



NOTICE OF THE MEETING OF PETTISTREE PARISH COUNCIL

Members of the Council are summoned to attend the meeting on

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

AGENDA

1. **Proposal that Councillor Hallett be the Meeting Clerk** as per Local Government Act 1972 Section 112 (5)
2. **Present from the Council**
3. **Apologies and Approvals for absence (vote)**
4. **Co-option of parish councillor** – declaration of acceptance
5. **Public Attendance and Open Public Session:** Members of the Public are invited to make any comments on items on the agenda or to raise issues for consideration at future meetings
6. **Declarations of Interest in items on the agenda**
7. **To receive any changes to Members' interests**
8. **Reports from Cllrs Carol Poulter and Alexander Nicoll**
9. **Approve Minutes of the Parish Council meeting of 22 November 2022 (vote)**
10. **Matters Arising from the Minutes**
 - 10.1 Division of responsibilities (postponed from previous meeting) Chair to report
 - 10.2 CIL infrastructure Plan: Cllr Hayward to report
 - 10.3 Reserve Policy: Cllr Hayward to report (issued)
11. **Finance (votes)**
 - 11.1 Mandate changes: Chair to report
 - 11.2 Bank Account Balances (£13,889.80 & £2,417.10) (31 December 2022)

- 11.3 Receipt of Bank Account Interest (£1.35) (5 December 2022)
- 11.4 Receipt of Donations from Parishioners (£410.00) (8 December 2022)
- 11.5 Receipts & Payments Budget Reports (31 December 2022)
- 11.6 Bank Reconciliation (31 December 2022)
- 11.7 Authorisation of Payments
- 11.8 Review of Internal Controls Checklist & Lead Appointment
- 11.9 Proposed change of bank: Chair to report

12. Internal Audit Actions

- 12.1 Progress reports

13. Administrative Matters

- 13.1 Gov.UK email address: Cllr Hayward to report
- 13.2 Internet access for meetings: Cllr Hayward to report
- 13.3 Election briefing: Cllr Hallett to report

14. Planning Matters

Awaiting decision

DC/22/4435/FUL	Old Engineering Works: installation of portable building for office
DC/22/3149 - DC/22/3150/LBC	Extensions and alterations to The Laurels
DC/21/5550/FUL	Solar Park at Loudham

15. Neighbourhood Plan

Decision to be taken on PC's position on this: background paper issued at previous meeting

16. Roads

- 16.1 SID report: Cllr Clarke
- 16.2 Quiet Lanes report: Cllr Clarke
- 16.3 Safety: signage and mirror for Stump St

17. Footpaths

Footpaths Report: Judy Steventon

18. Marquee: relocation and repair

19. Defibrillator: Cllr Cook to report

20. Woodland - request for contribution: Chair to report

21. Village Maintenance

- 20.1 Parish Room
- 20.2 Resilience Crew: Chair to report
- 20.3 Gritting of roads: VChair to report
- 20.4 Litter: Chair to report

22. Additional matters for council consideration

23. Dates of future meetings

- Tuesday 21 March 2023 (proposed)
- Tuesday 18 April 2023 Annual Parish Meeting (proposed)
- May Annual Parish Council meeting (AGM) TBD

4 May 2023 Parish Council election

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