



Unapproved Minutes of the Pettistree Parish Council meeting held in the Parish Room on 11 November 2021

Parish Councillors: Jeff Hallett (Chair) Sue Jones (Vice Chair) Mary Chilvers, James Clarke
District and County councillors were unable to attend.

1. **Apologies for Absence:** Philip Westrope, Chris Cook, James Hayward, Alexander Nicoll and Carol Poulter. Mike Watts had been unwell and unable to attend.
2. **Declarations of Interest and Requests for Dispensation:** None received.
3. **No members of the Public were present.**
4. **Approval of minutes:** Those for the two combined meetings on 21 September 2021 were agreed to be signed by Chair. Those for 9 September were agreed and will be an agenda item to be signed at the next meeting.
5. **Matters Arising:**
 - 5.1 It was agreed that Councillor Jones be the Meeting Clerk as per Local Government Act 1972 Section 112 (5).
 - 5.2 Chair reflected the council's regret at the death on 12 October of Rod Caird, our Parish Clerk. A minute's silence was observed. Council agreed that a donation of £100 would be made to the family's chosen charity of the Scottish Schools Pipes and Drums Trust.
 - 5.3 **Declarations of interest and requests for dispensation:** none made.
 - 5.4 A written report was received from District Councillor Carol Poulter.
 - 5.5 **Recruitment of new Parish Clerk:** Chair had approached two local parish clerks but they were unable to take on another parish. An advertisement had been placed with SALC. Councillor Jones offered to check whether an online recruitment agency would be a useful addition to the effort. It was agreed that a clerk without qualifications would be acceptable if they were willing to work towards a qualification.
6. **A Contingency Plan:** It was agreed this would be developed to ensure transfer of information from Clerk to Council would be easier in the future. Henley Parish Council and Rod's family had been very helpful in transferring files but passwords etc needed to

be accessible to at least one other person. A Plan will be circulated for comment. Chair has now obtained passwords, e-files, recent paper files, and cheque books. Archives are in a lock-up which has still to be opened. Council will retain 3 years of files and transfer the rest of the archive to Ipswich Archives as advised by SALC. We may have to buy a parish laptop (so that all parish work is done on this and not a personal computer).

7 To consider planning issues:

Appeal related to land next to Newstead is ongoing.

8 Report progress on:

8.1 The Speed Indicator Device (SID): James Clarke reported that the device was still with the manufacturer having developed a fault. It was due back 'any day'. Despite the problem it had been generating detailed and useful information. A third bracket would be ordered.

8.2 Replacement of marquee: Council would order a new marquee when the firm started exporting again in January 2022.

8.3 The 2020/21 internal audit conducted by SALC: Cllr Jones had checked what was left to do here, Rod Caird had completed most tasks and the rest would be dealt with in due course.

8.4 The Quiet Lanes application: James Clarke reported that the application had been lodged with Suffolk Highways and was now awaiting approval.

8.5 Parish boundary change: Chair reported no movement on the necessary petition by Wickham Market PC. Cllr Jones would now contact ESC to find out how Pettistree could raise a petition

8.6 Wickham Market traffic management plan: Noted that the Chair and others had responded to the consultation.

8.7 Salt reserves for Winter: Cllr Chilvers and James Clarke offered to check the 6 bins and alert Suffolk Highways if top ups were needed.

8.8 Footpaths: It was agreed that a volunteer village working group might take on improvements where necessary next Spring.

9 The Festival of Suffolk 2022: Village groups and individuals were making plans for the four days of celebrations. The Woodlands Trust is offering packs of trees and hedging if land can be found for planting.

10 Financial report and payments due: Chair reported that the only payment to be made was an outstanding £47 for the Clerk's salary.

11 **Annual Budget and Precept:** Information had to be with the ESC by February 2022 and we have been advised that the precept should be raised by a recommended percentage. Cllr Jones agreed to find out how this should be progressed. Council went through the 2020/1 Budget to assess what would be needed for 2022/3 (see Annex).

12 Council agreed the addition of Cllr Jones as a bank signatory and the Chair will now change the mandate with Barclays.

13 Correspondence and matters to be brought to the attention of the Parish Council:

13.1 Chair raised the possibility of a District Council grant for the proposed bike shelter at the village hall. He would discuss with Jim Jarvie.

13.2 It was agreed that a defibrillator would be a useful addition to the village. Chair would pursue this.

13.3 There was some discussion about what to do with the money due from the development of the SolarPark in Loudham. One idea was to buy land for additional parking. Cllr Jones requested that a village meeting be held when council approval had been given for the SolarPark.

Date of next meeting. Wed. 16th Feb 2022

Signed..... Dated.....

Jeffrey Hallett, Chair

Annex

2022/3 Budget

Clerk's pay	£1600 (minimum)
Training	£100
Expenses	£150
Insurance	£300
SALC sub	£150
Grass cutting/green maintenance	£250
Audit/accounts	£200
Data Protection	£35
Laptop	£?
Website	£60
Section 137 grants	£150
Repairs	£200
<i>Pettistree People</i>	£400
Election	£100
General village maintenance	£250
TOTAL	£3945