

# MINUTES OF A MEETING OF PETTISTREE PARISH COUNCIL HELD 5<sup>th</sup> MAY 2009 IN THE VILLAGE HALL AT 8 PM

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

In attendance: Mr Mike Flanagan, Parish Clerk

## **1.0 Apologies.**

Apologies were accepted from Mr N Beagley, Councillor Aitchison & Councillor Bond

## **2.0 Council membership**

Following the resignation of Mrs K Wilton a nomination for a co-opted member is needed. There being no suggestions from the councillors present it was agreed to seek a volunteer, who could be from Pettistree or Loudham, at the annual parish meeting. In addition a notice would be placed in Pettistree People.

## **3.0 Declaration of Interests.**

None

## **4.0 Minutes**

4.1 Parish Council Meeting – 10<sup>th</sup> February 2009  
The Minutes were signed as a true record of the meeting.

## **5.0 Matters Arising from the previous meetings:**

- 5.1 Village Green Ownership. In the absence of Mr Beagley this report is to be held over to a future meeting
- 5.2 Contract for Parish Clerk. The job description has been agreed but a suitable contract has still to be drawn up. This is because specimen contracts appear to assume employed status rather than self employed status. A suitable contract is being sought.
- 5.3 Signatories for cheques. The Clerk will make contact with Barclays Bank, Woodbridge to make arrangements for additional cheque signatories.
- 5.4 Litter Pick on Sunday 22<sup>nd</sup> March 2009. With hindsight Mothering Sunday was not necessarily the best day to choose for the litter pick. However, 13 volunteers filled 6 bags of litter including 1 for recycling.

## **6.0 Reports:**

- 6.1 Police Report. PC Victoria Gilmore has been appointed as Safer Neighbourhood Team Officer for Pettistree. She was unable to attend the meeting as she was on leave.
- 6.2 County Councillor's Report – none.
- 6.3 District Councillor's Report - none.

## **7.0 Highway Matters:**

- 7.1 Traffic speed on B1438. (near Three Tuns). Nothing further to report.
- 7.2 Condition of Rogue's Lane roadway. The Chairman had emailed Steve Aldous twice without reply. In addition to the condition of this roadway, which now has a mud covering, there is concern about potholes and subsidence near to Pettistree Grange and the pathway from North lodge to Wickham Market that needs refurbishment. The Clerk is to write on behalf of the Council to Steve Aldous outlining all the outstanding issues.
- 7.3 Grit bin and gritters for The Street bends. Councillor Aitchison has allocated £500 from her locality budget to purchase a grit bin. The matter of volunteer gritters and a co-ordinator is to be raised at the annual Parish Meeting. If volunteers are found then the details will be confirmed to Suffolk County Council.

## 8.0 Planning Matters:

- 8.1 Planning applications. No new applications have been received since the February meeting.
- 8.2 Planning decisions. The application by Hungarian Hall for weddings was approved and the Anglian Water building was also approved. The Stone Hall application was noted.
- 8.3 Outstanding issues. A recent Legal Notices in the local newspaper related to the parking of up to 10 lorries overnight at the Woods Nursery site. This would not be a change of use and there would not be a planning matter for the parish council. The issue of encroachment of the hedge at North Lodge onto the footpath remains outstanding until ownership of the land is clarified.

## 9.0 Finance:

- 9.1 Approval of accounts for 2007/8 by External Auditors. These accounts have now received approval albeit with some comments. An invitation to view the accounts (subject to appointment) has been posted on the village notice board.
- 9.2 Progress of Accounts 2008/09. The bank reconciliation of the Accounts for 2008/09 was produced to the meeting. It is intended that the Clerk will take over as the Responsible Financial Officer once the 2008/09 Accounts have been completed.
- 9.3 Council Payments: Accounts to Pay

SALC (Clerk's training.	£ 52.88
Payment for Clerk's services – still to be agreed	
SALC course and hand book for Clerk	£ 29.00
SALC subscription	£105.00
Dr Peter Hayward (original cheque lost)	£ 6.90
Suffolk Acre membership 2009/2010	£ 25.00
Sharwood Service (Printing Pettistree People)	£ 43.20
BDO Stoy Hayward (External Auditor ye March 2008)	£ 57.50
Lubbock Fine re Accounts for 2006/07	£172.50
Pettistree Heritage (agreed 18.11.08 ref 9.5)	£100.00
Community First Responders (agreed 16.09.08 ref 11.1)	£100.00
John Barker – grass cutting (agreed 18.11.08 ref 9.4d)	£ 90.00

Agreed that cheques could be issued for all of the above payments including the final four which had not been included in the agenda.

- 9.4 Re-cycling credits are due to be paid directly into the Council's account with Barclays.

## 10.0 Re-organisation of Local Government.

No report received but a final decision is due to be announced by 15<sup>th</sup> July 2009.

- 11.0 **Parish Plan Accounts.** Draft accounts were produced to the Meeting showing a surplus of income over expenditure. Costs for software and the draft questionnaire came from parish contributors with the remaining income coming from Suffolk Acre. Once the final accounts were completed Suffolk Acre could be due for a refund.

## 12.0 Correspondence:

- 12.1 Woods Nurseries had replied to the letter of thanks from the parish council. They commented that a motorist had claimed for a broken windscreen, alleging that it was damaged by a stone from their cutter but, despite this, they would continue to cut the grass to keep the approach to the village neat and tidy.
- 12.2 Publications Received –

- a. East Anglian Children's Hospice requesting donations. Carried forward to budget meeting.
- b. Disability Advice Service (East Suffolk) requesting donations. Carried forward to budget meeting.
- c. Letter from Suffolk NHS regarding a successful application by Dr P Thomas for outline consent to dispense.  
Various training courses being run by SALC and SCDC
- d. A letter from Suffolk Gourmet advertising their products for sale at shows, fetes and parties. A notice for a parish notice board was included.
- e. Copies of Parish Bulletin, The Local Councillor and Suffolk Acre Update
- f. A letter of introduction from Mr Nigel Panting, Intelligent Transport Systems & Street Lighting Team Leader
- g. Letters from SCDC including Village of the Year Competition, Conserving Energy in your Old Home, Town & Parish Liaison Minutes of meeting held 30<sup>th</sup> March 09, Launch of the Inspiring Communities Grant Programme.

### 13.0 Matters for Annual Parish Meeting

The Agenda for the annual parish meeting was agreed. It would be posted on the village notice board within the next few days.

### 14.0 Any other matters arising since notice of meeting.

- 14.1 Notice board key. A key will be cut for the Clerk to hold before the annual parish meeting.
- 14.2 Review of fixed assets – these were reviewed and found to be in good order with the following exceptions:  
The post and fence around the pond at Pettistree Grange are in deteriorating condition but are not to be replaced in this financial year.  
The Fison's Best Kept Village sign needs painting.  
The new notice board is valued for insurance purposes at £200.  
The lawnmower has been regularly maintained but is elderly and will need replacing shortly.  
There is a locked cabinet in the village hall which is the property of the Parish Council. The contents will be investigated once the key is to hand.
- 14.3 The contractor that cuts the grass on the village green is on long term sick leave. In his absence Dr Hayward agreed to cut the grass.
- 14.4 The Anglian Water Tower, near to Presmere Road, appears to be leaking with water running down the ditch flooding the road. The matter will be discussed at the parish meeting and, if necessary, the clerk will write to Anglian Water to get repairs carried out.

### 14.0 Dates for future meetings:

19<sup>th</sup> May 2009 at 8.00 pm Annual Parish Meeting

22<sup>nd</sup> September 2009 at 8.00 pm

A further meeting in July is to be arranged (agreed post meeting to be on 14<sup>th</sup> July 2009 at 8 pm in the village hall)

SIGNED \_\_\_\_\_

DATED \_\_\_\_\_