



**Approved minutes of the meeting of:**

**PETTISTREE PARISH COUNCIL**

**Held on 11 January 2024 at 7pm in the Parish Room, Pettistree**

- 1 **Present:** Cllr Jones, (Chair); Cllr Clarke; Cllr Cook; Cllr Hayward; Cllr Over; and Cllr Smith.  
**In attendance:** S. Ashton, (RFO); and A. Staples, (Clerk).
- 2 **Apologies and to consider approvals for absence**  
Apologies were received from Cllr Chilvers. This absence was approved.
- 3 **Comments from members of the public on agenda items or to raise issues for future meetings**  
Three members of the public attended the meeting. Two members of the public spoke in relation to agenda item 13 to express their opposition to the planning application.
- 4 **Receive any changes to members' interests**  
No changes to members interests were received.
- 5 **Receive any declaration of interest in relation to items on the agenda**  
Cllr Over declared an interest in relation to agenda items 13 and 14.1. Cllr Hayward declared an interest in relation to agenda item 14.3.
- 6 **Receive reports from District and County Councillors**  
Apologies were received from Cllr Nicoll (SCC) and Cllr Noble (ESC).
- 7 **Approve the minutes of the meeting held on 9 November 2023**  
The minutes were approved as a true and accurate record and signed.
- 8 **Finance matters:**
  - 8.1 **Confirmation of bank account balances (£3,605.95 & £12,209.58) (29 Dec 23)**  
The above bank account balances were confirmed.
  - 8.2 **Review of Receipts & Budget and Payments & Budget Reports (29 Dec 23)**  
These reports were reviewed and approved.
  - 8.3 **Review and approval of Bank Reconciliation (29 Dec 23)**  
The Bank Reconciliation was reviewed, approved and signed. It was noted that the unconfirmed receipt mentioned on the report is actually a bank interest payment that was received.
  - 8.4 **Review and approval of budget, precept & reserves (2024/25)**

The 2024/25 budget presented by the RFO was agreed. It was approved the expenditure for 24/25 be set at £6,352.00 resulting in total reserves of £13,067.

**8.5 Consideration of precept request form submission (26 Jan 24)**

It was agreed that the precept request for 2024/25 would be £4,740.00. On the basis that the precept requirement is £4,740.00, this would result in a charge of £55.53 for a Band D property and this charge will show as a 26.9% change on the 2024/25 Council Tax bills against the Parish element. The council agreed that an increase of this size was necessary as for several years there had been no increase in the precept at all. The precept request form was signed by the Clerk for submission to ESC by the RFO.

**8.6 Confirmation of annual uplift to local government salaries (2023/24)**

The annual uplift of the salaries of PPC's employees in accordance with local government rates was noted and approved.

**8.7 Review and approval of internal controls checklist and lead appointment**

The RFO proposed amendments to the Review of Internal Controls Checklist form at paragraphs 15, 19 and 20. These amendments were agreed. It was also agreed Cllr Over would complete the internal controls checklist.

**8.8 Review and approval of payments and signing of cheques**

The following payments were approved, and cheques signed: professional fees of £193.50 to Freethought Internet Ltd (council domain name and mailbox); payments to staff of: £409.77 to A V Staples (which comprises of staff salaries £355.52, staff expenses £2.25 and office expenses £52.00) and £467.83 to S E J Ashton (which comprises of staff salaries £403.00, staff expenses £10.80 and office expenses £54.03); newsletter printing costs of £105.00 to Parish Council Printing; professional fees of £14.39 to C Garner (reimbursement for village domain name).

**9 Consider amendment to paragraph 5.1 of PPC's Financial Regulations to authorise both RFO and Clerk to make banking arrangements**

The Clerk requested an amendment to paragraph 5.1 of the council's Financial Regulations as Lloyds Bank had declined to accept a new account application from the RFO as they are not the Parish Clerk. The Regulations currently require banking arrangements to be made by the RFO only. The council approved an amendment authorising both Clerk and RFO to be able to make banking arrangements.

**10 Review of policies:**

**10.1 PPC Reserves Policy**

PPC's Reserves Policy was reviewed and approved without amendment.

**11 Update on Actions from the meeting held on 9 November 2023:**

**11.1 gov.uk email accounts**

gov.uk email addresses have been created for PPC's Councillors and employees.

**11.2 Registration of the village green**

SCC Highways has supplied a map which seemingly confirms that the verge to the north the village green is being treated as part of the highway. It was agreed there should be no application to register it as common land.

**11.3 HGV signage on Java Lodge Road**



Cllr Nicoll (SCC) has confirmed his support of the proposal to install a “unsuitable for HGVs” sign on Java Lodge Road. SCC Highways have referred the proposal to their Highways Asset team and their response is awaited.

**Action:** Clerk will follow up to see if there has been a response from the Highways Asset team.

**12 Consider issues arising from recent flooding**

The Chair noted that the flooding did not affect any residences in Pettistree and flooding instances had tended to be short-lived. Cllr Smith said that the most pressing issue is the ditch adjacent to The Laurels / Garden House. It was agreed to draw up a list of other ditches that need clearing, and other tasks, and investigate making an application to Community Payback to complete the work.

**Action:** Clerk to make request to Community Payback once a list of tasks has been drawn up.

**13 Review PCC’s response to Park Farm Solar Park**

Cllr Over declared an interest in relation to this agenda item and took no part in the discussion or vote. The council was consulted in relation to ESC planning application DC/21/5550/FUL in January 2022 and submitted representations on 4 February 2022 stating no objection to the application. Subsequent recent correspondence from parishioners, along with oral submissions made at this meeting, and correspondence from Cllr Noble (ESC), request the council to review its position and consider changing its stance to one of opposition. It was agreed the Clerk should contact the ESC planning officer to ascertain whether further representations from the council would be accepted. If so, council to consider whether to hold an extraordinary meeting to agree further representations. It was agreed councillors will inspect the site of the proposed development.

**Action:** Clerk to contact Planning Officer.

**14 Planning matters:**

**14.1 To consider response to ESC consultation request on DC/23/4693/FUL; Park Farm, Loudham Hall Road, Pettistree, IP13 0NW; construction of lean-to ancillary agricultural building for staff facilities**

Cllr Over declared an interest in relation to this agenda item and took no part in the discussion or vote. The council decided that representations stating there was no objection should be recorded on the planning portal.

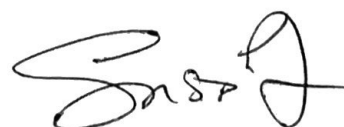
**14.2 To consider response to ESC consultation request on DC/23/4756/FUL; Highfield, Main Road, Pettistree, IP13 0HH; Single storey and two storey side extensions**

The council decided that representations stating there was no objection should be recorded on the planning portal.

**14.3 To note DC/23/1637/FUL; Whitehouse Farm, Main Rd, Pettistree, IP13 0HW; Appeal to Secretary of State against refusal by ESC to grant permission for change of use from agricultural buildings to vehicle servicing, repair and MOT testing with associated parking**

Cllr Hayward declared an interest in this item and did not take part in the discussion. This appeal was noted by the Council.

**15 Discuss nominations for New Year’s Honours 2025**



The Chair asked councillors to consider whether any parishioners should be nominated.

**16 To confirm dates of future meeting(s)**

Parish Council meetings will be held at 7pm in the Parish Room on 21 March 2024, 9 May 2024 (AGM), 13 June 2024 (23/24 year-end meeting to consider finance / audit items only), 11 July 2024, 12 September 2024 and 7 November 2024.

The Annual Parish Meeting will be held at 7pm in the Village Hall on 25 April 2024.

Meeting closed at 20:21

**Signed:**

**Cllr Jones (Chair)  
21 March 2024**

A handwritten signature in black ink, appearing to read 'Cllr Jones', located in the bottom right corner of the page.