



APPROVED MINUTES OF THE ANNUAL MEETING OF PETTISTREE PARISH COUNCIL

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

1/24-25 ELECTION OF CHAIR AND VICE-CHAIR

Cllr Jones was elected Chair, proposed by Cllr Cook and seconded by Cllr Chilvers. Cllr Over was elected Vice-Chair, proposed by Cllr Chilvers and seconded by Cllr Smith. Declaration of Acceptance of Office forms were signed for Chair and Vice-Chair.

2/24-25 PRESENT

Cllrs Jones (Chair), Chilvers, Cook, Over and Smith.
In attendance: A Staples (Clerk)

3/24-25 APOLOGIES AND TO CONSIDER APPROVALS FOR ABSENCE

Apologies received from S. Ashton (RFO). Cllr Hayward's absence was not approved.

4/24-25 COMMENTS FROM MEMBERS OF THE PUBLIC ON AGENDA ITEMS AND TO RAISE ISSUES FOR FUTURE MEETINGS

No members of the public attended.

5/24-25 RECEIVE REPORTS FROM DISTRICT AND COUNTY COUNCILLORS

District and County Councillors were not present. Cllr Noble (ESC) and Cllr Nicoll (SCC) both reported to the recent Parish Meeting.

6/24-25 RECEIVE ANY CHANGES TO MEMBERS' INTERESTS

No changes received. Cllrs were reminded to check the online register of interests and update as necessary.

7/24-25 RECEIVE ANY DECLARATION OF INTEREST IN RELATION TO ITEMS ON THE AGENDA

Cllr Cook declared an interest in relation to item 9.11.

8/24-25 APPROVE THE MINUTES OF THE MEETING ON 21 MARCH 2024

The minutes were approved and signed as an accurate record.

9/24-25 FINANCE MATTERS:

9/24-25.1 Confirmation of Bank Account Balances (£1,718.30 & £12,255.24) (4 April 2024)

The above bank account balances were noted.

9/24-25.2 Confirmation of Receipt of CIL Payment (£13,200.55) (17 April 2024)

Receipt of the CIL payment was noted.

9/24-25.3 Confirmation of Receipt of ESC Precept (£4,740.00) (30 April 2024)

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Receipt of precept payment was noted.

9/24-25.4 Approval of Revised Annual CIL Report (2023/24)

The revised report submitted by the RFO was considered, approved and signed.

9/24-25.5 Review & Approval of Asset Register (31 March 2024)

The Asset Register was reviewed and approved.

9/24-25.6 Interim Review of Insurance Cover (No Payment for Asset Movements) (31 March 2024)

The RFO reports the movements on the asset register resulted in no addition insurance premium and level of cover remains suitable.

9/24-25.7 Progress of Internal Audit (2023/24) (Awaiting Report) (22 April 2024)

The RFO confirmed the SALC internal audit report was received on 7 May 2024.

This will be discussed at the June meeting.

9/24-25.8 Signing of Lloyds Bank Online for Business Forms

Lloyds Bank online forms were signed in respect of Cllrs Jones, Cllr Cook and the RFO. Cllr Chilvers' form remains to be signed.

9/24-25.9 Review & Approval of Draft Finance Agendas (2024/25)

The 24/25 agenda proposed by the RFO was reviewed and approved.

9/24-25.10 Review & Approval of Subscriptions (2024/25): SALC Membership (£123.31) (2023/24); SLCC (£34.37) (2023/24); and Information Commissioner (£35.00) (2023/24)

The above subscriptions were reviewed, (quoted figures being those for 23/24 financial year). Renewal of these subscriptions was approved for 24/25.

9/24-25.11 Approval of payment for replacement blind spot mirror (Stump Street) £57.00 (reimbursement of Cllr Cook)

This payment was approved.

9/24-25.12 Approval of Payments & Signing of Cheques

The following payments were approved and cheques signed: staff payments of £351.75 to A V Staples (which comprises of staff salaries £297.50, staff expenses £2.25 and office expenses £52.00) and £418.78 to S E J Ashton (which comprises of staff salaries £342.06, staff expenses £10.80 and office expenses £65.92); C J Cook reimbursement for purchase of replacement blind spot mirror of £57.00; and SALC for professional fees and subscriptions of £208.00.

10/24-25 CONSIDER USE OF CIL FUNDS

10/24-25.1 Wickham Market PC request to contribute to WM Village Hall renovation

It was agreed in principle that some of the Pettistree CIL funds could be used to support this project, but the actual figure cannot be determined until cost of funding projects in Pettistree has been determined.

Action: Clerk to inform Wickham Market PC

10/24-25.2 Purchase of chairs, etc for Pettistree Village Hall

It was agreed that the council would offer to fund the full cost of purchasing 72 chairs, (estimated cost of £5,000), two chair storage trolleys, (estimated cost of £900), four small folding tables, (estimated cost of £470) and a table-tennis table, (estimated cost of £550), to a total cost of up to £7,000. It was noted that the RFO has advised that it would be preferable if the PC purchased these items on behalf of the Village Hall rather than providing a grant.



Action: Clerk to draft letter confirming offer to the Village Hall Committee.
It was noted that advice has been received from the ESC Infrastructure Officer that CIL funds should not be used for Wickham Market Primary School. The primary school should approach the relevant authority, be that their Academy Trust or Suffolk Education, for support and funding for maintaining school infrastructure. It was queried whether CIL funds could be acceptably used for the purchase of play equipment or the funding of a garden for the school.

Action: RFO to raise this query with ESC Infrastructure Officer.

11/24-25 REVIEW AND ADOPTION OF POLICIES:

11/24-25.1 Standing Orders

The Standing Orders were reviewed and adopted for 24/25.

11/24-25.2 Financial Regulations

The Financial Regulations were reviewed and adopted for 24/25. It was noted that new Regulations will soon be introduced by NALC and will need to be considered for adoption at a subsequent meeting.

11/24-25.3 Freedom of Information Publication Scheme

The FOI Publication Scheme was reviewed and adopted for 24/25.

11/24-25.4 GDPR privacy notices and DPIA checklist

The GDPR notices and checklist were reviewed and adopted for 24/25.

12/24-25 DISCUSS CO-OPTION / ELECTION OF NEW COUNCILLOR(S)

Cllr Clarke submitted a letter of resignation on 26 April. The Council expressed thanks to Cllr Clarke for his contribution. The process to replace Cllr Clarke was discussed. A notice has been posted by the ESC Elections Officer and residents have until 23 May 2024 to request an election. If an election is not needed, several residents have expressed interest in being co-opted.

Action – Clerk to write to Cllr Clarke to convey thanks.

13/24-25 REVIEW OF COUNCILLORS RESPONSIBILITIES

Item deferred until a new councillor had been elected / co-opted.

Action – item to be added to the July meeting agenda.

14/24-25 UPDATE ON ACTIONS FROM THE PREVIOUS MEETING:

Website resilience

Cllr Hayward had indicated there may be a volunteer to run the village website to replace Chris Garner who has given his time to it for many years. Cllr Jones to liaise and for further discussion at the July meeting.

15/24-25 DISCUSS MATTERS ARISING AT ANNUAL PARISH MEETING:

15/24-25.1 HGV movements through the village

Cllr Nicoll suggested at the Parish Meeting that the village carry out an audit of heavy vehicles in the village. Doubt was expressed as to what use could be made of data collected, but it would be kept as an option to towards finding a resolution to the complaints raised by residents at the Parish Meeting.

15/24-25.2 Drainage

Cllr Smith has contacted SCC Highways on several occasions. The areas of concern are on their list for routine checks and maintenance. No further action determined at present.

15/24-25.3 Use of CIL funds



Taken at item agenda item 10 above. It was further suggested that CIL funds might be used for a new website for the village.

Action – RFO to make enquiries with the ESC Infrastructure Officer to see if CIL money could be acceptable used for cost of designing a website for the use of the village and parish council. It should be explained that this is communications infrastructure for the village and necessary for posting PC documents.

15/24-25.4 Car parking at the Church

Concerns had been raised about parking on the meadow near the Church. It is likely that this matter will be raised at the PCC AGM as this is Church owned land.

15/24-25.5 Defibrillator / First Aid training

It was agreed an item be placed in Pettistree People to seek volunteers for training. It was noted that the 24/25 budget made no allowance to fund training, so it should be cost neutral for the council.

Action - Cllr Smith to investigate what courses are available.

15/24-25.6 Installation of motion sensor light near defibrillator

Action - Cllr Cook to ascertain costs of fitting a battery powered motion sensor light and whether the defibrillator signage could also be installed.

16/24-25 PLANNING MATTERS - to note ESC consultation request on:

16/24-25.1 DC/24/0784/LBC; Works to outbuildings; Green Farm, The Street, Pettistree, Woodbridge, Suffolk IP13 0HU

The application was noted without comment.

16/24-25.2 DC/24/0930/FUL; Proposed cartlodge plus home office; Scotts Hall, Presmere Road, Pettistree, IP13 0HZ

The application was noted without comment.

17/24-25 CONSIDER AGENDA ITEMS FOR FUTURE MEETINGS

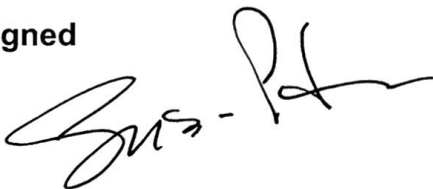
Concerns regarding parking on the village green was suggested by Cllr Cook.

18/24-25 TO CONFIRM DATES OF FUTURE MEETING(S)

13 June 2024 (23/24 year-end meeting), 18 July 2024, 12 September 2024, 7 November 2024, 9 January 2025 and 13 March 2025.

Meeting closed at 20:35

Signed



Cllr Jones (Chair)
13 June 2024