



## UNAPPROVED MINUTES THE MEETING OF PETTISTREE PARISH COUNCIL

**HELD ON 13 JUNE 2024 AT 7PM IN THE PARISH ROOM, PETTISTREE**

**19/24-25 PRESENT**

Cllr Jones (Chair), Cllr Cook, Cllr Hayward, Cllr Over and Cllr Smith.  
In attendance: S Ashton (RFO) and A Staples (Clerk).

**20/24-25 APOLOGIES AND TO CONSIDER APPROVALS FOR ABSENCE**

Apologies were received from Cllr Chilvers, (apology approved), and County Councillor Nicoll.

**21/24-25 COMMENTS FROM MEMBERS OF THE PUBLIC ON AGENDA ITEMS AND TO RAISE ISSUES FOR FUTURE MEETINGS**

No members of the public attended.

**22/24-25 RECEIVE ANY CHANGES TO MEMBERS' INTERESTS**

No changes were received.

**23/24-25 RECEIVE ANY DECLARATION OF INTEREST IN RELATION TO ITEMS ON THE AGENDA**

No declarations were received.

**24/24-25 APPROVE THE MINUTES OF THE MEETING ON 9 MAY 2024**

The minutes were approved as an accurate record and signed.

**25/24-25 FINANCE MATTERS:**

**25/24-25.1 Review & Approval of Internal Audit Report (2023/24)**

The internal audit report prepared by SALC was reviewed and approved.

**25/24-25.2 Review & Approval of Internal Audit Report Response & Action Plan (2023/24)**

The RFO's response and action plan to the internal audit report was reviewed and approved.

**25/24-25.3 Review of Effectiveness of Internal Audit (2023/24)**

The council confirmed it was satisfied with the scope, independence and quality of the internal audit carried out by SALC, and that the auditor had been granted sufficient access to the council's records and staff.

**25/24-25.4 Appointment of Internal Auditor (2024/25)**

The Council approved the appointment of SALC as internal auditor for 24/25.

**25/24-25.5 Review of Receipts/Budget & Payments/Budget Reports (2023/24)**

The Receipts/Budget and Payments/Budget reports were reviewed and approved.

**25/24-25.6 Review & Approval of Bank Reconciliation (2023/24)**

The bank reconciliation was reviewed, approved and signed.

**25/24-25.7 Review & Approval of Statement of Accounts (2023/24)**

The statement of accounts for 23/24 was reviewed and approved.

**25/24-25.8 Review & Approval of Annual Governance Statement (2023/24)**

The annual governance statement for 23/24 was reviewed, approved and signed by the Chair and Clerk.

**25/24-25.9 Review & Approval of Accounting Statements (2023/24)**

The accounting statements for 23/24 was reviewed, approved and signed by the Chair.

**25/24-25.10 Review & Approval of Explanation of Variances (2023/24)**

The explanation of variances form was reviewed and approved.

**25/24-25.11 Review & Approval of Certificate of Exemption (2023/24)**

The certificate of exemption was reviewed, approved and signed by the RFO and Chair.

**25/24-25.12 Review & Approval of Notice of Public Rights (2023/24)**

The public rights notice was reviewed and approved. It was agreed that the date of announcement of the notice shall be 14 June 2024 with an inspection period of six-weeks commencing 17 June 2024.

**25/24-25.13 Signing of Lloyds Bank Online for Business Forms**

The Lloyds Bank online banking forms were signed by Cllrs Jones and Cook, and the RFO and Clerk. The RFO will make subsequent arrangements for Cllr Chilvers to sign.

**25/24-25.14 Review & Approval of Payments & Signing of Cheques**

The following payments were reviewed, approved, and cheques signed: staff payments of £177.00 to A V Staples (which comprises of staff salaries £148.75, staff expenses £2.25 and office expenses £26.00) and £214.28 to S E J Ashton (which comprises of staff salaries £171.03, staff expenses £10.80 and office expenses £32.45); £212.40 professional fees to SALC for internal audit 23-24; and £110.75 newsletter costs to Parish Magazine Printing.

**26/24-25 CONSIDER REQUEST FROM WICKHAM MARKET PARISH COUNCIL TO DONATE CIL FUNDS TO VILLAGE HALL RENOVATION PROJECT**

The Chair explained that she has spoken to a representative of Wickham Market Parish Council. They have made a bid for funds, and are being pressed by the District Council to provide evidence of support from other organisations, such as neighbouring parish councils, as this will assist their bid. It was approved that the

council would send a letter of support and commit to providing funding of £5,000, to be paid at a time to be agreed, after the commencement of the works.

**Action:** Clerk to draft the letter to Wickham Market Parish Council.

**27/24-25 PLANNING MATTERS - consider response to ESC consultation request:  
27/24-25.1 DC/24/1984/VOC; variation of conditions 3 and 5 of  
DC/23/3528/FUL - change of use of nursery office to office and classic car  
display area with customer hosting facilities for bridge classic cars; The  
Nursery, Main Road, Pettistree, IP13 0HH**

Concern was expressed about the proposed change to the permitted operating hours, and whether this would set a precedent for other businesses in the parish. It was agreed that the change of business hours should be objected to. No objection was raised in relation to other aspects of the application.

**Action:** Chair to draft response and forward to Clerk to post on ESC planning portal.

**28/24-25 DISCUSS PROPOSED UFFORD ROAD CLOSURES CAUSED BY CADENT  
WORKS**

Concern was expressed about failures to consult by SCC. This issue to be added to the agenda of the July meeting.

**29/24-25 CONFIRM DATES OF FUTURE MEETINGS**

18 July 2024, 12 September 2024, 7 November 2024, 9 January 2025, and 13 March 2025.

Meeting close: 20:10