

MINUTES OF A MEETING OF PETTISTREE PARISH COUNCIL HELD ON 18th NOVEMBER 2008 IN THE VILLAGE HALL AT 8PM

Councillors present: Mr J P Hallett (Chairman), Mrs M Stollery (Vice Chairman), Mrs Elaine Boardley, Mrs Mary Chilvers, Dr Peter Hayward, Mrs K Wilton.

In attendance: Cllr C Aitchison – County Councillor, Cllr M Bond - District Councillor, PC Shaun Brett, Community Police Officer and Mr Mike Flanagan (Prospective Parish Clerk)

1.0 Apologies.

Mr N Beagley, Cllr J Bidwell - District Councillor

2.0 Welcome new members at the meeting

Mike Flanagan, prospective Parish Clerk (subject to contract) and PC Shaun Brett, Community Police Officer were welcomed.

3.0 Declaration of Interests.

There were no declarations of interest.

4.0 Minutes

4.1 Parish Council Meeting – 16th September 2008

The minutes were approved and signed with the following amendments

3.0 Mrs Wilton declared an interest not Mrs Hilton.

7.2 That the bus shelter was overgrown had been discussed

Mr Hallett confirmed to the meeting that he had taken all the Parish Clerk papers from Heather Heelis pending the appointment of a new Parish Clerk

5.0 Matters Arising from the previous meeting:

5.1 Village Green Ownership - in the absence of Mr Beagley this item would be held over until the February 2009 meeting

5.2 Hedge-cutting – Simon Blowers of CDC Contracting had commenced hedge cutting. Mrs Wilton asked if he could advise owners when he proposed to cut their hedges as her horses had been frightened by the loud and unexpected noise of the cutting equipment. Supported by other members of the council.

5.3 Village Green - sign repainting has been postponed until the Spring. The corner post and notice-board have been made and are in place.

5.4 Bus shelter – Mr Beagley has cleared the bus shelter and put up a post for notices. However, concern was expressed about regular cutting of grass around the bus shelter and the verge. After some discussion it was agreed that Mrs Stollery would email the details to Councillor Aitchison and she would discuss them with Highways. Once agreement about the work to be carried out was obtained the Parish Clerk could diarise to remind Highways on an annual basis.

6.0 Reports:

6.1 Police Report – PC Shaun Brett introduced himself as the new Community Police Officer with responsibility for Pettistree. His details would be published in the next Pettistree People. He spoke about the Safer Neighbourhood Team and invited councillors' involvement either in person or by report and he would welcome comments from members of the public. Concerns were expressed to

him about speeding near The Three Tuns and also in the vicinity of Rogue's Lane. He reported two thefts, from a nursery and from a car, during the period 1st September – 18th November 2008 but queried if all crime was being reported. He was advised that windows in the village hall had been smashed and repaired but had not been reported to the police.

Comment made that in the past a warning email had been sent from the Police about ongoing crimes but this appeared to have ceased without explanation. PC Brett promised to investigate and to advise Mr Hallett.

- 6.2 County Councillor's Report - Councillor Aitchison spoke about the Fostering and Adoption Service and the need for new fosterers. She would email details to Mrs Stollery.

The County Council together with Ipswich Evening Star are promoting the Stars of Suffolk Awards and are seeking nominations. Nomination forms are on the web sites of the Star and the County Council. Councillor Aitchison will email further details to Mrs Stollery.

There is no further news about the reorganisation of Local Government although the report is due by the year end. Councillor Aitchison was of the view that support is for a Unitary Authority.

- 6.3 District Councillor's Report – Councillor Bond spoke about a meeting in Melton concerning the ongoing planning application for the old GAH Premises site.

There is a boundary dispute between Melton and Ufford regarding a few of the homes on the St Audrys development. These houses which were thought to be in Melton are, in fact, in Ufford. Discussions will probably lead to a review of the boundary by SCDC.

Ufford Park Hotel is applying for a variation of music licence. Cllr Bond explained that it is difficult to decline an application of this type because the general public rarely submits objections based on evidence. If people are inconvenienced by noise pollution they need to submit details to the local authority at the time so that a library of objections/complaints/evidence can be built.

Deben River - there is to be a unified body representing various interests. SCDC remains debt free.

7.0 Highway Matters:

- 7.1 Footpath beside B1438 from off-slip road to Wickham Market has been cleared from North Lodge to Wickham Market and the hedges have been cut. However, the footpath surface has become badly damaged. Details of holes need to be registered with SCDC Highways so that repairs can be scheduled.
- 7.2 Traffic speed on B1438. (near the Three Tuns). This has been discussed (6.1 above) with PC Brett and Mrs Stollery will email the Parish Council concerns to him.

8.0 Planning Matters:

- 8.1 Review of our planning review process. Opinions varied with the main concern being the tight deadlines for any formal response and the need to let all councillors have a view of the planning papers. Decision was taken that the papers would be circulated to all councillors, in turn. Each councillor would pass the papers on personally within 2 days of receipt. Mobile text messages to be used to warn councillors that papers are to be delivered to them and so avoid unnecessary delays. Councillors should then advise Mrs Stollery of their views in writing which she would coordinate prior to a Parish Council planning meeting. Those councillors able to attend would consider the written submissions and a formal response made to SCDC.

- 8.2 Planning applications

8.2.1 New garages at Pettistree Cottage – there are concerns that the garages will be too close to the holly hedge

8.2.2 Application has been made for a new conservatory at Pettistree Grange.

8.3 Planning decisions:

8.3.1 Tree work at Pettistree Cottage has been approved and the beech tree can be reduced in size.

8.3.2 The new application to allow felling of the Holm oaks said to be damaging foundations of Holmleigh Bungalow has been granted by SCDC.

9.0 Finance:

9.1 Submission of accounts for 2006/7 to Internal and External Auditors. This return still outstands because an Internal Auditor was required. Mrs Boardley has found an Internal Auditor willing to review all outstanding accounts and the papers will be passed over shortly. Once this procedure has been completed the accounts can be passed to Lubbock Fine, the External Auditors, for final review and sign off.

9.2 Approval and submission of accounts for 2007/8 to Internal and External Auditors. Mrs Boardley is expected to be able to pass the necessary papers to the Internal Auditor shortly so that the annual return can be completed. Some Bank Statements are missing but the bank has been asked to provide copies. The external auditors for this year are BDO Stoy Hayward.

9.3 Progress of Accounts 2008/09 – Mrs Boardley will get the papers into order before handing over to the new Parish Clerk.

9.4 Council Payments: The cheque book was not available at the meeting so the following payments have been authorised with cheques to be raised in due course.

a. Payment to Brian Nobbs for completing the village green notice board and post as per estimate.

b. Parish Clerk's salary to be agreed at pay point 15 on national salary scales. This equates to an hourly payment of £8.40. Once the new clerk has gained experience the pay levels will be reviewed. Payment to be made quarterly in arrears following invoice. Payment authorised for any handbooks needed by the Parish Clerk to carry out his duties.

c. Payment authorised to the Internal Auditors based on the last payment made by the Council.

d. Payment of £90 authorised to John Barker for cutting the grass on the village green for 2007/8

9.5 Budget for 2009/2010 (including donations) – agreed, after discussion, that the parish precept would remain unchanged for 2009/2010

9.6 Printing costs of Pettistree People. The new prospective printers have quoted £180 to print the magazine with four colour pages and the rest B&W. The completed order could be couriered for £7 or collected free of delivery charge. Mrs Boardley agreed to collect the order on a regular basis. The budget for printing was agreed for 2009/2010.

9.7 Cheque signatories to be amended. The Bank is to be advised that Mr Hallett, Mrs Stollery, Mrs Boardley and Dr Hayward are authorised to sign cheques. Two signatures needed to authorise any payments from the bank account.

10.0 Re-organisation of Local Government.

Already discussed - see 6.2 above.

11.0 Correspondence:

11.1 SALC training courses – the new prospective clerk has attended a “New Clerks Day” and an invoice will follow from SALC. No other training required for members of the council, at present

11.2 Suffolk Local Involvement Networks – correspondence available for those interested

- 11.3 Rural Affordable Housing – a flow chart was tabled but it gave no new information.
- 11.4 Publications Received – none
- 11.5 Thanks to be sent to the Holland family (for seat) and John Woods Horticulture (for grass-cutting) – the Parish Clerk and Chairman jointly to write appropriately suitable letters of thanks.

12.0 Parish Plan.

Dr Hayward reported that the plan had been completed, printed and circulated to councillors, the chairman of SCDC, District Council Department Heads and other interested parties. There are about 15 copies remaining of the initial distribution (some will be left in the two local pubs) but further copies can be produced if required. The next edition of Pettistree People will invite readers to apply for copies.

If sufficient people request an extraordinary parish meeting to discuss the report then this can be arranged, otherwise it can be more widely discussed at the next Annual Parish Meeting.

13.0 Vacancy for Clerk.

Mr Hallett and Mike Flanagan will meet to discuss and sign a new contract to fill this outstanding appointment. Mr Flanagan is to be self employed

14.0 Litter Pick – date confirmed as 22nd March 2009 (meeting at 11.00 AM at the Pettistree Greyhound car park.)

15.0 Freedom of Information Act. The new model publication scheme (as set out at The Information Commissioner's Office government website) was adopted.

16.0 Any other matters arising since notice of meeting.

16.1 Dr Hayward reported on a meeting he had attended of Local Strategy Partnership. There had been a presentation by North Dorset Council on climate change and how to minimise the impact through local council policies.

16.2 There had been complaints about the bird scaring techniques adopted on his farm by Mr Richard Hayward. The intermittent use of guns and rockets to scare off birds was also scaring dogs, horses and some of the local populace. There are NFU guidelines on the use of bird-scarers and monitoring complaints could establish if the current activities were within guidelines. If sufficient complaints were received by councillors then a report could be prepared for submission to Environmental Health.

Mr Richard Hayward was aware of the problems and had agreed to receive complaints direct as he wanted to try and resolve problems, if possible. In addition to trying to scare birds he was intending to reduce the activity of rabbits on his land by using tunnel collapsing devices in the warrens.

17.0 Dates for future meetings:

10th February 2009 at 8pm

5th May 2009 at 8pm preceded by the AGM of the Parish Council at 7.30pm

SIGNED _____

DATED _____