

Pettistree Parish Council



Chair, Councillor Sue Jones
Holmleigh
The Street, PETTISTREE
Suffolk IP13 0HU

Parish Clerk, Vacant
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APPROVED MINUTES OF THE MEETING OF PETTISTREE PARISH COUNCIL.

Held on 21st June 2022 at 1930 in the Parish Room

- 1. Present from the Council**
Susan Jones (Chair), Jeff Hallett (Vice-Chair), Chris Cook, Mike Watts, James Hayward,
- 2. Apologies and Approvals for absence**
Philip Westrope (health), Mary Chilvers (timing)
- 3. Proposal that Councillor Hallett be the Meeting Clerk** as per Local Government Act 1972 Section 112 (5). This was agreed unanimously.
- 4. Public Attendance and Open Public Session:** Resident David Clarke explained his concern about the planning application (DC/19/3826) made by the new tenant of part of the old SS Cars site on The Street next door to his property. The application requested abolition of the restrictions on hours of business but he wanted any decision on hours of work to be such that they would not intrude on evenings, nights and weekends. Ideally, they should apply to all premises let on that site. He was thanked for his explanation and assured that the Parish Council would debate this later in the meeting under 10.2. He was welcome to stay and listen.
- 5. Declarations of Interest in items on the agenda**
Cllr. Hallett said that he would not be commenting on 9.14.
- 6. Reports from District and County Councillors**
District Cllr. Poulter had sent a nine-page report about general matters in the district but also explained items of more local interest.
 - 6.1** A hardship fund had been set up with £1000 from the locality budget of each District Councillor. The details of how it would be used to alleviate financial hardship in the community had not yet been established.
 - 6.2** She noted that Pettistree Parish Council had not opposed the planning application for the Solar Farm at Park Farm. She said that Wickham Market PC would be objecting on aesthetic grounds.
 - 6.3** The footpath next to the Church in Wickham Market had fallen into disrepair but it had now been established that it was on land owned by a housing association and it was now being cleared and repaired.
 - 6.4** She was trying to help Wickham Market, Marlesford and Little Glemham mitigate the EDF proposals for the Sizewell C construction Park-and-Ride.
 - 6.5** As Chair of the Local Community Partnership she was promoting premises and facilities in Wickham Market for the young to reduce the incidence of unruly behaviour.
 - 6.6** She invited Pettistree PC to nominate a representative on her committee. This will be confirmed at a later meeting.
 - 6.7** She recommended that Pettistree should look again at developing a Neighbourhood Plan. This will be an agenda item for the next meeting.

7. **Approve Minutes of the Parish Council meeting (AGM) of 24 May 2022**
These were approved unanimously and signed by the Chair.
8. **To receive any changes to Members' interests.** None declared.
9. **Finance & Legal Matters**
- 9.1 Review & Approval of the Internal Audit Report (2021/22)
The internal Audit Report was reviewed and approved unanimously. The RFO will be preparing a detailed report on how to comply with the recommendations.
- 9.2 Effectiveness of Internal Audit & Appointment of Internal Auditor (2022/23)
The meeting reviewed its own mechanisms on the effectiveness of its controls with the expert advice of the RFO. The meeting agreed unanimously that the audit had been conducted satisfactorily, the scope of the work had been acceptable, the auditor had been independent and had full access to the Council's financial records. It was agreed the same internal auditor (i.e. SALC) should be appointed for 2022/23.
- 9.3 Review & Approval of the Receipts & Payments (2021/22)
The documents detailing receipts and payments correlated with the other available documents such as bank statements, so this was approved unanimously. In future the RFO will prepare records that are easier to follow and cross-check
- 9.4 Review & Approval of the Bank Reconciliation (2021/22)
The meeting approved the End-of Year Bank Reconciliation unanimously but noted that in future the RFO would prepare a quarterly report of bank reconciliation to ensure closer control of finances.
- 9.5 Review & Approval of the Statement of Accounts (2021/22)
The information available to the recently appointed RFO had been sparse but he would ensure that more detail would be available for next year. The description of Reserves had been unclear. It was noted that the value of the reserves should not exceed the value of the precept. If sums in excess of this were included, then the reason for this, such as late arrival of invoices, would be explained.
The Statement of Accounts was accepted as it stands for the year in question.
- 9.6 Review & Approval of AGAR Annual Governance Statement (2021/22)
The Annual Governance Statement was reviewed by councillors before and during the meeting. The positive and negative responses on the form (P5 of 6) were discussed with the RFO who is planning the necessary procedures to ensure that future statements can be answered positively. The document was signed by the Clerk for the meeting and the Chair.
- 9.7 Review & Approval of AGAR Explanation of Negative Responses (2021/22)
The meeting reviewed the document prepared by the RFO (Explanation of Negative Responses) and approved unanimously the document and its recommendations for the future conduct of the financial affairs of Pettistree Parish Council
- 9.8 Review & Approval of AGAR Accounting Statements (2021/22)
The meeting reviewed this document (P6of 6) that had been completed by the RFO and approved it unanimously. The document was signed by the Chair.
- 9.9 Review & Approval of AGAR Explanation of Variances (2021/22)
This document was reviewed by the meeting/. It highlights the differences of expenditure between years ending 31.03.21 and 31.03.22 on the same categories. The differences are explained by the

document Explanations of Variances that has been completed by the RFO. The meeting approved the documents unanimously.

9.10 Review & Approval of AGAR Certificate of Exemption (2021/22)

The councillors agreed that the accounts of Pettistree Parish Council do not require formal review because neither income nor expenditure exceeds the qualifying total of £25,000. The Council approved the submission of the document and this was signed by the Chair.

9.11 Review & Approval of the Notice of Public Rights (2021/22)

The meeting agreed unanimously that the notice of Public Rights (when the accounts can be inspected by the public) should be published on the noticeboard and the website from 27th June 2022 until 5th AUGUST 2022.

To authorise payments

9.12 Councillors agreed unanimously that Maggie Hallett should be reimbursed for the cost of the Platinum Jubilee brasses given to the children of Pettistree. Total cost: £150.00.

9.13 Councillors agreed unanimously that Maggie Hallett should be reimbursed for the cost of a leather-mounted Platinum Jubilee brass, a gift to the Queen from Pettistree. Total cost: £17.56 with postage.

9.14 Replacement of camera flashlight:

The Chair reported that Cllr Watts wanted to know if he could claim under the Council's insurance for the new replacement cost of his camera flashlight that had been irreparably damaged on the evening of 2nd June. He had been asked to take photographs for Platinum Jubilee events. While driving to the Jubilee beacon/bonfire he braked his car suddenly and the camera with flashlight fell off the passenger seat and into the footwell.

It was pointed out that a claim could not be made under the Council's insurance because the flashlight was not Council property. Councillors (excluding Cllr Hallett and Cllr Watts) agreed that the Council should not cover the full cost of replacement but that a contribution of £50 could be made in respect of the work undertaken by Cllr Watts for *Pettistree People*. Cllr Watts was advised to claim under his house insurance. Cllr Watts acknowledged the decision of the Council but has still to indicate whether a contribution of £50 would be acceptable to him.

10. Planning Matters

10.1 Hopkins Homes' plans for boundary landscaping:

Cllr Hallett and Chair reported that they had been contacted by Anne Westover, who is an authority on tree and bush planting, because the planting plan for the new development adjacent to Wickham Gate included plants that were known not to thrive in that sort of area. East Suffolk Council has apparently already approved the planting plan but it is hoped that Hopkins Homes can still be persuaded to use a better planting selection.

10.2 DC/19/3826 Removal of Condition 4 (attached to change of use from class D2 to B1) working hours restriction.

This item continued the discussion with David Clarke in the public session.

The meeting agreed that the PC would object to removal of all existing restrictions on hours of work and to the "occasional" visits by management out of hours. The meeting agreed that reasonable working hours were from 0800 to 1730 from Mon.to Fri. and 0930 to 1330 on Sat. This application only refers to one tenant, Suffolk Cleaners Ltd (Holiday Lettings), but it was agreed that the other three possible tenants should have the same hours restrictions if the matter arises.

11. Update on outstanding Council matters

11.1 Assets Register: residual matters (post and rail fence)

No documentation had been produced, but discussions with long-standing residents had established that the fence around Presmere Pond was not the property of the Hiltons but had been set up by the Parish Council many years ago (at least 50). Since some of the footings of the

concrete posts have become unsafe it was agreed that quotes for repair should be obtained by the Parish Council.

11.2 Parish Council Clerk vacancy:

Chair reported that the post had been re-advertised with SALC and in Pettistree People but there had been no response.

11.3 Quiet Lane signage issue:

James Clarke (Highways Manager) did not attend the meeting and had not sent a report. Cllr Hallett pointed out that an e-mail had been sent to him on 20.06.22 setting out the steps that were required for Wave 4 parishes, including Pettistree, for the next formal consultation.

11.4 Solar Farm Community Benefit Fund:

Chair reported that there had been no progress with the Solar Farm or the Community Benefit contribution. Planning permission has not yet been granted.

11.5 Boundary change consultation:

Chair reported that East Suffolk Council (ESC) has recommended that the parish boundary should be moved to encompass the new Hopkins Homes development and only that area. This clearly shown on their map/diagram of what they call "Wickham Gate Development" on Map 6. A formal consultation is now under way by ESC.

12. Dates of future meetings:

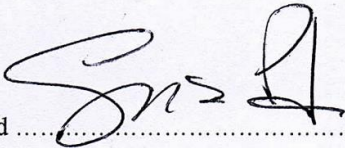
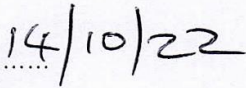
No meeting in July

Thursday 8th September 2022

Thursday 10th November 2022

TBD January/February 2023

The meeting closed at 9.10 PM.

Signed  Dated 
Chair, Susan P Jones