

MINUTES OF A MEETING OF PETTISTREE PARISH COUNCIL HELD ON 10th MAY 2011 IN THE VILLAGE HALL AT 7.45 PM

Councillors present: Mr J Hallett (Chair), Mrs M Stollery (Vice Chair), Mrs E Boardley,
Mrs M Chilvers, Dr Peter Hayward, Mr Terry Rowles, Mr Mike Watts

In attendance: Mr C Mann – Parish Clerk
Cllr M Bond – Suffolk Coastal District Councillor and County Councillor

1. 1.0 Public Forum

1.1 Apologies were received from the police but their report up to 5th April 2011 was reviewed. No later incidents had been reported. A loose dog was causing a problem and the dog warden had been informed.

1.2 The Chair highlighted points raised in Cllr Bonds 2 monthly reports, then Cllr Bond updated the Councillors on the major political issues concerning the County Council at this time. The New Strategic Direction was now under review.

Closure of Public Forum and commencement of Parish Council Meeting

2.0 Apologies - Vic Gilmore.

3.0 Election:

3.1 A full complement of seven nominations had been received.

3.2 It was an uncontested election for Pettistree Parish.

3.3 It was confirmed that Councillors Bond and Bidwell had been re elected for the Ward of Melton and Ufford.

3.4 Councillors signed the "Declaration of Acceptance of Office" form.

3.5 The Declaration of Election Expenses and Declaration of Interests forms would be forwarded to Councillors for completion when received from Suffolk Coastal Council; these are returned to Suffolk Coastal Council as they are a matter of public record.

4.0 Declaration of Interests - There was none recorded.

5.0 Minutes:

5.1 Parish Council Meeting – 8th February 2011 were signed as a true record.

6.0 Matters Arising from the previous meetings:

6.1 Highway problems were discussed and the subsidence in the street was still an issue, also a parishioner had forwarded pictures of large pot holes in Rogues lane and asked for the Councils help to get them repaired. The local footpaths were also in a poor state with overgrown nettles. The Clerk to be provided with the footpath numbers to report to the Highways department.

6.2 A communication confirming Pettistree inclusion in the list of Grit bins to be supplied from the County Councils locality budget was reported.

6.3 Councillor Rowles had an agreement with the Three Tuns for maintenance of the bus stop but this was no longer in place and no work had been done leaving the area unsightly and overgrown. It was agreed to put this matter on the agenda for the Annual Parish Meeting to be held in two weeks time.

6.4 Councillor Hayward reported that all hedges had been cut; monies collected and paid over to the contractor who had agreed to do the work again in the coming year. This would be mentioned in Pettistree People newsletter giving residents the opportunity to opt in or out of the service.

6.5 The Clerk reported that the donation to Community First Response had been sent and an acknowledgement and receipt received.

- 6.6 15 people helped with the litter pick. It was generally agreed that the village was in reasonable condition.
- 6.7 With the Councillors positions now confirmed the training course for Councillor Rowles was agreed for two days on 6th and 13th July 2011.

7.0 Donation Requests:

- 7.1 It was agreed to donate £63 to the Disability Advice Service for the work done on behalf of the residents of Pettistree.
- 7.2 It was agreed not to take any further action in response to a fundraising request from the national Macmillan Cancer support group.

8.0 Planning Matters:

- 8.1 Planning application for Park Farm - Loudham Hall Road, Loudham IP13 0PH. Erection of agricultural building. 14/3/11 ref. C11/0530
- 8.2 The agreement to planning C10/3004 had been sent to the Clerk and he would forward a copy to Councillor Stollery for her records.

9.0 Finance:

- 9.1 The Clerk confirmed he had received the first instalment for the 2011/2012 precept.
- 9.2 The following payments were authorised:-

Clive Mann - Clerks Expenses to 31/03/2011	£88.28
Sharwood Services - Pettistree People	£72.00
SALC - Subs for year to 31/03/12	£111.00
Suffolk ACRE - Subs for the year to 31/03/12	£25.00
Brian Salter - Internal Audit fee	£25.00
Joan Peck - Stationery expenses	£28.39
- 9.3 A disappointing bland response had been received from SALC in response to a request for advice on where the Parish could obtain a better return on surplus funds so it was agreed to leave things as they are but keep the situation under review.
- 9.4 The accounts for the year to 31st March 2011 were distributed to the Councillors prior to the meeting by the Clerk. After a general discussion they were approved unanimously with thanks for their prompt completion.
- 9.5 The completed Annual Return was presented to the meeting; it had already been checked and signed by an independent person acting as Internal Auditor and it was approved and signed ready to go to the External Auditors within the agreed timescales.
- 9.6 The Chair went through the Annual Governance statement which was approved and signed.
- 9.7 The Clerk outlined the new policy from HMRC that all Parish Clerks should be PAYE registered. SALC had campaigned against this ruling without success. As the Pettistree Clerk is only contracted to do an average of 1.5 hrs per week and had always informed HMRC and paid tax accordingly he had written a letter to HMRC requesting this policy to continue.

10.0 Correspondence:

- 10.1 Postal correspondence:-
 - SCC - Don't be a tosser campaign leaflets
 - BBC - Digital switchover help for the elderly
 - SCC - Delay closure of recycling sites until 31st July 2011
 - SCDC - SCDC to provide its own glass recycling facilities
 - SCDC - Election literature and notices
 - SCDC - Village of the Year competition invite 2011
- 10.2 Email correspondence:-
 - M. Bond - District and County Councillors reports for March and April

2011 and confirmation of Grit bins request

SCDC - Suffolk Youth games training session, Quality of Place Awards, Section 106 consultation, Precept payment schedule 2011/2012, Bus service changes, Two tree warden updates, Town and Parish planning forums, Tree and Woodland event, Two ANOB Newsletters, 106 agreement developers guide, Air quality development, Playgrounds campaign

Mark Finbow - The Keepers Daughter Theatre brochure

SALC - Two networking meetings, New Strategic Direction information, 2011/2012 training programme, Two updates on the New Strategic Direction, HMRC and PAYE guidance, Election briefing, Mobile library update, Investment interest response, Public Transport changes, Suffolk Coastal Area meeting, Youth Club consultation

Suffolk ACRE - The Princes Countryside Fund, March and April Technology bulletin, Two Community Initiative awards, March funding newsletter, Democracy Event, Suffolk broadband conference, T.V. Switchover, Underground cables consultation, Community right to buy

The Chair brought relevant items from the above to the notice of Councillors.

11.0 Forthcoming Annual Parish Meeting:

11.1 The following items were agreed to be put on the agenda for the Annual Parish meeting to be held on 24th May 2011:- The Digital Switchover, The local glass recycling facility which provided funds for the Parish, Village of the Year competition and the upkeep of the Bus Shelter. It was confirmed that the meeting would commence at 8 p.m. and Councillor Chilvers kindly agreed to provide light refreshments for consumption by attendees at the end of the meeting.

12.0 Dates for future meetings:

24th May 2011	Annual Parish Meeting in the Village Hall	8.00 pm
19th July 2011	Parish Council Meeting in the Parish Room (Apologies from Councillor Chilvers)	7.30 pm
13th September 2011	Parish Council Meeting in the Parish Room	7.30 pm

Signed: Dated: