

MINUTES OF A MEETING OF PETTISTREE PARISH COUNCIL HELD ON 15th SEPTEMBER 2015 IN THE PARISH ROOM AT 7.30 PM

Councillors present: Mr Jeff Hallett (Chair), Mr Terry Rowles (Vice Chair), Mr Mike Watts, Mr Steve Hind, Mrs M Chilvers, Mr Philip Westrope.

In attendance: Mr C Mann – Parish Clerk
Debbie Howego – Woodbridge & District Police
Chris Cook – Co-opted Councillor

1.0 Public Forum

- 1.1 Debbie Howego of Woodbridge & District Police was in attendance and went through her report which had been forwarded to Councillors in advance of the meeting. There had been one reported crime in Pettistree since the last report, a common assault (resulting in no injury) on 27th July 2015. This compares well with other villages in our area. The next set of Police priorities were to monitor and deal with anti-social behaviour in Hamblin Road, Woodbridge, patrol rural areas to deter criminal activity and engage with dog owners on their responsibilities. The Police station had now been moved to an office attached to the Fire Station in Theatre Street, Woodbridge IP12 4NE. The mobile police van would be in Ufford and Wickham Market twice during the next 6 weeks. In response to questions Debbie Howego stated that dogs should be under the control of their owners but the law was sketchy unless an Injury was caused. If a dog is run over it should be reported to the Police. It was stated that unless there was a specific need, she would no longer attend Parish meetings as a matter of routine due to time pressure on resources. It was confirmed that a copy of Pettistree People newsletter should be emailed to her.
- 1.2 There were no District or County Councillors In attendance and no specific matters to be discussed.

Closure of Public Forum and commencement of Parish Council Meeting

- 2.0 **Welcome and Apologies** - The Chair welcomed those present and thanked PC Howego for her report. He was also pleased to see Chris Cook join and introduced him to those present. Apologies were accepted from Councillors Mark Amoss and Michael Bond and the slight late arrival of Councillor Chilvers due to work commitments.

- 3.0 **Declaration of Interests** - None declared.

4.0 Minutes:

- 4.1 The 7th July 2015 meeting minutes were approved and signed as a true record.

5.0 Matters Arising from the previous meeting:

- 5.1 Chris Cook was Co-opted to the Council which now had a full complement of seven.
- 5.2 Councillors Cook and Chilvers signed the Declaration of Office forms in the presence of the Clerk. Details of the Co-option would be passed to SCDC and they would be in contact with Councillor Cook to complete other formalities.

- 5.3 As promised Jeff Hallett and Jim Jarvie had cleared the nettles and weeds from both bus shelters and weed killer had been applied by Philip Westrope in order to delay regrowth. Both were now usable at a time when the Council would be starting work on clearing the footpath.
- 5.4 The work had started on clearing and relaying the footpath from Pettistree to Wickham Market. However, it was unsure as to whether this would include the part from Pettistree House which was also in desperate need of clearing. A resident had been in contact regarding a part near Rogues Lane. Jeff Hallett had visited the area and could see the concern, however, a hedge was in place which would help screen the bank. He would respond to the resident.

6.0 Other Pettistree Matters:

- 6.1 The Pettistree draft conservation appraisal had been received. Mike Watts had obtained further copies so each Councillor would be able to study and comment. Mike Watts also had had a preliminary discussion with its author and had noted some inaccuracies. The previous version was in 1990. Some initial points were raised: - has the conservation area boundary changed? Some properties outside of the conservation area, should they be? It was agreed that each Councillor would review and send comments and questions to both the Chair and the Clerk which would be the basis for a report and discussion on the final response to be made. This would be at the Parish Council Meeting on Wednesday 4th November 2015. The Clerk had been contacted by a resident who wished to respond and enquired as to the Councils stance. The Clerk had said it was likely a response from the Council would be made after full discussion and Councillors would welcome input from interested parties.
- 6.2 It was agreed by the Council that it would continue to enter the Newsletter of the Year competition, run by SALC, in which it had so much success previously. The editor agreed to submit the necessary copies and suggestions as to the best two editions to use (current and 69) were made.
- 6.3 Pettistree Parish Council had traditionally supported the East of England Ambulance Service in providing the Ufford first responder. It was agreed to continue this support for another year at £150.

7.0 Planning Matters:

7.1 The agenda stated that there were no planning applications but since publication, DC/15/3494/LBC for replacement sash windows and door to Pettistree Lodge, put forward by Mr and Mrs Signy had been received. In view of the fact that it was not controversial it was agreed to add it and that no objections would be made. The Clerk would sign and reply accordingly.

7.2 Planning approval given for:-

DC/15/1747/FUL by Suffolk Sports Cars Ltd to erect two ancillary buildings for storage of classic vehicles and vehicle parts.

DC/15/2395/TCA to pollard Ash tree to remove dieback and pollard Sycamore to maintain at a manageable size.

It was noted that several Council members also had suffered from Ash dieback which was a continuing problem.

8.0 Finance:

8.1 It was agreed to pay the following Invoices:

Clive Mann - Clerks Expenses to 31/08/2015	£99.00
Sharward Services - Pettistree People June edition	£90.09
Sharward Services - Pettistree People Sept edition	£90.09
Suffolk Coastal District Council - Election Fee	£100.00

Latest Sharward Services invoice received after publication of the agenda but Included.

8.2 The current provider's Insurance renewal had still not been received although the Clerk had been sent a quote from Aon insurance in the sum of £353. It was agreed that when the renewal was to hand the Clerk would e-mail the details to Councillors and providing the amount was not too far removed from last year it would be renewed with CAS (Zurich). The question of whether to commit for a 3 or 5 year period was again raised and a decision would be required at the same time.

9.0 Correspondence:

9.1 Postal correspondence:-

- Community Action Suffolk - Invite to Annual Review and Celebration
- Home Start - Brochure, Annual Report and Accounts
- Coastal Transport Service Ltd - Survey
- Clerk and Councils Direct - September 2015 issue 101 publication
- Aon Insurance - Insurance Quote

92 Email correspondence:-

95 e-mails, including internal communications dealt with by the Clerk and Councillors.

The postal communications were reviewed and discussed. It was agreed not to participate in the Transport survey and the Chair would see if he could attend the Annual Review at Community Action Suffolk.

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 matter of Standing Orders for Parish meetings was raised and the Clerk apologised as he had intended to raise this matter during the Co-option. The model standing orders were available to Councillors on request and Councillor Cook said he would find a copy beneficial.
- 10.2 The problem of footpaths was raised and the Council discussed responsibilities of landowners and the Highways department. The possibility of recreating the position of footpath officer would be put on the forward plan. A map of local footpaths would be sought and it was thought that our local walks leaflet may provide many of the details.
- 10.3 The Featherbroom Gardens housing development had initially been shown as having tree screening on the boundary with Pettistree. The planning documents would be checked to see if this was the case and if so when it would be done.
- 10.4 The Chair would seek an update on the new website.

11.0 Dates for future meetings:

Wednesday 4th November 2015 Pettistree Parish Council Meeting in the Parish Room at 7.30 p.m.
Wednesday 3rd February 2016 Pettistree Parish Council Meeting in the Parish Room at 7.30 p.m.

The meeting closed at 9 p.m.

Signed: -Dated: