself, your Neighbourhood Watch Co-ordinator. For those of you who may not know what I do (or even who I am!) The Neighbourhood Watch Co-ordinator is someone who acts as a contact/link between the local people and the Police. It is a voluntary 'job', unpaid, and it is not necessary to have been a police officer to do it! I am fortunate to have worked for the Police Force for 22 years as a Dispatcher, speaking to police vehicles and staff on the radio, therefore I have picked up and learnt some of the legalities etc.

So, if something is confusing or bothering anyone about strange vehicles, suspicious people/callers etc, feel free to call me and if I can assist with advice I will. If I cannot, I will probably know or find the right person who can. I make no apologies for saying, IF your problem is urgent or you think a crime is being committed AT THE TIME, please call 999, give as much detail as you can to the experts, and leave it to them. Should anyone want to discuss anything non-urgent, these are my contact details:

Tel: 01728723266; email: derrick48@btopenworld.com.

Address: 1 Barrel Cottages

I hope this helps everyone who is unfamiliar with the NW scheme.

*Derrick Neilson - Neighbourhood Watch Co-ordinator*

## **Suffolk Police**

Crime Report – from May 2009 to the present day, Kettleburgh had eight reported crimes:

1. 2 burglaries to an outbuilding where scrap metal was taken
2. 3 reports of damage to hedge
3. 1 distraction burglary
4. 1 fraud by false representation
5. 1 theft of a water bowser.

Speeding and Parking concerns:

Speed enforcement checks in and around the village will continue, so please be mindful to watch your speed.

Crime Prevention Advice:

Suffolk Police are urging residents to keep their property safe.

As the evenings get lighter and the weather improves. Criminals can and will take advantage of people spending more time outdoors and people leaving windows and doors open. Please make sure your property is secure when leaving. Also as the price of petrol and heating oil increases, please be mindful and check oil tanks regularly, as this is one of the favourite Suffolk crimes.

*Christian Hassler  
PCSO 3034  
Framlingham SNT*

**KETTLEBURGH PARISH COUNCIL**  
**FINANCIAL STATEMENTS**  
**For the year ended 31 March 2010**

**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 2010.

Signed: ..... *Persephone Booth* ..... 23/4/10

**Independent Examiner**

Mrs Persephone Booth ATT

The Timbers Church Road

Kettleburgh IP13 7LE

<b>KETTLEBURGH PARISH COUNCIL</b>		
ANNUAL ACCOUNTS YEAR ENDED 31 MARCH 2010		
<b>RECEIPTS AND PAYMENTS ACCOUNT</b>		
31-Mar-09	Receipts	31-Mar-10
2,934.96	Opening Balance	3,507.59
34.88	Bank Interest	1.66
150.00	Rental Income	150.00
3,400.00	Precept	3,200.00
80.32	VAT reclaimed	-
3,665.20	<b>Total receipts</b>	<b>3,351.66</b>
	Payments	
270.88	Administration	242.04
78.00	Audit	82.50
21.00	Councillor Responsibilities	-
232.63	Insurance	245.51
1,941.88	Salaries	2,055.82
125.00	Subscriptions	130.00
40.00	Training	15.00
244.00	Village Green	150.00
119.50	Village Hall	97.50
1.00	Village Sign	1.00
18.68	VAT paid	3.67
3,092.57	<b>Total payments</b>	<b>3,023.04</b>
	Receipts and Payments summary	
2,934.96	Balance b/fwd at 1 April 2009	3,507.59
3,665.20	+ total receipts	3,351.66
3,092.57	- total payments	3,023.04
3,507.59	<b>Balance c/fwd at 31 March 2010</b>	<b>3,836.21</b>
	These funds are represented by:	
244.88	Current Account (reconciled balance)	571.84
3262.71	Deposit Account	3,264.37
3507.59		3,836.21
<p>These accounts represent fairly the financial position of Kettleburgh Parish Council as at 31 March 2010 and reflect its receipts and payments during the year.</p> <p>These accounts will be presented at the Parish Council meeting on 19 May 2010</p>		
<p>signed.....Chairman (date) signed.....RFO (date)</p>		



<b>KETTLEBURGH PARISH COUNCIL</b>					
ANNUAL ACCOUNTS YEAR ENDED 31 MARCH 2010					
<b><u>SUPPORTING NOTES</u></b>					
<b>Assets</b>					
At 31 March 2010 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	A professional valuation of the Village Green has been prepared in connection with the granting of a lease from KPC to Kettleburgh Green Trust. This will be discussed at the Parish Council meeting on 19 May.			
Total assets as at 31/03/ 2010	<u>£ 20,200.00</u>				
<b>Borrowings</b>					
At 31 March 2010 the Council had no loans outstanding.					
<b>Leasings</b>					
At 31 March 2010 there were no leasings in operation.					
<b>Outstanding debts</b>					
At 31 March 2010 the council had no debts outstanding.					
<b>Tenancies</b>					
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.					
<b>Section 137 Payments</b>					
There were no payments under Section 137 of the Local Government Act 1972 by the Council.					
<b>Agency Work</b>					
During the year, the council incurred no costs in agency work.					
<b>Advertising and Publicity</b>					
No costs were incurred for advertising or publicity during the year.					
<b>Note:</b> 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.					

<b>KETTLEBURGH PARISH COUNCIL</b>												
ANNUAL ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2010												
<b><u>RISK ASSESSMENT</u></b>												
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 122004 195300 - expiry 30 September 2010												
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 2010, 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.												
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