



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, 31 January 2023 at 7pm in the Parish Room**

1. Present from the Council

Susan Jones (Chair), Jeff Hallett (Vice-Chair), Mary Chilvers, Tom Over, Chris Cook, James Hayward, James Clark.

In Attendance

Simon Ashton (RFO)

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

3. Apologies for absence
C.Cllr. Alexander Nicoll

4. Co-option of parish councillor
James Clarke 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
James Hayward explained that his family farm is the landowner where the community tree planting in item 20 is taking place. No financial implication.

7. To receive any changes in Members' interests
None

8. Reports from District and County Councillors
None

9. Approval of Minutes of the Parish Council meeting of 22nd November 2022.
The minutes were approved by a unanimous vote and signed by the Chair.

10. Matters Arising from the Minutes

10.1 Responsibilities of councillors. These were outlined on a separate sheet and confirmed as:-

Chair	Jones
Vice Chair	Hallett
Minute taker (if no clerk)	Hallett
Financial matters	RFO
Internal controls and compliance.	RFO
Planning and applications.	Over
Roads.	Clarke
Village maintenance	Cook
IT matters	Hayward
SALC Rep.	Jones

Sue Jones
23/3/23

Safeguarding	Chilvers
Footpaths	Steventon
PC Delivery overview	Jones
Conservation area and listed buildings	All Councillors
Landscape and tree warden	Hayward
Village Hall Rep.	Cook

10.2 CIL infrastructure Plan: Cllr Hayward explained that CIL monies from the Wickham Gate development, and the money that may be received if the Solar Farm goes ahead should be considered together as they are designated for infrastructure use and other community benefits. It could also be used if a suitable joint project is suggested by Wickham Market PC to help the new estate residents.

It will be important to find out the wishes of Pettistree residents if they have any suggestions for suitable community projects. This will be an agenda item for the Annual Parish Meeting and Cllr Hayward will prepare a discussion paper to be circulated beforehand.

10.3 Policy on Reserves. Cllr Hayward had circulated a document before the meeting explaining the need for a policy to ensure that there were sufficient financial reserves to meet the needs of the Council. There is no specified level for reserves. There are two types, **earmarked**, for known or predicted liabilities, and **general**, that do not have restrictions on their use and are used to smooth unexpected variations in cash flows. The need for a policy was agreed unanimously, as was basing the total reserve on the average spend over the preceding five years, and not just the size of the precept. The amount should be set at the same time as the precept is decided. (Usually the November meeting).

11. Finance & Legal Matters (votes)

11.1 Mandate changes: Chair reported that mandate changes were at last complete with Barclays. The signatories are now Jones, Hallett, Chilvers and Cook

11.2 Bank Account Balances were reported (£13,889.80 & £2,417.10) (31 December 2022)

11.3 Receipt of Bank Account Interest was noted (£1.35) (5 December 2022)

11.4 Receipt of Donations from Parishioners was noted (£410.00) (8 December 2022)

11.5 Receipts & Payments Budget Reports (31 December 2022)

These had been circulated before the meeting. They were reviewed and agreed unanimously

11.6 Bank Reconciliation (31 December 2022). This was approved unanimously. Chair reported that after some transfers between the accounts (as discussed in 11.1 of the previous meeting) the balances on the day of this meeting were:-

Current account £ 4,061.95

Reserve account £12,101.03

11.7 Authorisation of Payments

SEE BELOW



Pettistree Parish Council

Authorisation of Payments at Council Meeting on 31 January 2023

No	Payee	Amount Category (£)	Details	Amount (£)
20	Parish Magazine Printing Paid on 5 Jan 23	95.73 Newsletter	Newsletter Costs (Nov 22)	95.73
21	C Garner Paid on 5 Jan 23	14.39 Professional Fees	Reimbursement for Domain Name (Dec 22 - Dec 23)	14.39
22	S E J Ashton	498.43 Staff Salaries	Basic Hours (2.30hr/wk @ £15.163/hr Gross) Net Pay (Dec 22)	151.09
			Basic Hours (2.30hr/wk @ £16.163/hr Gross) Net Pay (Jan 23)	271.31
		Staff Expenses	(22 Nov 22) Council Meeting: Mileage Costs (24m @ 45p/m)	10.80
			(5 Jan 23) Cheque Signatures: Mileage Costs (24m @ 45p/m)	10.80
		Office Expenses	HMRC Monthly Working From Home Payment (£26/m) (Dec 22)	26.00
			HMRC Monthly Working From Home Payment (£26/m) (Jan 23)	26.00
			(5 Jan 23) Postage: Stamps	0.95
			(10 Jan 23) Stationery: Ream of Paper	1.48
Total				608.55
Approved by			Date	
Approved by			Date	

11.8 Review of Internal Controls Checklist & Lead Appointment

The RFO is updating a commonly used template for the steps that the RFO and Council will need to take. When complete, he and one councillor (lead) will check it before use. Tom Over volunteered

- 11.9 Proposed change of bank: Chair reported many months of difficulty communicating with Barclays over the change of mandate and other matters. Other councillors also described problems working with Barclays so it was decided to investigate whether Lloyds Bank would accept transfer of our (small value) accounts. No decision to change has been made yet.

12. Internal Audit Actions

An Action list was tabled and can be summarised as :-

Financial regulations	Jones	Done
Reserves Policy	Hayward	Agreed
Risk Register	Jones	March meeting
Internal Controls	RFO/Over	Agreed
GDPR Compliance	Clarke	Agreed
Documents for website	Jones/RFO	In process
Secure e-mail system	Hayward	In process
Accessibility of website	Jones	In process
Freedom of Information	Jones	Pending
Certificate of Exemption	RFO/Hallett	Done
Approved minutes on website	Hallett	Done
Mandate change at bank	Jones	Done
Infrastructure projects	Hayward	In process
Quiet Lanes	Clarke	Done.

13. Administrative Matters

13.1 Gov.UK email address: Cllr Hayward is investigating the cost (Probably £100 p.a.) and the number of addresses this allows. This is to avoid the need to use our personal e-mail addresses and because we cannot send messages from clerk@pettistreesuffolk.org.uk

13.2 Internet access for meetings: Cllr Hayward reported that the cost of a “dongle” would be about £350 a year. The meeting did not think this was justified by the small use expected, so it was decided that remote meeting attendance (but not voting) could be available using a personal “hotspot” and/or Zoom.

It was agreed that a Google Drive account should be set up for the uploading and secure accessible storage of council documents.

13.3 Election briefing: Cllr Hallett reported on a Zoom briefing he attended on 17.01.23. The promised report of the meeting is not yet available from ESC.

Some important points and dates are:-

- Elections are held every four years.
- The Parish Council will be re-elected on Thursday 4th May 2023
- All voters will need to show photo ID.
- Results published on Friday 5th May.
- Coronation of King Charles Saturday 6th May
- If existing councillors wish to be re-elected they must complete a nomination form with proposer and a seconder. They must all have their electoral roll number. (The parish clerk can provide this).
- The same person must sign as witness to the candidate’s signature as signed to witness the candidate’s consent to nomination
- All nomination papers must be delivered by hand to the ESC offices by 1600 on Tuesday 4th April.
- The election will be declared uncontested if there are the same, or a smaller number of candidates as there are vacancies (seven for Pettistree)
- On 9th May the old councillors retire and the new ones sign in
- The Annual Meeting of the Council must be held within 14 days of the election. (9th to 25th May)
- All elected councillors must complete a register of interests within 28 days of the election.

14. Planning Matters

Awaiting decision

DC/22/4435/FUL	Old Engineering Works: installation of portable building for office. The applicants are appealing the hours restrictions. Chair will address senior planning officers.
DC/22/3149 - DC/22/3150/LBC	Extensions and alterations to The Laurels <u>New plans submitted for domestic alterations.</u>
DC/21/5550/FUL	Solar Park at Loudham. No news.

15. 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 from the last meeting to enable discussion by the full council.

It was agreed that the proposal should be an agenda item for the Annual Parish Meeting (with information sent out beforehand) since there would need to be lot of involvement



from residents and there would need to be a village committee to work on it. The Parish Council could not do it by themselves, and professional help would be needed.

16. Roads

- 16.1 SID report: Cllr Clarke said that further recordings showed very little speeding on Thong Hall Road so the site could be excluded from monitoring at present. Presmere Road and the Street showed about 3% over 30mph, mostly at child delivery/collection times. A summary with figures will be put in Pettistree People.
- 16.2 Quiet Lanes report: Cllr Clarke announced that the Walnuts Lane U3420/ Rogues Lane U3428 roads had been officially designated and signs would be put up shortly. Part of Chapel Lane U3605 was also approved.
- 16.3 Safety: signage and mirror for Stump Street at the corner with Byng Lane. The meeting agreed that a mirror would be a helpful solution for the blind corner. Cllr Cook will find details and costs. It is unlikely that Highways would approve warning signs within a reasonable period.

17. Footpaths

An excellent written report was received from Judy Steventon showing that work had been done by highways to improve some of the footpaths. The stile on FP15 is still a hazard.

18. **Marquee**: The marquee is back in storage at the Village Hall and the cracked bracket has been welded.

19. **Defibrillator**: Cllr Cook reported that the landlord of the Greyhound had no objection to a defibrillator being sited on the pub wall, but he still had to get the owner's permission. The Ambulance service advised that a fully automatic machine was appropriate, but some training was advisable. They advise an unlocked cabinet. The total cost was likely to be about £2000. Cllr Nicoll will provide £700 from his locality fund. The rest will need to be raised or come from the budgeted sum or council reserves.

20. Woodland

Cllr Hayward has permitted about 0.3 acre of the family farmland to be used as a site for planting trees. About 48 were planted at the weekend with the help of Anne Westover and other volunteers, and many more will be planted. The Parish Council will pay for stakes.

21. Village Maintenance

20.1 Parish Room

The roof of the Parish Room has been repaired professionally at a cost to the Church of £11,486

20.2 Resilience Crew: Chair suggested that a group of able-bodied villagers should be formed to carry out urgent repairs or jobs such as road gritting for ice. Some basic safety instruction would be needed.

20.3 Gritting of roads: Cllr Hallett reported that following his request, the bins at the Green and the corner by Pettistree Grange had been refilled following the cold spell. All bins are now well filled.

A new bin has been requested by Stephen Ireland at or near the junctions of High Farm Lane, Byng Lane and Byng Hall Road. This was agreed in principle, but details of costs and exact siting need to be agreed. Mr Ireland will spread the grit/salt.



20.4. Litter-pick. Chair suggested that the Community Service Day suggested by King Charles for Mon 7th May might be appropriate if the weather and grass growth was suitable.

22. **Additional matters for council consideration.** None

23. Dates of future meetings


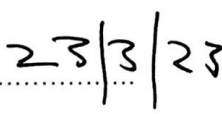
Thursday 23 March 2023 Parish Council

Tuesday 20 April 2023 Annual Parish Meeting

Thursday 4 May 2023 Parish Council election

Thursday 11 May Annual Parish Council meeting (AGM) (Sign-in following election)

The meeting closed at 9.10pm

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

