

MINUTES OF A MEETING OF PETTISTREE PARISH COUNCIL HELD ON 13th MAY 2014 IN THE VILLAGE HALL AT 7.45 PM

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

In attendance: Mr C Mann – Parish Clerk
J Bidwell – District Councillor
Mr G S Hind

Due to the temporary suspension of the AGM it was agreed to commence the Pettistree Parish Council meeting and it was agreed that it would be chaired by Cllr Hallett until the AGM had elected its new Chair. The meeting commenced at 7.35 p.m. and was temporarily suspended at 7.50 p.m. to enable the AGM to complete its agenda. The Pettistree Parish Council meeting recommenced at 8.00 p.m. with newly elected Cllr Boardley in the Chair.

1.0 Public Forum

- 1.1 No Police report had been received but Councillors commented on the speeding sign recently put up in Ufford, the spate of fly tipping and a Councillor had reported strangers in the area using the 101 police number.
- 1.2 Apologies from Councillor Bond so Councillor Bidwell presented the District and County reports issued since the last meeting. He commented on the agreed move of Council Offices from Melton Hill to the site opposite Melton railway station and the prospect of new housing in the Woods Lane area of Melton which was taking Councillors time. The planners had objections to the plan. It was also stated that many were against building on the Yarmouth road field. The Community enabling fund had small sums available for use in local communities on good projects.

Closure of Public Forum and commencement of Parish Council Meeting

2.0 Apologies - Councillors M Bond, R. Leigh.

3.0 Declaration of Interests - Councillors Boardley and Hind declared interests in planning applications 7.1 and 7.2.

4.0 Minutes:

- 4.1 Parish Council Meeting – Councillor Watts said he could not agree the last minutes as they had not been distributed in good time. Councillor Hallett said the minutes were in accord with his notes taken at the time of the meeting. The Clerk apologised to the Council for the oversight in distributing the minutes. The 4th February 2014 minutes were signed as a true record.

5.0 Matters Arising from the previous meeting:

- 5.1 George (Steve) Hind was co-opted to Pettistree Parish Council until the next election and signed the Declaration of Office form. The Clerk would register the change online with Suffolk Coastal District Council.
- 5.2 An update on the website revision being done by webmaster Chris Garner and Tony Franklin would be presented to the Annual Parish Meeting to be held on Tuesday 20th May 2014.

- 5.3 The bags and gloves ordered by the Clerk for the Litter Pick had not been delivered and an apology had been received from Suffolk Coastal District Council, the items would be delivered later. It was confirmed that the rubbish would be collected as requested and this was the case. Due to the continuing good work of residents during the year rubbish is not a serious problem.
- 5.4 Terry Rowles confirmed that if the weather remained good for the weekend then cleaning of the War Memorial would commence using volunteers.
- 5.5 It was agreed to add to the Annual Parish Meeting agenda item 6.3 which would be an update on the Website revision. The Clerk would contact Tony Franklin too see if he could present the report. Jeff Hallett agreed to write the Chairman's report for last year to be presented at the Annual Parish Meeting by the new Chair.

6.0 Other Pettistree Matters:

- 6.1 The Jubilee Avenue had now been completed with the planting of 14 different types of Apple tree, 10 donated by Woods Nurseries and 4 by Jeff Hallett. Volunteers had worked tirelessly to finish the task over a weekend. The balance of the grant money would be spent on posts, netting and signs. Each tree would be clearly labelled and help from a local resident to procure these had been offered.
- 6.2 The donation request for £110 to cover the work done for residents of the Pettistree area from the Disability Advice Service was discussed and the Clerk listed the amounts given in previous years. It was agreed to donate £100.
- 6.3 The renewal of the subscription to SALC was agreed for the coming year at a cost of £120.
- 6.4 It was agreed to continue with the annual subscription to Community Action Suffolk (formerly Suffolk ACRE) at a cost of £30.
- 6.5 There was support for an entry from Pettistree to the village of the year competition and contributions had been forwarded to Councillor Leigh who was co-ordinating the entry, however time was running short.

7.0 Planning Matters:

- 7.1 No objections were raised to planning application DC/14/0421/CLE from Mr and Mrs Boardley of 1 Hungarian Close, application for lawful development certificate for unrestricted domestic use and occupation of dwelling without being in connection with agriculture or forestry.
- 7.2 No objections were raised to planning application DC/14/0817/FUL from Mr G Hind of Flint Cottage, Presmere Road, for a single storey extension to an existing single bedroom annexe, providing a downstairs WC/shower room and bedroom.
- 7.3 Planning approval had been received for DC/14/0011/FUL, erection of single storey front and rear extensions to include installation of multi fuel device flue.

Councillor Boardley took no part in the discussion on item 7.1 and Councillor Hind took no part in the discussion of item 7.2.

8.0 Finance:

- 8.1 It was agreed to pay the following Invoices:

Clive Mann - Clerks Expenses to 31/03/2014	£113.00
Sharward Services - Pettistree People	£90.09
SALC - Subscription for year to 31/03/2015	£120.00
Community Action Suffolk - Subs for year to 31/03/15	£30.00
B Salter - Internal Audit Fee	£25.00
- 8.2 The Clerk had still not heard officially that the precept of £2,200 had been agreed and would be paid in the normal manner.
- 8.3 The Annual Accounts for the year to 31st March 2014¹ were reviewed and agreed and signed by the Chair.
- 8.4 The Annual Return was reviewed and agreed and signed by the Chair. It would be sent to the external auditors to arrive by the agreed date.

- 8.5 The Annual Governance statement, part of the Annual Return, was reviewed and signed by the Chair.
- 8.6 The laws regarding cheque signatories had changed and it was no longer a requirement to have two; however, other controls needed to be in place which for Pettistree was more onerous than the present system so it was agreed to continue with the requirement for two signatures on cheques. As the number of signatories had reduced following the resignation of Peter Hayward so it was agreed that Councillor Hind would be added to the list and the Clerk would get the relevant paperwork organised.

9.0 Correspondence:

9.1 Postal correspondence:-

Issues 92 & 93 of Clerks and Councils Direct publication
 Sizewell C Project update
 SALC - Local Councillor Publication Issue 1 2014
 SALC - training calendar
 SALC - Facts on Annual Meeting of the Council and Annual Parish Meeting
 Zurich Municipal - Insurance brochure
 SCDC - Electoral register
 Glasdon - Brochure
 SCDC - Village of the Year competition entry form and brochure
 Anglian Pumping Services - Solar Panel brochure
 Therese Coffey - Poster with new constituency address
 Local Government Boundary Commission - Draft recommendations
 Judi Hallett - IT training and Consultancy

9.2 Email correspondence:-

M. Bond - District and County Councillors reports for February and March 2014
 SCC - Winter gritting documents, Part night lighting scheme
 SCDC - Suffolk Coastal Leisure Strategy focus group, Weekly planning application lists, Election nominations and notice of poll for European election, Register of Electors, Consultation of Air quality, Litter pick information, Feedback on December tidal surge, Introduction to new Public Access System, Village of the Year competition, New contact for Fit Villages, Public consultation on planning policy, Enabling Communities road show

SALC - New Clerks course, NALC bulletin, Forthcoming training courses, Facts on Annual Meeting and Annual Parish Meeting, Communication on Employment Allowance, Transport Seminar, Policy consultation briefing on NALC website, Village of the Year competition, Information about details to go on Annual Return, New version of Financial Regulations, Training course on Composting, e- bulletin, Consultation on new temporary code for Councils of under £25k income, Suffolk Observatory talk, Area meeting actions, Proposed A14 infrastructure changes, Cheques and other Financial matters, Police and Crime Commissioner public meetings, Repeal of 5150(s) for requirement of 2 cheque signatories, LAIS 1365, 1364, LAISU2D, LAIS1362, 1363, Training programme, Clerks networking event, Big allotment challenge

Community Action Suffolk - Volunteers needed for UK youth parliament, Working together event, Training Courses list, Funding opportunities, New young networks for Suffolk

Suffolk Coasts and Heaths - Walks information
 UK Power Networks - Prepare for severe weather, Article for Pettistree People
 Streetlife .com - Community newsletter
 Broxap Street Furniture - Brochure
 Safer Neighbourhood team - Panel meeting for 7th May, Community tasking meeting, Priorities meeting minutes, Priorities meeting dates
 Headway Suffolk - Launch invitation

- British Red Cross - Request for Village Fete details
- Keith Evans - Comments on Pettistree walks
- Suffolk Preservation Society - Request for Pettistree Council to become a member
- Sizewell C - Suffolk Community Forum updates
- Orford Museum - Request for WW1 stories
- Rural Services Network - Invite to be on sounding board

The postal communications were reviewed and discussed and Councillor Hallett updated the meeting on Sizewell C. There would be another period of consultation and a final proposal due in 2015. The park and ride site at Wickham Market was a possibility but only for cars not lorries. Pettistree continued to be represented at these meetings although it was noted that Wickham Market was not.

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 request for an advert in Pettistree People prompted the editor to raise the matter so the policy could be updated. After discussion it was agreed that the current policy of no paid advertising would continue.
- 10.2 The ditch outside the Village Hall required clearing out by the Highways department as it flooded far too easily after rainfall.

11.0 Dates for future meetings:

- 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.
- Tuesday 16th Sept 2014 Pettistree Parish Council Meeting in the Parish Room at 7.30 p.m.

The meeting closed at 9.00 p.m.

Signed/ :Dated: