



APPROVED MINUTES OF THE ANNUAL MEETING OF PETTISTREE PARISH COUNCIL

Held on 11th May 2023 at 7pm in the Parish Room

1. Election of Chair and Vice-Chair

Cllr Jones was proposed as Chair by Cllr Cook, seconded by Cllr Chilvers and agreed unanimously. The declaration of acceptance of office was signed.

Cllr Hayward had previously indicated that he was willing to stand as Vice Chair. He was proposed in his absence by Cllr Cook, seconded by Cllr Jones and this was agreed. The signing of the declaration of acceptance of office form for Vice-Chair was deferred until the next meeting.

- 2. Proposal that David Harris be the Meeting Clerk** as per s.112(5) Local Government Act 1972
David Harris was unable to attend the meeting to act as clerk. It was agreed that Andrew Staples be the meeting clerk instead.

3. Present from the Council

Cllr Jones (Chair), Cllr Chilvers, Cllr Clarke, Cllr Cook, Cllr Smith and Simon Ashton (Responsible Financial Officer).

In attendance at the meeting was County Councillor Alexander Nicoll and prospective Parish Council Clerk Andrew Staples.

4. Apologies and Approvals for absence

Apologies were received from Cllr Hayward due to work commitments and Cllr Over due to ill-health. Both absences were approved.

5. Election admin: Acceptance of Office signing and reminders to complete Register of Interests and submit election expenses by 1 June

Cllrs Jones, Chilvers, Clarke, Cook and Smith signed the acceptance of office forms. Cllrs Hayward and Over will be invited to sign acceptance of office forms at the next meeting.

Cllr Jones reminded councillors to use the East Suffolk Council (ESC) website to update their register of interests. The clerk will request ESC's Electoral Services to set him up as the administrator of the Pettistree PC webpage and will then add or amend councillors' details as necessary.

Cllr Jones reminded councillors to submit their election expenses or a file nil return by 1st June.

6. Public Attendance and Open Public Session

No members of the public were present.

7. Declarations of Interest in items on the agenda

None were declared.

8. To receive any changes to Members' interests

No changes were reported.

9. To receive reports from Cllrs Carol Poulter and Alexander Nicoll

County Councillor Nicoll talked about the recent council election results and the large number of new district councillors elected. ESC will most likely run as a coalition between the Greens and the Liberal Democrats, and decisions will need to be taken about who will carry out specific roles. ESC has a relatively new Chief Executive, Chris Bally. He has agreed to attend meetings with a number of other parish councils, so Pettistree Parish Council might also wish to invite him. He should be able to give the council a better understanding of how things might change at ESC, especially around planning. Councillor Nicoll reported that Chris Bally would be attending the June meeting of the Transport and Highways Group. A councillor from Pettistree may also wish to attend. It would give an opportunity to meet Chris Bally and extend the invitation in person.

Cllr Jones reported that Carol Poulter lost her seat in the recent local elections. The new ESC councillor for the Wickham Market ward is Sally Noble. Cllr Jones has been in contact with her.

10. To approve Minutes of the Parish Council meeting of 23 March 2023 (vote)

Approved and signed as a true and accurate record of the meeting.

11. Matters Arising from the Minutes

11.1 Gov.UK email address

Cllr Jones reported that the council currently has six email addresses. It is planned to reduce this to two. Cllr Clarke has agreed to action this.

11.2 Defibrillator and security light: Cllr Cook to report

Cllr Cook reported that the defibrillator has been purchased and two quotes obtained for installation. The quotes are for £425.00 and £90.00 (plus VAT) respectively. The lower quote of £90 plus VAT from Aaron Nobbs was approved. It is also intended to purchase and install a battery powered motion-sensing security light. County Councillor Nicoll offered to pay the net installation cost of the defibrillator from his budget. He requested an email from clerk or Chair stating the council has arranged for the purchase and installation of a defibrillator, confirming that the installation costs will be £90, and inviting him to meet the installation cost from his budget.

11.3 Mirror for Stump St junction: Cllrs Cook and Over to report



Cllr Cook reported that the cost of the blind-spot mirror had been investigated. There are several options. A polycarbonate 45cm convex mirror is £45.00. The 60cm mirror is £65.00. Cllr Cook recommend purchasing the larger mirror and this was approved. There is an existing pole in situ which can be used but will need straightening before the mirror is installed. County Councillor Nicoll said he would also be happy to meet the costs of the mirror from his budget. He requested that once it is ordered, he be sent an email with details of the cost and supplier, along with a request to meet the cost of the mirror from his budget.

11.4 Clerk vacancy: Cllr Jones to report

Andrew Staples was introduced to the council as the new Parish Clerk having been recruited by the Chair.

12. Finance (votes)

12.1 Bank Account Balances (30 April 2023)

Simon Ashton reported the bank account balances were £8,423.75 and £12,109.44 as at the end of April 2023.

12.2 Bank Account Receipts (March-April 2023)

Simon Ashton reported that there were three receipts since the last meeting, namely bank interests of £8.41 (6 March 2023), the 2022/23 VAT refund of £224.42 (14 April 2023) and the 2023/24 precept of £3,812.00 (28 April 2023).

12.3 Approval of Payments

The following payments were approved: £322.12 to SEJ Ashton (staff salaries), £10.80 to SEJ Ashton (staff expenses), £62.16 to SEJ Ashton (office expenses), £1,728.00 to Cllr C Cook (reimbursement for purchase of defibrillator), £123.31 to SALC (annual membership subscription for 2023/24), and £6.24 to Business Services at CAS Ltd (interim insurance May to September 2023).

12.4 Proposed change of bank: Cllr Jones to report

It was agreed at the last meeting to proceed with a change of bank from Barclays. Cllr Chilvers has acquired the forms needed for this. Cllr Jones will complete the forms and submit them.

12.5 Internal Audit and Annual Statements Arrangements (2022/23)

Simon Ashton outlined the audit process to be followed over the next few weeks. The internal audit booking has been made with SALC for the week commencing 5th June 2023. The council is required to submit the AGAR (Annual Governance and Accountability Return) by 30th June 2023. Mr Ashton suggested there be a year-end council meeting in the meantime. It was resolved this meeting will take place on 15th June 2023 at 7pm and will deal with financial and audit matters exclusively.

13. Annual Review of:

Cllr Jones explained that a number of the following items were added to the agenda for completeness, this being the council's annual general meeting. As some of these items had been reviewed recently, a further review is not be required.

13.1 Approval of Asset Register (31 March 2023)



Simon Ashton reported that the asset register for 22/23 had been prepared and the total value of assets is to be included in the accounting statements. The asset register records the position as at 31st March 2023. There were three additional items added in 22/23, namely the speed indicator device post, a bench in favour of Cllr Hallett and a projector. These increase the total value of the council's assets to £18,942.00. Cllr Cook confirmed he had checked the register and none of the assets listed had been disposed of in the last 12 months. The asset register was approved. Cllr Cook queried whether the value of assets requires annual depreciation? Simon Ashton explained that the council is only required to adopt simple accounts given its size, which means it does not need to depreciate its assets.

13.2 Insurance cover

Simon Ashton said as a result of the additions to the asset register (see above), the insurance cover was adjusted incurring an additional premium of £6.24 for the six months up to the next annual renewal on 1st October 2023.

13.3 Subscriptions

Simon Ashton reported there was no change. The total costs of subscriptions for 23/24 is likely to be £192.00, which comprises of £123.00 to SALC (Suffolk Association of Local Councils), £35.00 for the Information Commissioners Office annual registration fee and the shared costs of Mr Ashton's membership of SLCC (Society of Local Councils' Clerks) which is £34.00. The council approved these figures.

13.4 Complaints procedure

Cllr Jones reported this was not in the bundle of policies recently reviewed. Cllr Jones will seek to locate a copy and report back at the next meeting.

13.5 Standing orders

Cllr Jones confirmed that standing orders were reviewed and approved at a previous meeting.

13.6 Financial regulations

Cllr Jones confirmed that financial regulations were reviewed and approved at a previous meeting.

13.7 Freedom of Information Publication Scheme 2023

Cllr Jones confirmed that the Freedom of Information Publication Scheme was reviewed and approved at a previous meeting.

13.8 GDPR 2023

Cllr Jones confirmed that GDPR was reviewed and approved at a previous meeting.

13.9 RFO time and salary

This was deferred until the next meeting.

14. Councillors' responsibilities: Cllr Jones to report

Cllr Jones explained that roles and responsibilities had been agreed at last meetings, prior to Cllr Smith joining the Council. It was resolved that Cllr Smith's role would be environmental issues and drainage.

Cllr Cook suggested part of the funds from the recent CIL (Community Infrastructure Levy) received as a result of the Hopkins Homes development could be used for a professional



survey of drainage around the village. It was agreed that Cllrs Jones and Smith would discuss this and arrange quotes.

15. REPORTS

15.1 Planning

Adoption of new Application Assessment Tool

Cllr Jones reported that she had set up a new planning application assessment tool which would highlight various aspect of each planning application and allocate a reference number. It was agreed this would be a useful tool for keeping on top of planning applications between council meetings. The short deadlines on planning applications means that councillors could use the tool to comment on applications via email. This will enable the collective view of the council to be put forward. Philip Ridley (Head of Planning at ESC) was asked to arrange for the assessment to be published on the public access site and has done so.

Wider publication of new planning applications to broaden consultation

Cllr Jones reported that electors are keen to know more about local planning applications. Whilst they can sign up to for notifications, most don't do this. An alternative is to publicise applications in Pettistree News. At least two applications have been mentioned so far, but no comments have been received.

Cllr Over to report on planning in general

Cllr Over was not present at the meeting and his report has not been received.

Awaiting decision

Current applications are listed below:

DC/23/1243/FUL	The Laurels, The Street	Installation of twin Air Source Heat pump system – The Council discussed this application and no objections were raised.
DC/23/1244/LBC	The Laurels, The Street	Ditto Listed Building Consent This application was not discussed.
DC/23/1496/FUL	1 Stone Hall Cottages, Byng Hall Rd	Single storey extension This application was not discussed.
DC/23/1183/TCA	Pettistree Cottage	Reduce beech tree This application was not discussed
DC/23/1117/FUL	Three Tuns	Building used as three self-contained short-term units

		Council noted that a response had been made to ESC
DC/23/0630/VLA	White House Kennels	Cutting the tie between residential and commercial Councillors will be asked to evaluate this for a PC submission to ESC

Cllr Jones reported that since the agenda was issued a new application has been received from the White House Farm and MoT test centre. Cllr Jones will re-send the details to councillors using the planning assessment tool and requested them to reply with their views.

AirManageSuffolk enforcement

The Council noted the that conditions at the site continue to be breached and that no obvious action had been taken by ESC. The situation still in play seems to be that the enforcement team is waiting for the outcome of an appeal against working hours restrictions.

15.2 Roads: Cllr Clarke to report

Cllr Clarke said he submitted a further report to ESC on several potholes last week.

Regarding Quiet Lanes, Cllr Clarke said that Pettistree remains on the waiting list for the installation of signage poles. When this happens Cllr Clarke will have the signs installed.

Cllr Clarke reported on the SID (Speed Indicator Device). Analysis of the data recorded by the device shows that the proportion of vehicles speeding remains low, between 1 to 2 percent. Cllr Clarke said the tree next to the device is starting to obscure it and may need trimming back. The tree may be owned by the occupants of Garden House, in which case the council would need to be request them to do this.

15.3 Safeguarding: Cllr Chilvers to report

Cllr Chilvers had nothing to report.

15.4 Village maintenance: Cllr Cook to report

Cllr Cook had nothing to report. Volunteers are still required for the resilience crew, only Cllr Clarke has volunteered so far.

15.5 Footpaths: Report by Judy Steventon (issued)

The report was noted.

16. PROPOSALS

16.1 Overview of village issues: Cllr Jones to report

Cllr Jones said she is putting together a list of things to fix in the village and sought details from councillors of further items to be added. The council can consider the list at the July meeting

and decide what action to take. Cllr Smith said it had been reported to her that the church flagpole is broken. The church is arranging to have it repaired and asked whether the Parish Council could contribute. The council agreed in principle to contributing but will need further details once a quote has been obtained. Cllr Jones will discuss with Mary Garner.

16.2 Development of Java Lodge Spinney

Cllr Jones recounted the development of the Java Lodge spinney. James Hayward had offered a piece of his land to site the spinney. Anne Westover from Wickham Market kindly took the plan over. About fifty trees were planted, at no cost to the council other than the price of some tree-stakes. Cllr Jones suggested adding some fruit and nut trees and will investigate the cost. Cllr Cook said it is planned to plant more trees in the spinney, according to the Wickham Market newsletter.

16.3 Drainage Survey

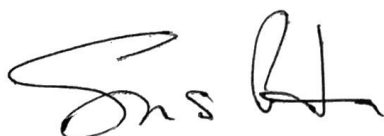
As discussed earlier (see above).

17. Additional matters for council consideration

Cllr Jones reported she has submitted a letter to ESC concerning The Three Tuns, a copy of which has been circulated to councillors. The letter is based on Councillors' responses to the proforma planning tool previously circulated. Cllr Jones' assessment was that the applicant was wrong to build before making a change of use application, but the PC did not object to the change of use.

18. Dates of future meetings: Thursdays every 8-10 weeks

The next meeting will take place on 15th June 2023 at 7pm to deal exclusively with financial and audit matters. The next meeting date thereafter was confirmed as 13th July 2023 at 7pm. Further meetings dates will be confirmed at later meetings. These are provisionally noted for; 7th September 2023, 9th November 2023, and 11th January 2024.



Signed.....

Chair, Susan P Jones

15 June 2023