



**APPROVED MINUTES OF THE PETTISTREE PARISH COUNCIL
MEETING ON 14 SEPTEMBER 2023 AT 7:00PM IN THE PARISH ROOM**

Cllr Jones paid tribute to former councillor Philip Westrope who recently died.

No members of the public attended to make comments on items on the agenda or raise issues for consideration at future meetings.

1 Present and in attendance

Present

Cllr Jones (Chair)
Cllr Chilvers
Cllr Clarke
Cllr Cook
Cllr Smith

In attendance

Cllr Nicoll (SCC)
C. Bally (Chief Executive, ESC)
S. Ashton (RFO)
A. Staples (Clerk)

2 To consider apologies and approvals for absence

Apologies received from Cllrs Hayward and Over. Both absences were approved.

3 To receive any changes to members' interests

No changes were noted.

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

Cllr Cook declared an interest in relation to agenda items 12 and 15.

5 To receive a report from Chris Bally, Chief Executive of East Suffolk Council

Mr Bally presented a verbal report about changes in the political structure of ESC and the efforts being made to improve consultation with parishes on planning matters. He took away the council's views on the difficulty in using the planning portal, the lack of consultation on the current Local Plan and the approval of Wickham Gate, and the need for better use of planning conditions to achieve energy efficient new homes.

6 To receive reports from Cllrs Alexander Nicoll and Sally Noble

Cllr Nicoll presented a verbal report on efforts to improve public transport in the district. Apologies were received from Cllr Noble (ESC) who submitted a written report.

7 To approve the minutes of the meeting held on 13 July 2023

The minutes were approved as an accurate record of the meeting and signed by the Chair.

8 To confirm bank account balances (£4,445.20 & £12,134.69 as at 30 August 2023)

The above-mentioned balances were confirmed by the RFO and noted by the council.

- 9 **To confirm the following bank account receipts, bank interest of £25.25 on 5 June 2023 and £90.00 SCC locality fund grant for installation costs of defibrillator on 9 August 2023**

The above-mentioned receipts were confirmed by the RFO and noted by the council.

- 10 **Receipts and payments budget report (30 August 2023)**

The report was noted.

- 11 **Bank reconciliation (30 August 2023)**

The report was noted, approved and signed by Cllrs Smith and Clarke.

- 12 **To review and approve payments and for the signing of cheques**

Cllr Cook declared an interest and did not discuss or vote on this item. The following payments were approved, and cheques signed; payments to staff: £334.41 to A Staples, (salary £280.16, expenses £2.25 and office expenses £52.00) and £386.52 to S Ashton (salary £322.12, expenses £10.80 and office expenses £53.60); SALC subscription for RFO £34.37; Reimbursement to Cllr Cook for purchase of blind spot traffic mirror (as approved by council meeting on 11 May 2023) £69.22; Information Commission annual registration £35.00; ESC uncontested election fee £78.54; and, annual insurance premium (Business Services at CAS Ltd) £317.29.

- 13 **Insurance cover renewal (1 October 2023)**

The RFO presented details of the annual renewal of the council's insurance cover with Business Services at CAS Ltd. The Chair said that the village green is covered under the policy as "maintenance of parks" and the RFO confirmed that potential claims relating to such land would be covered by the existing public liability insurance. The council approved the renewal and payment of the premium.

- 14 **To update on actions from the meeting held on 13 July 2023**

- 14.1 **To note signing of Acceptance of Office form by Cllr Over**

The form was signed by Cllr Over and witnessed by Cllr Chilvers following the last meeting. The form was given to the Clerk.

- 14.2 **To update on installation of Quiet Lanes signage**

Cllr Clarke reported taking delivery of six "Quiet Lane" signs. Posts have been installed by SCC at their expense, save for one post that has been missed.

Action: Cllr Clarke to follow up the missing post with SCC and arrange for the signs to be installed on the posts at Walnut Lane and Rogues Lane.

- 14.3 **To consider updated draft CBA from Park Farm Solar Park Ltd**

The Clerk reported that an amended draft of the CBA has been received from BSR Energy Ltd in respect of Park Farm Solar Park Ltd. The Appendix A list of focus areas for community benefit payments has been amended. It was agreed to request a further amendment of this list once the council has concluded its ongoing CIL survey of parishioners. The CBA was not signed in the meantime.

Action: to discuss further at November meeting. Clerk to advise BSR Energy Ltd.

- 14.4 **To consider quotes received for village green grass cutting and maintenance**

The Clerk reported sending out invitations to quote to three parties. One quote was offered at £85.00 per cut, but then reduced to £65.00 per cut following an email exchange. The council agreed this was too expensive and



should not be pursued at present. The council approved the Chair making alternative arrangements to have the green cut by a volunteer at no expense to the council.

Action: Clerk to contact provider of quote to advise it was not accepted.

14.5 To decide whether action is required regarding registration of the village green

The Clerk circulated an email exchange with SCC and attachments of their common land / village green register entry copies. These confirm the village green is registered with SCC as belonging to the parish council. This registration does not include the adjacent area to the north of the green on which the bench, litter bin and grit bin are situated. The Clerk was requested to make further enquiries about this area. It was agreed that no further steps be taken to have the land registered with the Land Registry. It was further agreed that the green should be added to the council's asset register with a nominal value of £1.00.

Action: Clerk to contact SCC to enquire about process to include the area adjacent to the north of the village green included in the common land / village green registration.

Action: RFO to add the village green to the council's asset register with a nominal value of £1.00.

14.6 To decide whether to make highways licensing applications for road signs

The Clerk reported on a phone conversation with SCC regarding the process for seeking permission to install village signs. The first step would be to make a highways licensing application to SCC. These involve a fee of £150.00 per application, with separate applications required for each sign requested. If granted, the council would then need to source and fund a sign compliant with the licence. It was agreed that before proceeding the Clerk should make enquiries to estimate the likely costs involved.

Action: Clerk to contact neighbouring parishes to enquire how much their recently installed "village gateway" signs cost.

14.7 To decide whether to seek a review in speed limits in the vicinity of the village

The Clerk reported on a phone conversation with SCC regarding the process to change speed limits in the vicinity of the village. It was agreed that this would be prohibitively expensive and should not be pursued further at present.

14.8 To update on application for affiliation with East Suffolk Planning Alliance

The Chair reported that the council was now affiliated to the Alliance.

14.9 To update on village survey on how CIL funds could be spent

The Chair reported that the CIL survey had been distributed. The council discussed ways to increase the responses rate. The results of the survey should be available for discussion at the November meeting.

Action: deferred to November meeting.

14.10 To update on village drainage



Cllr Smith presented a verbal report on recent drainage issues around the village. It had been discovered, after flooding in Walnuts Lane, that the drain outside the Parish Room was unknown to SCC and this would be remedied.

14.11 To review the provision of meeting papers via Google Drive

The council discussed the recent experience of accessing meeting papers via Google Drive. It was agreed for forthcoming meetings the papers would be both emailed and uploaded to Google Drive.

15 To approve the purchase of a post and fixings, etc. for the installation of blind spot mirror

Cllr Cook declared an interest and did not participate in the discussion or vote on this agenda item. The purchase of the post and fixings was approved by the council at a cost of £15.93.

16 To review progress in relation to the gov.uk email address application

Cllr Clarke reported on enquires made to identify a suitable domain name provider to host gov.uk email accounts for the council. The council approved the package proposed and authorised Cllr Clarke to proceed with an application for the “bronze” package at a cost of £35.00 per annum. In the event this package was no longer suitable / available the council authorised a maximum expenditure of up to £65.00 per annum.

Action: Cllr Clarke to liaise with domain name provider, and then contact the Clerk and RFO to discuss how payment arrangements can be set up.

17 To consider planning application(s)

17.1 None received

18 To review process for managing planning applications in-between meetings

The Clerk presented a paper setting out an amendment to the process for dealing with planning application consultations that arise in-between council meetings. The council approved the proposed amended procedure.

19 To consider request from KindWater Ltd for a highways licensing application to be made to SCC for additional road signage

The Chair reported on an email received from Kindwater Ltd in which they proposed that the council should request SCC highways to install new road signage on Main Road discouraging heavy vehicles accessing their depot in Pettistree via Java Lodge Road.

Action: Clerk to contact SCC Highways to ascertain the process for obtaining a HGV prohibition on Java Lodge Road and signage.

20 To confirm dates of future meetings

The next meetings are 9 November 2023 and 11 January 2024

The meeting closed at 8:55pm.

Signed:



Cllr Jones (Chair)
9 November 2023