

## MINUTES OF A MEETING OF PETTISTREE PARISH COUNCIL HELD ON 7<sup>TH</sup> FEBRUARY 2017 IN THE PARISH ROOM AT 7.30 PM

Councillors present: Mr Jeff Hallett (Chair), Mr Mike Watts, Mr Chris Cook, Mr Terry Rowles (Vice Chair).

In attendance:

Mr Mark Amoss, Mr Michael Bond

### 1.0 Public Forum

1.1 In line with the new police strategy no police were in attendance and no report had been received.

Mr M Amoss — District Councillor emailed a briefing in respect of local and district interest in case he was unable to attend the meeting.

Implementation of Civil Parking Enforcement in East Suffolk — SCDC looking to take over enforcement with approx. £1m setup costs. Norse to take over the duties and there is potentially a deficit with proposals to possibly increase the on street and car parking charges. There are expected to be 5-6 CEO's for whole of SCDC to start with and take several months to implement. An application for an Enabling grant has been submitted on behalf of Pettistree to provide funds for replacement of the Notice Board, Provide a framed footpath Map and cleaning of the village signs and signpost.

Mr M Bond - County Councillor — Elections are to be held early May and with currently only a majority of one or two at meetings, there are expected to be several new faces. He will be leaving the Council after many years and having spent the locality Budget which included restoration of the George at Wickham Market and prevention of road flooding. The latter has taken eight years to get done and the roads treated. There is the adult Care problem facing the Council and leading to increase surcharge in Council tax. Education — Council about to borrow money to build schools. Things are very uncertain as more than 1000 new obligations on the County Council. County Council spending £8m on concession Bus fares and rate support grant soon to disappear.

Closure of Public Forum and commencement of Parish Council Meeting

2.0 Welcome and Apologies - The Chair welcomed those present. Apologies had been received from Mr Philip Westrope, Mrs Mary Chilvers, Mr Steve Hind,

3.0 Declaration of Interests - None declared.

### 4.0 Minutes:

4.1 The minutes of 1<sup>st</sup> November 2016 and 30<sup>th</sup> November 2016 meetings were approved, with following amendment, 6.4 amend SCDC to NALC. These were then signed as a true record.

### 5.0 Matters Arising from the previous meeting:

5.1 Japanese Knotweed No invoice received and JH to visibly check on situation.

5.2 Pot Holes in Pettistree Some holes filled in but many still to do. There is a schedule of work so will only fill in those being advised and not deviate.

5.3 Hedge cutting This has been done in the last few weeks.

5.4 Emergency Planning JH stated that only one more number to sort. (Prior to typing up these minutes this has been completed and full list forwarded to the Emergency Planning Officer)

5.5 Siting of the framed 1904 village map It was thought that a note should be made on the back of

the map that this was the Parish Council property. It was suggested that we should also have a current map fixed alongside for comparison. The Chairman would arrange this.

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5.6. Access to the District Councillors' Enabling Communities Budget Scheme for Village events and repair of the notice board. Cllr Amoss with assistance of JH has now completed as stated in 1.1 above. The repair of the Notice Board is in hand.

5.7. Footpath access and maintenance The replacement and upkeep of stiles is urgently required and was suggested that the stiles be changed for gates. The Parish Clerk to write to the Highways to see if they can address the problem and to state that they could be dangerous and a liability.

5.8. Broadband upgrade and siting of the cabinet in the village green area BT had promised it should be completed by the start of 2017 but nothing done. Cllr Amoss suggested should approach Vodaphone for wireless Broadband up to 30M sec. He would also try to get more information on the upgrade from BT Openreach.

5.9 New assistant Editor for Pettistree People There has still been no response to fill the vacancy for this position.

5.10 Website Host being transferred on 1<sup>st</sup> November 2016 No change so will not chase. 5.11 Deposit Historic records with Suffolk Record Office for safe keeping. Done and receipt received acknowledging contents as stated.

5.12 Data Protection Discussed and decided that not required

5.13 Laptop and printer / Scanner now in place Laptop updated with previous years accounts and Firewall

5.14 Bank Mandate Form completed to enable Parish Clerk to obtain Bank statements.

5.15 Litter Collection Not required to be done this year

5.16 Preparation for winter weather Highways replied on 7.02.2017 to advise list of bins on their records. One missing and Parish clerk to advise details to Highways.

5.17 Update on Extraordinary Meeting Held on 30.1 1.16 regards redevelopment of Three Tuns. JH received new plan and advised latest email from P.Wells stated to retain main building and build 7 new dwellings and not 10. Still to address issues on, Trees, Knotweed and noise. Awaiting further news. Pettistree does not have a Neighbourhood Plan as thought costly in time and money. Cllr Amoss suggested that budget to assist and better to have one as it could assist in Planning and development. The Plan should state No development in accordance with SCDC development Plan. JH to look at. Parish Clerk to see if a draft is available. Cllr Amoss will obtain one if required.

5.18 Extra Road sign for Village Hall C Cook stated that Jim Jarvie had received a quote for two boards, further discussion this week. The Village Hall would look to pay

5.19 Internal Auditor The previous Auditor Brian Salter had agreed to undertake the services again this year for €25. 00

Cllr Mark Amoss and Mr Terry Rowles left the meeting at 8.44pm

#### 6.0 Other Pettistree Matters

6.1 Insurance updated with Laptop, amendments and refund received due to deletion of Mower  
6.2 Confirm dates of Meetings scheduled in May 2017 and July Meeting After discussion is was decided to hold the Meetings on Tuesday 25<sup>th</sup> and Thursday 27<sup>th</sup> April. C. Cook will confirm if Village Hall will be available for the latter date for Annual Parish meeting. . (Prior to typing up these minutes, C. Cook has advised that the Village Hall is available and booked)

6.3 Sizewell — Any action to take or discuss. JH attended meeting and voiced concern over the proposed car park near Wickham Market for 900 vehicles, with the possibility that to

avoid congestion vehicles could use Pettistree as alternative route. Also that there appeared to be poor control on lorries leaving the site and for lorries parking up to access the site.

- 6.4 Update of Website Parish Clerk to contact Chris Garner with updates for the website
- 6.5 VAT Reclaimed Reclaim form has been submitted and expect to receive refund before end of Financial year
- 6.6 Agenda for and confirm the date of the Annual Parish meeting As in 6.2 above with Agenda similar to last year.
- 6.7 Grass cutting by resident confirmed covered by our Insurance Noted for future

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- 6.8 Thurstons Farm for B&B, camping and events Near Saxmundham, noted but no action
- 6.9 Maureen Stollery still signatory on Bank Parish Clerk to seek form to remove
- 6.10 Risk Assessments Discussed any Financial risk, The trees and property owned by the Council which included Seats, Bus Shelter, Signs, Grit Bins, Notice Boards.  
Current accounts and Budget had been submitted to all Councillors. Being a small Village, the Councillors regularly walk around the Village and should be aware of any damage to Council property and trees.

### 7.0 Planning Matters:

- 7.1 Planning applications received  
DC/ 1 6/4 107/FUL R Hayward & Son Whitehouse Farm Lean to workshop -Permitted  
DC/ 16/4109/FUL R Hayward & Son Whitehouse farm Agriculture Building A- Permitted  
DC/ 16/41 1 1 /FUL R Hayward & Son Whitehouse Farm Agriculture Building B- Permitted

JH had received email from Notcutts stating that proposal to expand the area for retail sales.

### 8.0 Finance:

- 8.1 Parish Council Accounts paid and cheques written for:
 

Pettistree Parish Clerk - Laptop, Software and Scanner €717.89 Paid (Net amount to be reclaimed from NALC under Transparency Code, VAT to be reclaimed, with €60 setup costs to be paid by the council)		
Sharward services Ltd	€90.48	Paid
Clive Mann-Previous Parish clerk postage and expenses	€1 0.00	
Pettistree Parochial Church Council for Electric used for Council Meetings		€1
K. Bridges Pettistree Parish Clerk Remuneration and Expenses	€658.03	00.00
M. Watts Pettistree people Expenses for 2016	€92.90	
B. Salter— Auditor Cheque presigned pending completion of Audit	€25. 00	
Suffolk Accident rescue service Donation	€50.00	
- 8.2 VAT reclaimed for €1 51.50 To be received  
Insurance reclaim €7.97  
NALC Refunded €548.25

### 9.0 Correspondence:

9.1 Postal and Email correspondence:- There were many emails and any of possible relevance had been forwarded to the Councillors. Police Connect survey given to M. Watts for completion.

This should be the Parish's last year for External Audit. Thereafter only Internal Audit would be required.

9.2 The Chairman reported that there would be a national celebration of the end of WWI on Sunday 11.11.2018 and he thought this would be a good opportunity for a village celebration similar to the Queen's 90<sup>th</sup> birthday.

- 9.3 €50 Donation to Suffolk Accident Rescue Service agreed.

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

10.1 Pettistree People printing. Email forwarded from Parish Clerk to the Editor, M. Watts, regarding printing of the Parish Magazine. M. Watts had contacted the Company and received a competitive quote. It was decided to use the new Company for the next issue which should save on printing costs.

11.0 Dates for future meetings:

Tuesday	25 <sup>11</sup> April 2017	AGM (Annual Parish Council Meeting) at 7.30 p.m.
Tuesday	25 <sup>th</sup> April 2017	Parish Council Meeting at 7.45 p.m.
Thursday	27 <sup>th</sup> April 2017	Annual Parish Meeting at 7.30 p.m. in Village Hall
Tuesday	1 8 <sup>th</sup> July 2017	Parish Council Meeting at 7.30 p.m.

The meeting closed at 9.40 pm.

Signed: .....Dated: .....

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