



**APPROVED MINUTES OF THE MEETING OF
PETTISTREE PARISH COUNCIL**

Held on 15 June 2023 at 7pm in the Parish Room, Pettistree

1. For Cllrs Hayward and Over to sign the Acceptance of Office form

Cllr Hayward signed the acceptance of office form.

Cllr Over's signing of the acceptance of office form was deferred until the next meeting.

2. For Cllr Hayward to sign the Declaration of Acceptance of Office of Vice Chair form

Cllr Hayward signed the acceptance of office of Vice Chair form.

3. Present from the Council

Cllrs: Jones (Chair), Chilvers, Clarke, Cook, Hayward and Smith.

In attendance: Simon Ashton, Responsible Financial Officer (RFO) and Andrew Staples (Clerk).

4. To consider apologies and approvals for absence

Apologies were received from Cllr Over. The council approved Cllr Over's absence.

5. Members of the public are invited to make comments on items on the agenda or raise issues for consideration at future meetings

No members of the public attended.

6. To receive any changes to members' interests

No changes were notified.

7. To receive any declaration of interest in relation to items on the agenda

Cllr Hayward declared his interest in agenda item 25 (Java Lodge Spinney).

8. To approve the minutes of the meeting held on 11 May 2023

The minutes were approved and signed as a true and accurate record.

9. Matters arising

There were no matters arising.

10. To review Receipts/Budget report and Payments/Budget report (2022/23)

Both the Receipts/Budget report and the Payments/Budget report were reviewed and noted by the council.

11. To review and approve Statement of Accounts (2022/23)

The council reviewed and approved the Statement of Accounts.

12. To review and approval Bank Reconciliation (2022/23)

The council reviewed and approved the Bank Reconciliation, and it was signed.

13. To review and approve Internal Audit Report (2022/23)

The council reviewed and approved the Internal Audit Report.

The council thanked the RFO for his work to reduce the number of comments for action identified by audit this year.

14. To review and approve Internal Audit Report Response and Action Plan (2022/23)

The council reviewed and approved the Audit Report Response and Action Plan. The RFO and Clerk agreed to take the actions identified.

15. To review Effectiveness of Internal Audit (2022/23)

The council reviewed the effectiveness of the internal audit carried out by the Suffolk Association of Local Councils (SALC). The RFO expressed satisfaction with the quality of the work carried out by the auditor.



The council was satisfied that: the scope of the auditor's work was satisfactory; the work carried out was of an adequate standard; they were independent; and they had all the information needed to carry out their work.

16. Appointment of Internal Auditor (2023/24)

The council approved the appointment of SALC as internal auditor for 23/24.

17. To review and approve AGAR Annual Governance Statement (2022/23)

The council reviewed and approved the AGAR Annual Governance Statement for 22/23 and this was signed by Chair and Clerk.

18. To review and approve AGAR Accounting Statements (2022/23)

The council reviewed and approved the AGAR Accounting Statements for 22/23 and this was signed by the RFO and Chair.

19. To review and approve AGAR Explanation of Variances (2022/23)

The council reviewed and approved the AGAR Explanation of Variances.

20. To review and approve AGAR Certificate of Exemption (2022/23)

To council reviewed and approved the AGAR Certificate of Exemption and this was signed by the RFO and Chair.

21. To review and approve Notice of Public Rights (2022/23)

The council reviewed and approved the notice. The RFO confirmed it will be uploaded to the village website on 16 June 2023. The notice thereafter needs to be displayed for a minimum of six weeks.

22. To approve payments and for the signing of cheques

The council approved the payment of £88.00 for the printing costs of the Pettistree People magazine and the cheque was signed.

23. To clarify the legal position in relation to making contributions to the maintenance of property owned by the church, with regard to the repair of the church flagpole

Further to a discussion at last meeting about the broken church flagpole, the Clerk had researched the legal position as regards a parish council making a payment to maintain property belonging to the church. Section 6 of the Local Government Act 1894 prohibits such payments being made. Whilst this is old legislation, the National



Association of Local Councils (NALC) issued a briefing note in 2018 reminding councils of the legislation. They were of the view that this remained good law.

The PCC had since clarified that it was actually one of the flagpole's supports that had given way. They have received a quote of £534. The PCC understands that the council is not able to assist them by making a financial contribution. An alternative option might be to encourage Pettistree residents to have a collection.

24. To consider and approve whether any representations should be made to the Planning Inspectorate in relation to the planning appeal AP/23/0032/REFUSE lodged against ESC's decision in respect of variation application DC/22/2020/VOC (Suffolk Sportscars Ltd, Car Workshop, The Street, Pettistree)

It was noted that East Suffolk Council gave an incorrect reference number on the planning appeal letter sent to the council. The correct reference number is APP/X3540/W/22/3313677 and it relates to Unit E, Old Engineering Works, The Street, Pettistree. The property is currently being used by airmanagesuffolk.com.

Prior to the meeting the Chair circulated to the council a suggested letter setting out the council's representations to the planning inspectorate. The council approved the wording of the letter. The Chair will submit the representations.

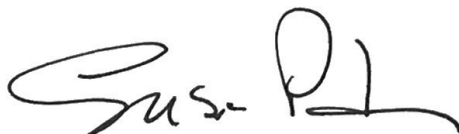
25. To confirm the council's agreement to a contribution being made to the Java Lodge Spinney, for which 200 tree stakes were required and purchased by Cllr Hayward, and to approve that reimbursement is made to the appropriate payee

The council approved payment for the purchasing the tree stakes at a cost £225.17 (exclusive of VAT) of in favour of R Hayward & Son. Cllr Hayward confirmed there were no other costs involved other than the purchase price.

The RFO reminded the council that if items are purchased on behalf of the council, an invoice should be sent to the RFO for payment. This is preferable to councillors paying for item themselves and seeking reimbursement retrospectively.

26. To confirm dates of future meetings

The next meeting is on 13 July 2023 at 7pm in the Parish Room. A later meeting date has been confirmed for 14 September 2023. Provisional meeting dates thereafter are 9 November 2023 and 11 January 2024.



Signed.....

Chair, Susan P Jones

13 July 2023