

MINUTES OF A MEETING OF PETTISTREE PARISH COUNCIL HELD ON 3rd FEBRUARY 2015 IN THE PARISH ROOM AT 7.30 PM

Councillors present: Mr J Hallett (Chair), Mr Mike Watts (Vice Chair), Mr G Hind, Mrs R Leigh, Mr T Rowles, Mr P Westrope

In attendance: Mr C Mann – Parish Clerk
M Bond – District and County Councillor
J Bidwell – County Councillor
T Franklin

The Chair welcomed Philip Westrope to his first Council Meeting since being Co-opted and introduced him formally to the other Councillors. It was also pleasing to see Councillors Bond and Bidwell in attendance. Tony Franklin attended as a member of the public but also to help in answering questions on item 5.7, the Website Working Party report, as he is very much involved in the work going on behind the scenes. He also wished to make his views known on item 6.4.

1.0 Public Forum

- 1.1 The police report had been received and circulated to the Councillors for review. There had been only one recorded crime in Pettistree during the last 2 months which compared favourably against other Parishes in the Woodbridge District. The team's priorities, agreed at the last SNT meeting, were now speeding and parking issues in the Woodbridge area along with patrols to counter the illegal immigration/smuggling between Bawdsey and Orford.
- 1.2 Councillor Bond reported on air pollution at Melton Hill traffic lights but this had no easy solution which would be acceptable. Councillors have a heavy workload with Rendlesham industrial units, flooding across the region and the dilemma between Councils having to provide suitable housing land set against resident's wishes and developer's demands. Councillor Bidwell mentioned the changes coming at the election with the number of Councillors being reduced from 55 to 42 along with restructuring of boundaries. A small amount of money is available from the locality budget for a suitable local project.
- 1.2 (6.4) While in the public forum and with the Councillors present the Chair took the opportunity to raise the agenda item 6.4 (Featherbroom Gardens road closure) so the Pettistree issues could be raised. The potential problems of increased traffic through Pettistree, a distinct lack of advance warning, signage and consultation on the closure leaving many concerns for Pettistree Council, residents and also Wickham Market businesses. Councillor Bond asked that the Clerk e-mail him with a list of issues and he would raise the matter with the Highways department. With a shuttle bus due to use one track roads through Pettistree the potential for damage to verges was great. It was agreed to take pictures of these before and after the closure. Councillor Watts agreed to take on that task.

Closure of Public Forum and commencement of Parish Council Meeting

2.0 Apologies - Councillor M Chilvers and PC Howgego.

3.0 Declaration of Interests - None declared.

4.0 Minutes:

- 4.1 The 11th November 2014 minutes were approved and signed as a true record.

5.0 Matters Arising from the previous meeting:

- 5.1 Councillor Westrope signed the Declaration of Office form which was then countersigned by the Responsible Officer (The Clerk). Councillor Westrope had completed his declaration of interests form on line which is a legal requirement and open to public scrutiny. He said he had been surprised by the workload but hoped that he could make a valuable contribution to the important work of the Parish Council.
- 5.2 Councillor Leigh confirmed that she could not continue to devote the time necessary to be a good Councillor but agreed to remain in post until May 6th when all Councillors would stand down. At that time she would not seek re-election.
- 5.3 With the decision reached in 5.2 no further action on Co-opting a Councillor was needed at this time.
- 5.4 Three quotes had been obtained for the cleaning of the War Memorial and the work had been agreed with a local contractor at £576 which would be funded from Councillor Bidwell's locality budget. The cleaning had commenced but the lettering needed re cutting so would take a little longer to complete.
- 5.5 The hedge cutting for the 2013 year had now been dealt with and all monies paid over to Richard Hayward. He would continue to do the work in 2014 with a small increase in fees and the Council was pleased that Louis Deliss volunteered to act as liaison between residents and Richard Hayward.
- 5.6 The problem of parking on the Green and how to restrict this is ongoing. Councillor Watts had obtained documents which confirm Pettistree Parish ownership of the Green since 1972. He also obtained advice on what would be suitable for the area from the Conservation Officer of SCDC. The design and size of the posts needed to prevent vehicular access was still undecided with pictures of other villages showing a variety of ideas and styles. An accurate cost could not therefore be stated but was likely to be between £200 and £400. The Clerk had put in an official request to the Highways department for the exact legal requirements and this would form the basis of an Agenda item for the Annual Parish Meeting on Tuesday 19th May 2015.
- 5.7 Councillor Leigh presented her report on the Website Working Party which had been meeting to discuss and plan the updated website based on the prototype kindly produced by Tony Franklin. A timeline was presented and it was hoped to culminate with a presentation at the Annual Parish Meeting. "Pettistreevillage.co.uk" had been registered as a domain name and could be passed by Tony Franklin to the Parish Council at cost. An amount is included in the 2015/2016 budget for necessary expenses. The site needs to be available to all and a living thing rather than static. The Parish Council would need to find and organise responsible people to be administrators who can update defined areas promptly, e.g. Neighbourhood Watch, Pettistree People, Parish Council matters and Forthcoming Events. A blog is also under consideration. Further meetings were planned shortly and thanks were expressed for his work so far to Tony Franklin as well as the contributions of the other members of the Working Group Mike Watts and Chris Garner.

6.0 Other Pettistree Matters:

- 6.1 Councillor Watts displayed the Plaque received from SALC for coming 2nd in the newsletter of the year awards thus continuing Pettistree People's success. Thanks were extended to the editorial team.
- 6.2 SCDC had distributed the Local Plan documents and it was discussed as to whether a local plan was now in Pettistree interests. Wickham Market had indicated a willingness to join in and produce a joint plan. Further information would be sought from SALC and CAS as well as being put on the Agenda for the Annual Parish Meeting.

- 6.3 The Clerk confirmed the law now in place regarding filming and recording of meetings which continue to cause some problems at Councils up and down the Country. With Pettistree Parish Council already open and transparent and with close links to the Community it was felt that it was unlikely to be affected.
- 6.4 The Featherbroom Gardens road closure for the new Gas main had been discussed in the public forum in order to air the Parish Councils views to the District and County Councillors. Councillor Watts had had several conversations with the Highways and National Grid but the wheels were not only in motion but set in concrete. Poor communication, consultation and a lack of concern for Pettistree village and potential damage to verges and who would be responsible for them are questions waiting to be answered.
- 6.5 The Village Hall had been booked for the Annual Parish Meeting and the normal items would be on the agenda plus other issues vital to the Community such as the Village Green, Revised Website, Parish Plan, War Memorial, Hedge Cutting, Litter Pick and the future of John Woods Nursery site.
- 6.6 It was reported that Johns Woods Nurseries, who had been so helpful with the Pettistree Jubilee Apple Orchard, would be shrinking its business and part of the site was available. Concern was raised as to its possible uses and efforts would be made to ascertain its classification.

7.0 Planning Matters:

- 7.1 DC/14/3530/FUL planning application received for building a Garden Store at Pettistree Cottage. No objections were raised.
- 7.2 There were no approvals to record. It was thought that they may now only be shown on line.

8.0 Finance:

- 8.1 It was agreed to pay the following Invoices:

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| Clive Mann - Clerks Expenses to 30/01/2015 | £154.00 |
| Sharward Services - Pettistree People | £90.09 |
| C Garner - IT Licence renewal | £14.40 |
| R Hayward - Hedge cutting costs | £60.00 |
| M Watts - Reimburse Pettistree People Editors costs | £147.70 |
- 8.2 The 2015/2016 precept had been claimed at £2,400 with budgeted expenditure of £2,975, this represents an increase to Pettistree residents of around £3.20 for a Band D property. There was still uncertainty over compulsory referendums for large increases but Government was pulling back plans due to the high costs of staging them just before an election.
- 8.3 By 2017 no external Audit will take place for Councils with a precept below £25,000. They will be replaced by a "Transparency Code" which requires a greater level of information being available to electors via websites and notice boards etc. This is being phased in from April 2015 and includes publishing full accounts and detailing any expenditure in excess of £100 at the time of payment.
- 8.4 Councillor Watts had been confirmed by Barclays as a cheque signatory to replace Elaine Boardley. The Clerk reported that the interest bearing Investment Account had been increased to cover one year's precept (The recommended level). There still remained sufficient in the Current Account to more than cover current expenditure.
- 8.5 The current pay agreement for Local Government staff (including Clerks) had been agreed at a 2.5% increase from January 2015 after several years of restraint. The scale would be implemented as agreed.

9.0 Correspondence:

- 9.1 Postal correspondence:-
 - Issue 97 of Clerks and Councils Direct publication, January 2015
 - Glasdon - Brochure
 - SCDC - Electoral Register
 - SCDC - Help shape your area consultation documents
 - SCDC - Local Planning regulations consultations
 - SALC - Advance notice of 2015/2016 subscriptions (2.5% inc)
 - SALC - Issue 4 of The Local Councillor publication
 - SALC - LAIS 1371 Parish Polls and Precept referendums consultation
 - Headway Suffolk - Donation request
 - SCDC - Holocaust Memorial Day brochure
 - C Garner - Letter of thanks for honorarium
 - Norse - Landscaping Services brochure
 - Society of Local Council Clerks - Letter offering services
 - CGM Group - Landscaping Services brochure
 - New Anglia Growth Hub - Business support hub brochure

- 9.2 Email correspondence:-
 - 154 e-mails, including internal communications dealt with by Councillors

The postal communications were reviewed and discussed. The thank you letter from Chris Garner was noted. The advance notice of an increase in subscriptions from SALC to £123 also noted. One donation request turned down. The latest electoral register had been received by the Clerk along with election updates and a schedule of key dates for Nominations to be in and registered.

The e-mails received are filtered for junk mail by the Clerk and relevant ones forwarded to Councillors for review and action; they contain many standard and regular Information e-mails from Community Action Suffolk and SALC.

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

- 10.1 The meeting was informed that the post holes in Thong Hall Road were likely linked to WW2 and part of a defence line. Research continued.

11.0 Dates for future meetings:

- Tuesday 12th May 2015 Pettistree Parish Council AGM in the Village Hall at 7.30 p.m.
- Tuesday 12th May 2015 Pettistree Parish Council Meeting in the Village Hall at 7.45 p.m.
- Tuesday 19th May 2015 Annual Parish Meeting in the Village Hall at 8.00 p.m.
- Tuesday 7th July 2015 Pettistree Parish Council Meeting in the Parish Room at 7.30 p m

The meeting closed at 9.30 p.m.

Signed: -Dated: