



**COUNCILLORS ARE SUMMONED TO ATTEND AND MEMBERS OF  
THE PUBLIC INVITED TO THE ANNUAL MEETING OF  
PETTISTREE PARISH COUNCIL**

**ON 9 MAY 2024 AT 7PM IN THE PARISH ROOM, PETTISTREE**

**AGENDA**

- 1. ELECTION OF CHAIR AND VICE-CHAIR**
- 2. PRESENT**
- 3. APOLOGIES AND TO CONSIDER APPROVALS FOR ABSENCE**
- 4. COMMENTS FROM MEMBERS OF THE PUBLIC ON AGENDA ITEMS AND TO RAISE ISSUES FOR FUTURE MEETINGS**
- 5. RECEIVE REPORTS FROM DISTRICT AND COUNTY COUNCILLORS**
- 6. RECEIVE ANY CHANGES TO MEMBERS' INTERESTS**
- 7. RECEIVE ANY DECLARATION OF INTEREST IN RELATION TO ITEMS ON THE AGENDA**
- 8. APPROVE THE MINUTES OF THE MEETING ON 21 MARCH 2024**
- 9. FINANCE MATTERS:**
  - 9.1. Confirmation of Bank Account Balances (£1,718.30 & £12,255.24) (4 April 2024)
  - 9.2. Confirmation of Receipt of CIL Payment (£13,200.55) (17 April 2024)
  - 9.3. Confirmation of Receipt of ESC Precept (£4,740.00) (30 April 2024)
  - 9.4. Approval of Revised Annual CIL Report (2023/24)
  - 9.5. Review & Approval of Asset Register (31 March 2024)
  - 9.6. Interim Review of Insurance Cover (No Payment for Asset Movements) (31 March 2024)
  - 9.7. Progress of Internal Audit (2023/24) (Awaiting Report) (22 April 2024)
  - 9.8. Signing of Lloyds Bank Online for Business Forms

- 9.9. Review & Approval of Draft Finance Agendas (2024/25)
- 9.10. Review & Approval of Subscriptions (2024/25): SALC Membership (£123.31) (2023/24); SLCC (£34.37) (2023/24); and Information Commissioner (£35.00) (2023/24)
- 9.11. Approval of payment for replacement blind spot mirror (Stump Street) £57.00 (reimbursement of Cllr Cook)
- 9.12. Approval of Payments & Signing of Cheques
  
- 10. CONSIDER USE OF CIL FUNDS**
- 10.1. Wickham Market PC request to contribute to WM Village Hall renovation project
- 10.2. Purchase of chairs, etc for Pettistree Village Hall
  
- 11. REVIEW AND ADOPTION OF POLICIES:**
- 11.1. Standing Orders
- 11.2. Financial Regulations
- 11.3. Freedom of Information Publication Scheme
- 11.4. GDPR privacy notices and DPIA checklist
  
- 12. DISCUSS CO-OPTION / ELECTION OF NEW COUNCILLOR(S)**
  
- 13. REVIEW OF COUNCILLOR'S RESPONSIBILITIES**
  
- 14. UPDATE ON ACTIONS FROM THE PREVIOUS MEETING:**
- 14.1. Website resilience
  
- 15. DISCUSS MATTERS ARISING AT ANNUAL PARISH MEETING:**
- 15.1. HGV movements through the village
- 15.2. Drainage
- 15.3. Use of CIL funds
- 15.4. Car parking at the Church
- 15.5. Defibrillator / First Aid training
- 15.6. Installation of motion sensor light near defibrillator
  
- 16. PLANNING MATTERS - to note ESC consultation request on:**
- 16.1. DC/24/0784/LBC; Works to outbuildings; Green Farm, The Street, Pettistree, Woodbridge, Suffolk IP13 0HU
- 16.2. DC/24/0930/FUL; Proposed cartlodge plus home office; Scotts Hall, Presmere Road, Pettistree, IP13 0HZ
  
- 17. CONSIDER AGENDA ITEMS FOR FUTURE MEETINGS**
  
- 18. TO CONFIRM DATES OF FUTURE MEETING(S)**  
13 June 2024 (23/24 year-end meeting), 18 July 2024, 12 September 2024, and 7 November 2024