
**UNAPPROVED MINUTES OF A MEETING OF PETTISTREE PARISH
COUNCIL**
HELD ON 1ST NOVEMBER 2016 IN THE PARISH ROOM AT 7.30 PM

Councillors present: Mr Jeff Hallett (Chair), Mr Steve Hind, Mr Mike Watts, Mr Chris Cook, Mr Terry Rowles (Vice Chair).

In attendance:
None

1.0 Public Forum

- 1.1** In line with the new police strategy no police were in attendance and no report had been received.
Mr M Bond - County Councillor and
Mr M Amoss – District Councillor were absent from the meeting and no reports were received

Closure of Public Forum and commencement of Parish Council Meeting

- 2.0 Welcome and Apologies** - The Chair welcomed those present. Apologies had been received from Mr Philip Westrope, Mrs Mary Chilvers

- 3.0 Declaration of Interests** - None declared.

4.0 Minutes:

- 4.1** The 6th September 2016 meeting minutes were approved, with following amendments, 5.10 amend spelling stiles to stiles and 6.2 amend deputy editor to assistant editor. These were then signed as a true record.

5.0 Matters Arising from the previous meeting:

5.1 Parish Clerk vacancy Mr Keith Bridges, has duly filled the vacancy and attended training courses for Parish Clerks.

5.2 Japanese Knotweed Norse has started spraying the area and the destruction is under way. No real visible signs can currently be seen.

5.3 Pot Holes in Pettistree Though some of the pot holes have been mended there are still some which require attention. It was noted that Byng Lane still required attention.

5.4 Verge Cutting It appears that this has now been fully done.

5.5 Hedge cutting This is planned to be carried out and was noted that new hedge cutter flails had been fitted last year.

5.6 Emergency Planning Mr S. Hind will forward his details to the Chairman

5.7. Siting of the framed 1904 village map This has now been fixed to the wall in the Village Hall. It was thought that a note should be made on the back of the map that this was the Parish Council property. It was suggested that we should also have a current map fixed alongside for comparison. The Chairman would speak to Sue Tansley.

5.8. Access to the District Councillors' Enabling Communities Budget Scheme for Village events and repair of the notice board. In the absence of Cllr Amoss no news had been received. Mr C. Cook would contact a carpenter to look at the repair costs for the notice board. It was also suggested that the Village Hall and Church Notice Boards be looked at for repair. It was believed the Notice Board by the water tower was in good order.

5.9. Footpath access and maintenance The replacement and upkeep of stiles is urgently required and was suggested that the stiles be changed for gates. This has already been done by Ufford Parish Council. The Chairman would write to the Highways to see if they can address the problem.

5.10. **Broadband upgrade and siting of the cabinet in the village green area** BT had promised to email but upon no receipt the Chairman phoned and BT agreed that it would be sited near the Yellow Grit Bin and would confirm this by email and also that it should be completed by the start of next year. The email is still awaited.

5.11 **New assistant Editor for Pettistree People** There has been no response to fill the vacancy for this position. However, 2 parishioners have volunteered as distributors. Pettistree were barred from entering the Competition for best Newsletter this year, as the winners and runner up (Pettistree People) are not eligible to enter until next year.

6.0 Other Pettistree Matters

- 6.1 **Website Host being transferred on 1st November 2016** Hosting the website changed automatically from Suffolk County Council to Community Action Suffolk. There would now be a charge for hosting of £50 but for this and possibly next year it could be waived. Suffolk Cloud has placed a counter offer to host Parish Council sites for £100 with a far more enhanced website, again free for the first year or two, but the website address would require to be amended. It was agreed that we stay as we are using our webmaster (Chris Garner).
- 6.2 **Deposit Historic records with Suffolk Record Office for safe keeping.** It was agreed it was a good idea to deposit the old records which are thought to go back to 1970's. Three years minimum of records would be held by Parish Clerk at his home.
- 6.3 **Data Protection** It was discussed and the Parish Clerk would look further into.
- 6.4 **Parish Clerk contract of employment, PAYE, Expenses and grant for Laptop Printer / Scanner** It was agreed that smaller amounts would be paid to the Parish Clerk as remuneration and this would be disclosed directly to HMRC by him. He would also be remunerated reasonable expenses. He would purchase a laptop, software and a scanner personally and be reimbursed accordingly, with FULL cost coming from the ~~SCDC~~ **NALC**
- 6.5 **Clerks Training Courses** It was agreed that the Clerk continue to attend suitable courses
- 6.6 **SCDC Planning Process** Following contact from Ufford Parish Council regarding the Planning process of applications it was agreed that we would support them.
- 6.7 **Bank Mandate amendment – Change of clerk** Parish Clerk to contact Bank to obtain form to amend address from previous Clerk. Current signatories J. Hallett, M. Watts, S. Hind
- 6.8 **Litter Collection** It was agreed that currently there was no need to arrange for a Litter pick in the spring 2017.
- 6.9 **Preparation for winter weather.** The grit Bins were not used last year and each Councillor would check bins to ensure they were still full. The Chairman would contact local parishioner to the Loudham Bin to cut down the greenery to make it more accessible. Parish Clerk to contact Highways to ensure there were no forms to complete to ensure that the Bins could be replenished.

7.0 Planning Matters:

- 7.1 Planning applications received
- | | | | |
|----------------|-----------------|--|-------------|
| DC/16/4107/FUL | R Hayward & Son | Whitehouse Farm Lean to workshop | -Pending |
| DC/16/4109/FUL | R Hayward & Son | Whitehouse farm Agriculture Building A | -Pending |
| DC/16/4111/FUL | R Hayward & Son | Whitehouse Farm Agriculture Building B | -Pending |
| DC/16/3094/FUL | Mr Amoss | Manege & stable at 1 Hungarian Close | -Permitted |
| DC/16/2862/FUL | Mrs Tansley | Extension at Well Cottage | - Permitted |
| DC/16/3466/FUL | Plant Pro | Glasshouses and Retail Sales | - Permitted |
- It was agreed that as the Applications still pending related to Agriculture land then no action need to be taken.

8.0 Finance:

2016-15

8.1	Parish Council Accounts were approved and cheques written for	
	Community Action Suffolk - Insurance Renewal	£264.94
	Suffolk Assoc of Local Councils – Course Fee	£19.20
	Suffolk Assoc of Local Councils – Course Fee	£120.00
	Honorarium for Website Maintenance C. Garner	£50.00
	Honorarium for Grass cutting O. Smith	£200.00
	As per 6.4 above, payment of following would be made upon receipt of invoice which meets the spending of the Transparency Fund criteria.	
	Pettistree Parish Clerk - Laptop, Software and Scanner Not exceeding	£750.00
	(Amount to be reclaimed from SALC under Transparency Code)	

8.2 **Budget for 2017-2018** The forecast for 2016/17 and Budget for 2017/18 were presented and it was agreed that the Village Maintenance costs should be increased to £200 to account for expected costs of the knotweed treatment. It was suggested that the previous Internal Auditor be approached to carry out the Audit next year.

8.3 **Precept for 2017-2018** It was agreed by majority that the Precept Budget be increased by 2.5% to £2465 from £2405. Mr T Rowles objected stating that he believed it was not currently necessary.

9.0 Correspondence:

9.1 Postal and Email correspondence:- There were many emails and any of possible relevance had been forwarded to the Councillors. As it was agreed that none were applicable to discuss and that any future ones would be headed 'Circular'. Post received was not relevant apart from a Budget Liason Meeting at SCDC which might be attended by the Parish Clerk, time permitting. An email had been received from Noticeboard Company for new notice boards and would be reviewed depending on the estimate of the repair.

10.0 Matters to be brought to the attention of the Council:

10.1 **Extra road sign for Village Hall** It was discussed that there was inadequate signage for the Village Hall, for new visitors, as it was hidden from view and beyond the speed restriction signs. It was suggested that a sign should be placed on the speed sign pole and would discuss with the Village Hall committee

10.2 **Three Tuns** Peter Wells, Architect, contacted the Chairman regarding the sale of the Three Tuns PH. This is either for sale Freehold or could be for Leasehold. Peter Wells is advising us of the intention of the property which would be to remove some outside buildings and replace with 5 dwellings some which may or may not be classed as 'affordable' There is also a possibility of obtaining some adjacent land for further development.

11.0 Dates for future meetings:

Tuesday	7th February 2017	Parish Council Meeting at 7.30 p.m.
Tuesday	16th May 2017	AGM (Annual Parish Council Meeting) at 7.30 p.m.
Tuesday	16 th May 2017	Parish Council Meeting at 7.45 p.m.
Tuesday	23rd May 2017	Annual Parish Meeting at 7.30 p.m.

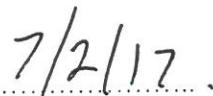
One councillor would be unable to attend the 23rd May and the Parish Clerk would confirm the rules as to holding on a future date.

The meeting closed at 9.40 pm.

Signed: -



Dated:



2016-16