



## Unapproved minutes of the meeting of

### PETTISTREE PARISH COUNCIL

**On 21 March 2024 at 7pm in the Parish Room, Pettistree**

- 1 Present:** Cllr Jones, (Chair); Cllr Chilvers; Cllr Cook; Cllr Clarke; and Cllr Smith.  
**In attendance:** S. Ashton (RFO); and A. Staples (Clerk).
- 2 Apologies and to consider approvals for absence**  
No apologies received prior to meeting from Cllrs Hayward and Over and so meeting absences were not be approved by council. Text apologies received during meeting.
- 3 Comments from members of the public on agenda items or to raise issues for future meetings**  
No members of the public attended.
- 4 Receive any changes to members' interests**  
No changes received.
- 5 Receive any declaration of interest in relation to items on the agenda**  
No declarations received.
- 6 Receive reports from District and County Councillors**  
Apologies were received from Cllr Nicoll (SCC) and Cllr Noble (ESC). Reports received via email.
- 7 Approve the minutes of the meetings on 11 January 2024 and 8 March 2024**  
The minutes were approved and signed as a true and accurate record.
- 8 Finance matters:**
  - 8.1 Confirmation of bank account balances (29 February 24)**  
The bank account balances were confirmed as £2,608.96 & £12,255.24 on 20 March 2024.
  - 8.2 Confirmation of bank account receipts (November 2023 - February 2024)**  
Receipts were confirmed for bank interest payments of £32.52 on 4 September 2023; £42.37 on 4 December 2023; and £45.66 on 4 March 2024.
  - 8.3 Review & approval of implementation of internal audit recommendations (2022/23)**

These were reviewed and approved. The council was satisfied that audit recommendations have been implemented and comments addressed.

**8.4 Review & approval of completed internal controls checklist (2023/24)**

Cllr Over has completed the internal controls checklist. Three items remain for the council's attention, which are dealt with below at items 10.1, 10.3 and 10.4. RFO to arrange to have the approved checklist form signed by Cllr Over.

**8.5 Review & approval of annual CIL report (2023/24)**

The report was reviewed and approved as at year end 23/24.

**8.6 Approval of AGAR Form 2 & certificate of exemption completion (2023/24) (1 April 2024)**

The council agreed to complete a certificate of exemption from external audit for 23/24.

**8.7 Confirmation of date of Internal Audit (2023/24) (22 April 2024)**

The internal audit has been booked for week commencing 22 April 2024.

**8.8 Lloyds Bank Account application mandate form collection of signatures**

The application and mandate forms were signed.

**8.9 Approval of payments & signing of cheques**

The following payments were approved, and cheques signed: payments to staff of: £351.75 to A V Staples (which comprises of staff salaries £297.50, staff expenses £2.25 and office expenses £52.00) and £433.91 to S E J Ashton (which comprises of staff salaries £360.86, staff expenses £10.80 and office expenses £62.25); and newsletter printing costs of £105.00 to Parishmagazine Printing.

**9 Consider and approve purchase of replacement blind spot mirror in Stump Street**

The blind spot mirror installed by the parish council on Stump Street has been irreparably damaged, presumably having been struck by an unknown vehicle. It was agreed it should be replaced. The council authorised payment of up to £70 (exclusive of VAT) for a replacement.

**Action:** Clerk to make enquiries with Cllr Nicoll about locality grant funding, and / or investigate feasibility of an insurance claim.

**10 Review of policies**

The following policies were reviewed.

**Action:** Clerk to update policies as agreed and arrange for upload to website.

**10.1 PPC Standing Orders**

The council approved the amendments presented by the Clerk, and agreed the numbering of the document should be changed to match the SALC template.

**10.2 PPC Code of Conduct**

The council approved the amendments presented by the Clerk.

**10.3 PPC GDPR privacy notices and DPIA checklist**

The council approved the amendments presented by the Clerk.

**10.4 Risk Register**

The council approved the amendments presented by the Chair.

In relation to the risks identified in the document; Re: "Administration – retention and mobility of PC records" and "Electronic Records – loss of records through theft, fire,

damage etc.” it was agreed that a backup copy of the council’s electronic documents will be saved to a USB drive by the Clerk and provided to a nominated councillor for safekeeping after each council meeting. Cllr Clarke agreed to be nominated to keep the USB drive between meetings. **Action:** Chair / Cllr Clarke / Clerk to liaise to agreed procedure. Re: “Administration – loss of website” it was agreed that the Clerk will investigate the feasibility of enabling the Clerk to upload parish council documents to the existing or a new website.

**Action:** Clerk to make enquires and report back to next meeting.

**10.5 FOI Publication Scheme**

The council approved the amendments presented by the Clerk.

**10.6 Website Accessibility Statement**

The council approved the amendments presented by the Clerk.

**11 Update on Actions from the meeting held on 9 November 2023:**

**11.3 HGV signage on Java Lodge Road**

SCC Highways have approved the installation of the proposed “unsuitable for HGVs” sign and provided plans. The price of the sign and installation is £1,219.80. KindWater Ltd has confirmed it will meet this cost and liaise directly with Highways to arrange payment.

**12 Consider arrangements for Annual Parish Meeting (25 April 2024)**

The agenda should include the following reports: Chairman’s statement; Heritage report; village hall report; and church report. Another suggested agenda item is a road safety and quiet lanes report by Cllr Clarke.

**Action:** Clerk to email requests for reports in advance of the meeting.

**13 Approve sale of remaining Horse Brasses**

There are several unsold horse brasses in the council’s possession. A resident has requested to purchase two brasses for a donation of £20. The council agreed to the purchase. There was a discussion about how to distribute the remaining brasses. It was suggested they be gifted to local children. Chair to make enquiries.

**14 Discuss mud on the roads and consider SCC response**

There are significant deposits of mud on Rogues Lane, this has been reported to SCC but no action has resulted. Chair will contact Cllr Hayward to see if the road could be scraped.

**15 Consider list of potential jobs for Community Payback application**

It was decided to not pursue a Community Payback application at present. A query was raised about the use of Payback for interior decoration of the Church Room. Chair will contact the PCC.

**16 Consider Footpaths Report**

No report received.

**17 Consider update on CIL donations**

The council considered updates on the proposals for the use of CIL funds previously agreed: the Chair has contacted the village hall committee to propose a donation to meet half of the purchase cost of replacing the village hall chairs. Chair will liaise further; an update is outstanding from Cllr Hayward who previously agreed to contact to Wickham Market Primary School about the council providing a donation towards building repairs; Clerk to make enquiries with ESC regarding process for installing a new bin in the layby in Loudham, Lower Ufford Lane. Chair to confirm specific location. In addition, the Parochial Church Council is looking to refurbish the Church Room, and may request a grant from the council.

**18 Planning matters:**

**18.1 To consider response to ESC consultation request on [DC/24/0755/VOC](#); variation of conditions no.2 of DC/21/5778/VOC - variation of conditions 2 and 3 of DC/19/4935/FUL; Green Farm, The Street, Pettistree, Suffolk, IP13 0HU**

The council discussed the application. No objection was noted. **Action:** Clerk to update planning portal.

**18.2 To consider response to ESC consultation request on [DC/24/0347/LBC](#); Listed Building Consent - installation of Solar panels to two outbuildings; The Laurels, The Street, Pettistree, Woodbridge, Suffolk IP13 0HU**

The council discussed the application. No objection was noted. **Action:** Clerk to update planning portal.

**18.3 To consider response to ESC consultation request on [DC/24/0794/FUL](#); installation of Solar Panels on two outbuilding roofs within the curtilage of a listed building; The Laurels, The Street, Pettistree, Woodbridge, Suffolk IP13 0HU**

The council discussed the application. No objection was noted. **Action:** Clerk to update planning portal.

**19 To confirm dates of future meeting(s)**

Parish Council meetings will be held at 7pm in the Parish Room on 9 May 2024 (AGM), 13 June 2024 (23/24 year-end meeting to consider finance / audit items only), 18 July 2024, (note: **11 July 2024 has been changed to the 18 July 2024**), 12 September 2024 and 7 November 2024.

**Action:** Clerk to confirm date change with Church Room.

The Annual Parish Meeting will be held at 7pm in the Village Hall on 25 April 2024.

Meeting closed at 20:03.

**Signed**

**Cllr Jones (Chair) – 9 May 2024**