



Chair, Councillor Sue Jones
Holmleigh
The Street, PETTISTREE
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Parish Clerk, Vacant
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APPROVED MINUTES OF THE MEETING OF PETTISTREE PARISH COUNCIL.

Held on 22nd November 2022 at 7.00 PM in the Village Hall

1. Present from the Council

Susan Jones (Chair), Jeff Hallett (Vice-Chair), Mary Chilvers, Tom Over.

In Attendance

District Councillor Carol Poulter
Simon Ashton (RFO)

2. Apologies for absence

James Hayward, James Clarke

3. Proposal that Councillor Hallett be the Meeting Clerk as per Local Government Act 1972 Section 112 (5). This was agreed unanimously

4. Co-option of parish councillor

Tom Over was co-opted as a parish councillor and he signed his declaration,

5. Public Attendance and Open Public Session:

Olivia Smith attended the whole meeting but did not comment.

6. Declarations of Interest in items on the agenda

Tom Over explained that he worked at Westrope Farms and therefore had an interest in the Solar Farm site at Loudham.

7. To receive any changes in Members' interests

None

8. Reports from District and County Councillors

District Councillor Poulter had circulated her written report. She reviewed this briefly and then went on to comment on the Wickham Market local plan and commended such an exercise to Pettistree as a means of gaining protection from future extensive unwanted developments. She described the way that the East Suffolk Community partnership could provide funds to help people in the current financial upheaval with rising costs. (Including hot food in "warming areas".) She reported that the Boundary Commission had published its decision that Pettistree should be moved into Central Suffolk with Dan Poulter as its MP. An update on the Solar Farm was that Cllr Poulter would be 'neutral'. A decision on the planning application was not expected until 2023.

She assisted with all discussions for the rest of the meeting.

9. Approval of Minutes of the Parish Council meeting of 14th October 2022

The minutes were approved by a unanimous vote and signed by the Chair.

10. Matters Arising from the Minutes

10.1 The Chair reported that the Planning Enforcement Team were still investigating breaches of working hours and other restrictions at the old SS Car Works site. (Out of hours traffic, noise, and unagreed uses.) Cllr. Poulter said that she would also raise the matter with the planners.

10.2 Recruitment of clerk.

No applications had been received. The meeting agreed unanimously that Chair should now offer increased hours and payment on the same terms as the RFO.

11. Finance & Legal Matters (votes)

11.1 Bank Account Balances (£14,422.32 & £2,415.75) (31 October 2022)

The bank balances were noted and the the bank reconciliation was approved unanimously.

The meeting agreed that the Barclays Business Premium Account should now be used to house a General Reserve consisting of the CIL money (£11,721.64), and the Community Fund Account (£379.39).

The £2,415.75 would be transferred into the Barclays Community Account. Two councillors signed the Bank Reconciliation document, and it was agreed that an easier and more transparent method of confirming the veracity of reconciliation documents was needed.

11.2 Receipt of Bank Account Interest (£0.18) (6 June 2022). Noted.

11.3 Receipt of Bank Account Interest (£0.74) (5 September 2022) Noted.

11.4 Receipt of CIL Receipt (£11,721.64) (21 October 2022). Noted

11.5 Receipt of Community Funds (£379.39) (7 November 2022). Noted

11.6 Receipts & Payments Budget Reports (31 October 2022).

These reports were reviewed and agreed

11.7 Bank Reconciliation (31 October 2022)

See 11.1 above.

11.8 Authorisation of Payments

Authorisation of Payments at Council Meeting on 22 November 2022

No	Payee	Amount Category (£)	Details	Amount (£)
16	S E J Ashton	290.69 Staff Salaries	Basic Hours (2.30hr/wk @ £15.163/hr Gross) Net Pay (Nov 22)	253.89
		Staff Expenses	(14 Oct 22) Council Meeting: Mileage Costs (24m @ 45p/m)	10.80
		Office Expenses	HMRC Monthly Working From Home Payment (£26/m) (Nov 22)	26.00
17	C J Cook	605.00 Section 137 Payments	Reimbursement for Purchase of new Bench	605.00
18	C Garner	172.22 Professional Fees	Reimbursement for Domain Name (Dec 21 - Dec 22)	14.39
			Reimbursement for Web Hosting (Dec 21 - Dec 22)	71.86
			Reimbursement for Web Hosting (Dec 22 - Dec 25)	85.97
19	O Smith	200.00 Grass Cutting	Village Green (2022)	200.00
Total				1,267.91

The above amounts were agreed, and cheques were signed.

11.9 Budget, Precept & Reserves (2023/24)

The meeting agreed that the current precept would not be sufficient to meet the projected running costs of the Parish Council and the Precept for 2023/24 should be increased to £3,812 from £2,542. This would still represent a relatively small contribution from each household.

The figures in the rest of the draft budget were also approved unanimously.

The meeting agreed unanimously with the proposal by the Chair that a General Reserve should be established and for the coming year it should amount to 50% of our precept amount, although 100% would be acceptable for accounting purposes. (See 12.1)

11.10 CIL money: background paper

This had been circulated to councillors with the agenda. Its content was noted including the obligations of its use and the formalities and procedures to be followed.

12. Internal Audit Actions

- 12.1 Background paper: Actions List
 Actions required from the Internal Audit with agreed responsibilities held by individual councillors had been circulated by the Chair but needed further discussion.
 The Pettistree Financial Regulations 2022-23 had been circulated to councillors and was approved unanimously by those present.
- 12.2 Background paper: Draft Risk Register
 A draft had been circulated for comment. This item was postponed to a later meeting when it was hoped that more councillors could be present.
- 12.3 Division of responsibilities:
 This item was postponed to a later meeting when it was hoped that more councillors could be present.

13. Planning Matters

Awaiting decision

DC/22/4076/FUL	Replacement of metal fence at The Laurels
DC/22/4312/FUL	Variations on design of house on land adjacent to Scotts Hall A new plan for the house and grounds has been submitted.
DC/22/2716/FUL	Erection of two-storey 4-bedroom house on land south of Scotts Hall, Presmere Road
DC/22/3149 - DC/22/3150/LBC	Extensions and alterations to The Laurels
DC/21/5550/FUL	Solar Park at Loudham This document was not discussed because Cllr Poulter was able to inform the meeting that work was not progressing on the application pending the outcome of further archaeological and ecological surveys. The applicant has requested an extension of time until the end April 2023 to give time to fully address outstanding matters.
DC/22/4008/P3R	Change of use of an agricultural building at Whitehouse Farm to commercial use (storage)
DC/20/3264/FUL DC/20/3264/FUL	Hopkins homes development changes to conditions for hard and soft landscape and off-site highway works

The acting clerk was assured by the meeting that there was no desire to comment or object formally about any of the outstanding applications.

14. Neighbourhood Plan

A background paper had been issued by the Chair who noted that it would require full commitment from the council. A decision was deferred to enable discussion by the full council.

15. Roads

- 15.1 SID report:
 Cllr Clarke was not present so there could be no discussion.
- 15.2 Quiet Lanes. Cllr Clarke was not present so there could be no discussion.

- 16. Parking on the village green:** Chair reported seeing a very large HGV parked on the Village Green. "Kindwater" had been contacted and agreed that they have some responsibility for the actions of HGVs visiting their premises. They would take up the matter with their delivery drivers.
- 17. HGV movements through village.** It was the impression of the Chair and other villagers that the size and frequency of HGVs passing through the village was increasing with consequent damage to the verges, the Green and posed a safety risk to pedestrians. There are likely to be further increases when building starts on the Sizewell C site. Even though Sizewell lorries will be monitored and banned from our small lanes, there will be nothing to stop non-Sizewell lorries from using our lanes as "rat runs". The meeting agreed with Cllr Poulter's suggestion that we should again raise our concerns with County Councillor Nicoll.

18. Footpaths

A very clear Footpaths Report had been submitted by Judy Steventon, and this was welcomed by the meeting. She has already reported the problems that she has identified to the highways authority. She will be thanked for her work.

19. "County Broadband"

The Chair reported that this company is hoping to supply "full-fibre" broadband to homes in Wickham Market but have not yet received their requisite 20% of homes pre-orders. They are now hoping to include Pettistree and would like to meet with the Parish Council. The meeting agreed that a meeting with County Broadband would be acceptable.

20. Dates of future meetings

- Tuesday 31 January 2023
- Tuesday 21 March 2023 (proposed)
- Tuesday 18 April 2023 Annual Parish Meeting (proposed)
- Thursday 11 May 2023 AGM (proposed)

The meeting closed at 8.15pm

Signed by Chair on 31.01.23

Signed.....date.....
Chair, Susan P Jones