

**MINUTES OF THE PETTISTREE ANNUAL PARISH COUNCIL  
MEETING HELD 13 MAY 2003, 7.30PM  
AT THE VILLAGE HALL**

**PRESENT:** Mr Hallett (Chairman):            Mr Franklin:            Mrs Hunter:    Mr Beagley:  
  
                 Mrs Heelis (Clerk)  
                 SPC Wardley  
                 Mr P Callaghan (District Councillor)

**1.0    Signing of Declaration of Office, Expenses and Register of Interests:**

All Councillors present signed the Declaration of Office and completed the Expenses form. Mrs Hunter completed the Register of Interests. The Clerk advised councillors that any changes to existing Registers should be lodged with the Clerk.

**2.0    Election of Chairman and Signing of Chairman's Declaration of Office:**

Mr Franklin proposed Mr Hallett as Chairman for the forthcoming year. Agreed unanimously.

**3.0    Apologies for absence:**

Mr Manning, Mrs Stollery and PC Flatt.

**4.0    Election of Vice Chairman:**

Mr Hallett proposed Mrs Stollery. Agreed unanimously. The Council thanked Mrs Stollery for all her work for the Council over the past year.

**5.0    Appointment of Representatives:**

- 5.1    Planning Group – Mr Manning, Mrs Stollery and Mrs Hunter.
- 5.2    SALC – The Clerk to inform the Council of any relevant issues.
- 5.3    Pettistree Village Hall Committee – Mr Manning.

**SIGNED** \_\_\_\_\_

**DATED** \_\_\_\_\_

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**PRESENT:** Mr Hallett (Chairman): Mr Franklin: Mrs Hunter: Mr Beagley:

Mrs Heelis (Clerk)  
SPC Wardley  
Mr P Callaghan (District Councillor)

- 1.0 Apologies for absence:** Mr Manning, Mrs Stollery, PC Flatt and Mr Perry.  
It was agreed to write a letter of thanks to Mr Holland and Mrs Hilton for their service and contributions to the Parish Council during their term of office. Mr Hallett to sign.
- 2.0 Declaration of Interests:** None.
- 3.0 To confirm the minutes of the Parish Council meeting held 4 March 2003:** Agreed.
- 4.0 Matters Arising from the last meeting:**
- 4.1 Litter Pick – It was reported that the litter pick did not take place due to lack of support. It was agreed to raise the Litter Pick for 2004 at the December meeting. Mr
- 4.2 Clerk's Contract of Employment – A draft contract was circulated. It was agreed to delete clause 18 and redraft para 1 to 1/6/2000.
- 4.3 Consideration of Model Standing Orders – Draft Standing Orders were circulated. It was agreed to formally adopt these at the next meeting.
- 5.0 Reports:**
- 5.1 Police Report – SPC Wardley reported that since the last meeting:
- PC Abraham had moved to Framlingham, being replaced by PC Flatt.
  - An Alcohol Order to prohibit the consumption of alcohol on the Market Hill in Wickham Market was currently with the solicitors before obtaining Council approval in June.
  - A high profile campaign was underway to highlight Doorstep callers who were targeting elderly people. Advice from police was to use reputable companies for any work.
  - The Neighbourhood Watch annual stand would be in Wickham Market, 7 June from 10am – 4pm.
- Concern was expressed regarding the visibility hazard caused by the sandwich boards and parked cars by the Three Tunns PH junction. SPC Wardley advised in the first instance to speak to the owners and then take the matter up with Highways. It was agreed to write a letter to the owners and then take the matter up with Highways if there was no response.
- 5.2 District Councillor's Report – Mr Callaghan introduced himself to the Council and reported that this was his 4<sup>th</sup> parish council meeting he had attended. There was little to report from the District Council as they had yet to meet since the elections.
- 6.0 Pettistree Hedgerow Survey:**  
Ann Sayer had kindly taken on the role of the Co-ordinator for the Hedgerow Survey in Pettistree. Mrs Stollery would act as Parish Council contact for the project. It was noted that there may be a request for a small grant towards the project towards the cost of

expenses. It was suggested that Mrs Sayer might like to give a short presentation of the project at the Annual Parish Meeting. The Clerk to arrange.

**7.0 Highway Matters:** None.

**8.0 Planning Matters:**

- 8.1 Planning Report – The following report was given:  
 White House Farm - approved  
 Homeleigh – refused  
 Village Hall – support with comments regarding the inclusion of a window on the front extension  
 FP28 – diversion – no further information was available at this stage

It was suggested that a written report be produced for meetings. The Clerk to liaise with Mrs Stollery.

**9.0 Finance:**

It was noted that there had been an enquiry from a parishioner as to why the precept had increased this year.

9.1	<u>Council Payments:</u>	<b>Accounts Paid</b>	Notice Board	£80.00
			Clerk's Training	£50.00
			Pettistree People	<u>£24.00</u>
				£154.00
		<b>Accounts to Pay</b>	Clerk's Salary & Expenses	
			£49.07 x 2	£98.14
			SALC Subs	<u>£76.80</u>
				£174.94
9.2	<u>Council Income:</u>		Half Precept	£950.00
9.2	<u>Balance of Accounts: (Including above)</u>		Current Account	£1,629.13
			Deposit Account	<u>£ 360.79</u>
			Balance	£1,989.12

**10.0 Correspondence:**

- 10.1 SALC – Training Courses – *Courses available for Councillors on the Ethical Framework, Chairmen/Vice Chairmen, and more substantial courses on the role of Parish Councils.* It was agreed to support the cost of 2 councillors undertaking training.
- 10.2 Publications Received: Suffolk's Environment – *Suffolk Local Planning Authorities.* Noted.
- 10.3 B T Ross & Co – The Greyhound PH – *Notice of full transfer of Licence to Mr M J Hughes, Mrs D M Hughes and Miss H M Paul -* Noted.
- 10.4 SCDC – Draft SPG 16: House Alterations and Extensions – *Consultation paper received. Comments to be received by 23<sup>rd</sup> May 2003* – Pass to Planning Committee for comments.
- 10.5 SALC – 'Setting Up Community Businesses' – *Free Seminar and Workshops on Tuesday 24<sup>th</sup> June 2003 at Kesgrave Community Centre – 9.30am to 1pm* – Noted.

10.7 SALC – AGM 2003 – *Saturday 12<sup>th</sup> July at Claydon High School, 10am – 3pm* – Noted.

10.8 The Boundary Committee for England – Periodic Electoral Review of Suffolk County Council – Noted.

**11.0 Community Action Plan:** Progress Report – In Mr Manning's absence Mr Franklin reported that there had been no progress. However, it was planned to call a meeting in the near future to form the Steering Group.

**12.0 Annual Parish Meeting – 22 May 2003:**  
Apologies were received from Mr Beagley.

**11.0 Casual Vacancy** – *Following the recent elections there is one casual vacancy on the Parish Council. This should be filled by co-option, if possible, at the next Parish Council meeting.* Mr Franklin offered to approach Mr Hayward.

**13.0 Any other matters arising since notice of meeting.**

**14.0 Dates for future meetings:**

14.1 Parish Council Meeting – 13 May 2003

14.2 Annual Parish Meeting – 22 May 2003.

**SIGNED** \_\_\_\_\_

**DATED** \_\_\_\_\_