

MINUTES OF A MEETING OF PETTISTREE PARISH COUNCIL HELD ON 4th FEBRUARY 2014 IN THE PARISH ROOM AT 7.30 PM

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

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

1.0 Public Forum

- 1.1 No Police report had been received but Councillors had no issues to comment on.
- 1.2 Councillor Bond presented his reports issued since the last meeting. The Council budget had been agreed with expenditure cut by £20m. Engraved bell ringing books had been returned to Ufford and had been well received. Councillor Bond enjoyed his visits and to what he considered to be the well run Parish of Pettistree.

Closure of Public Forum and commencement of Parish Council Meeting

2.0 Apologies - Councillors J Bidwell, R. Leigh.

3.0 Declaration of Interests - All Councillors declared a pecuniary interest in item 8.2 relating to the precept.

4.0 Minutes:

- 4.1 Parish Council Meeting – 6th November 2013 minutes were signed as a true record.

5.0 Matters Arising from the previous meeting:

- 5.1 Tony Franklin and Chris Garner are in talks as to the best way forward in revamping the website to make it more user friendly and interactive. This was to include neighbourhood watch and allow certain groups specific access and rights. Any changes must be approved by the Parish Council first, who may want an overall controller. A moderator may be appointed or have to be approved by the Parish Council.
- 5.2 The green had now been reinstated neatly by a local contractor. The cane barrier would be left to allow time for the turf to consolidate and discourage parking. The inspection pit was still there and it may be best to allow the grass to cover it as it was unlikely to be needed again. It was asked if that particular section of road could be made one way and the Clerk was tasked with seeking advice from the police.
- 5.3 Thanks were recorded for the work and effort put in by Councillor Hayward during his time of Office, both as a Councillor and planning representative. The Chair would write a letter expressing the Council's thanks.
- 5.4 The confirmation that a Councillor could be co-opted was expected shortly and once received steps would be taken for a new Councillor to be co-opted at the next meeting.
- 5.5 It was agreed that the Clerk would be the conduit for planning applications and approvals and commence a round robin if deemed applicable.
- 5.6 Grit Bin licences had been received from Suffolk Coastal District Council for the two latest Grit bins placed around Pettistree and Loudham.
- 5.7 The Grit bin filling register had been completed and forwarded to Suffolk County Council to ensure insurance cover for the volunteers. Part of this was that the participants should be issued with and read the Health & Safety notes provided by

the Council. This was done and those not present will have a copy forwarded to them with instructions.

- 5.8 The litter pick was to be Sunday 23rd March 2014 commencing at 11 a.m. with around 12 volunteers. The Clerk would organise bags and gloves along with collection of the rubbish from the Greyhound the following day.

6.0 Other Pettistree Matters:

- 6.1 Congratulations were given to the editor and contributors to Pettistree People newsletter which had won the Small Village Newsletter of the Year award. A cheque for £100 had been added to Pettistree Parish funds and a certificate and trophy was shown to Councillors. They would go on display at the Village Hall for all to see.
- 6.2 The editor of Pettistree People was appointed by Pettistree Parish Council and as such had a responsibility to see editorial content was consistent with the values set by the Council.
- 6.3 The issue of youth involvement in Pettistree People was discussed and agreed that no piece from an under 16 would be published without the parents' permission.
- 6.4 Suffolk Coastal District Council had offered grass cutting services but the Council was happy with its current arrangements and no further action was to be taken.

7.0 Planning Matters:

- 7.1 No objections were raised to planning application DC/13/3423/VOC from Park Farm for permission to move an agricultural building.
- 7.2 No objections were raised to planning application DC/13/3433/TCA from Jim Jarvie for permission to fell 3 Silver Birch trees.
- 7.3 No objections were raised to planning application DC/14/0011/FUL from Mr and Mrs McGee for permission to build front and rear extensions.
- 7.4 Planning approval had been received for Suffolk Sportscar Engineering, DC/13/2953/FUL, erection of building for parking of customers cars and storage of classic cars awaiting repair.
- 7.5 Planning approval had been received for Suffolk Sportscar Engineering, DC/13/2954/VOC, to vary condition 9 of planning permission C06/0910 to allow 5 parking spaces to be lost in construction of a new building.
- 7.6 Planning approval had been received for PRC & CM Westrope of Park Farm to vary condition 2 of planning permission C11/0530 to allow the proposed agricultural building to be resited
- 7.7 Planning approval had been received for Jim Jarvie of Birch House to fell 3 Silver Birch out of a group of 5 which are too large for the site and causing damage to the drive.

8.0 Finance:

- 8.1 It was agreed to pay the following Invoices:
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| Clive Mann - Clerks Expenses to 31/01/2014 | £163.00 |
| C Garner - Milonic Ltd. Software licence | £14.40 |
| SALC - Councillor Watts Delegation fee to AGM | £12.00 |
| Sharward Services - Pettistree People | £98.40 |
| T Enskajt - EFM Surfacing to reinstate the Green | £1,755.00 |
- 8.2 The Clerk had applied for a precept of £2,200, no increase for another year, the last increase being in 2006. District approval was awaited due to changes in the Council Tax base figures and Government grants.
- 8.3 The Clerk had made the VAT reclaim for the calendar year 2013 and this had been approved by HMRC and deposited in Pettistree Parish bank account.
- 8.4 With the resignation of Councillor Hayward it was necessary to amend the cheque signatory list and a letter signed by Jeff Hallett and Elaine Boardley was to be sent to Barclays Bank removing Peter Hayward and requesting documentation to add others along with a current list of signatories.

9.0 Correspondence:

9.1 Postal correspondence:-

Society of Local Council Clerks - Publications brochure
Greenbarnes Ltd - Notice Board brochure
Wickstead Playscapes - Playground equipment brochure
Glasdon - Brochure
Norse - Landscape development services
Clerk and Councils direct - Publications 90 & 91
SCDC - Coastline newsletter
SCDC - Three planning applications and four planning approvals
EDF - Sizewell C newsletters
SALC - The Local Councillor publications for autumn and winter
Sharward Services - Christmas card
SCC - Risk assessments for rail crossing notification
Magpas Charity - Donation request
Judi Hallett - IT training offer
Pettistree Heritage - Thank you letter for donation
Ufford First Responder - Thank you letter for donation

9.2 Email correspondence:-

M. Bond - District and County Councillors reports for November, December 2013 and January 2014

SCDC - Grass cutting in Pettistree, Annual play area inspections, Precept letter, Council tax support grant update, Budget review meeting, Weekly planning lists, Councillor resignation, Healthwatch Suffolk press release, Notes on town and parish liaison budget meeting, East Suffolk partnership forum invite, Fit villages roundup, Approval of Rendlesham as neighbourhood area, Change of Policing Commander, Neighbourhood planning event

SCC - Integrated Fire Risk Management Plan

Community Action Suffolk - Weekly e-newsletters, Season's greetings, Suffolk Coastal Fund Closing soon, Training Courses, Funding opportunities

Sizewell C - Newsletters, Deployment of wave and current recorders, Forum invites, Minutes of Forum meetings, EDF statement

SALC - e-bulletins, Local Government Finance statement, Warm homes schemes, LAIS updates, Training Courses, Suffolk Coastal area meeting, Community grants consultation, East Suffolk Partnership report, Gypsy and Traveller short stay provision, Final Local Government Finance settlement

Broxap litter bins - Brochure

Woodbridge Lions club - Christmas parcels for needy

Canine County- e-magazine newsletter

Christies Care Ltd - Report

Joanne Clark - Police report

Deben Radio - Newsletter

Red Cross - Appeal posters and request for financial support

Suffolk Local History Council - Request for Local History contact in Pettistree

Woodbridge Police - Safer neighbourhood team meeting, Community panel meeting

Environment Agency - Nuclear reactor design assessment

NJB Contractors - Quote for reinstatement of the Green

Suffolk Coast and Heaths - Seasons greetings

The postal communications were reviewed and discussed and requests for donations from Magpas and the British Red Cross were turned down as donations, where possible, should be very local in nature. The letter from Pettistree Heritage thanking the Council for its donation was noted along with information that it would probably not require financial assistance next year. A letter of thanks was also received from the Air Ambulance for the donation towards the Ufford First Responder.

The e-mails received are filtered for junk mail by the Clerk and relevant ones forwarded to Councillors for review and action, these include the County Councillors reports, Community Action Suffolk's weekly bulletins and SALC notices.

10.0 Matters to be brought to the attention of the Council:

- 10.1 The forthcoming AGM was discussed and the Chair indicated a willingness to stand down after a good stint in the post. He asked Councillors to consider the position.
- 10.2 The Annual Parish Meeting would follow a week after the AGM and a note would be sent to those groups normally presenting a report reminding them of the date.
- 10.3 Suffolk Coastal District Council had requested a History recorder for Pettistree. The Chair reminded them that this position had always been the domain of Joan Peck and a superb record of local events was available locally and in the Archives. However, Joan is retiring from the post and the Pettistree Parish Council would liaise with Cath Caudwell and Pettistree Heritage to find a replacement. Councillor Watts would look to place a piece in Pettistree People.
- 10.4 It was reported that Java Lodge footpath was blocked by a falling tree. Councillor Rowles would arrange to saw it into smaller pieces and move to the side of the path.
- 10.5 Flooding outside the Village Hall, possibly caused by a ditch not being maintained by the Highways department. There is also a possible blocked drain outside the Parish Room.
- 10.6 Fly tipping of a mattress and bags near Hungarian Hall was also recorded.

11.0 Dates for future meetings:

Tuesday 13th May 2014,	Pettistree Parish Council AGM in the Village Hall at 7.30 p.m.
Tuesday 13th May 2014,	Pettistree Parish Council Meeting in the Village Hall at 7.45 p.m.
Tuesday 20th May 2014,	Pettistree Annual Parish Meeting in the Village Hall at 8.00 p.m.
Tuesday 15th July 2014	Pettistree Parish Council Meeting in the Parish Room at 7.30 p.m.

The meeting closed at 9.05 p.m.

Signed/:Dated: