



APPROVED MINUTES OF A MEETING OF PETTISTREE PARISH COUNCIL HELD ON 24 MARCH 2022 AT 1930

Councillors present: Jeff Hallett (chair), Susan Jones (vice chair) Mary Chilvers, Chris Cook, James Hayward, Mike Watts

In attendance: County Councillor Alexander Nicoll

1. Council agreed that Cllr Jones should be the Meeting Clerk as per the Local Government Act 1972 Section 112 (5).
2. Apologies were received from: Cllr Philip Westrope and District Councillor Carol Poulter who was chairing the Framlingham and Wickham Market Community Partnership meeting. The absence of Cllr Westrope and James Clarke was approved on medical grounds.
3. Simon Ashton was introduced as the new Responsible Finance Officer (RFO) contracted for a probationary six months from 1 March 2022. The contract was signed by the Chair and the RFO.
4. Declarations of interest: Cllr Hayward declared an interest in the proposal for a village car park as a family landowner of the sites and Cllr Jones declared an interest in the planning application DC/22/0640 as the applicant. There were no requests for dispensation.
5. No members of the public were present.
6. A report was submitted by Cllr Poulter and had been distributed to Council. Cllr Nicoll reported on:
 - A grant of £1000 had been made for a bike shed at the Village Hall
 - Actions to improve rural bus transport. The 'Bus Back Better' initiative was aiming to re-set the relationship between commercial bus operators and the public. An Enhanced Partnership for the county would also encourage district planning authorities to prioritise public transport when making decisions.
 - The Boundary Commission's re-drawing of division may lead to some parishes not being happy with where they are placed.
7. The Minutes of the meeting held on 16 February 2022 were approved as a true record and signed by the Chair. **These will be published on the Council's website.**

8. Matters Arising:

- No applications had been made for the position of Parish Clerk. Council agreed to continue to advertise. **VChair to take this forward.**
- Cllr Poulter confirmed that she will contribute from her Councillors Enabling Allowance towards the cost of broadband connections to the Village Hall and the Parish Room. **Chair to take this forward. Cllr Hayward will give advice about installing/contracting for wi-fi.**
- Cllr Jones outlined the ESC's current Community Governance Review. This would be the opportunity to seek a change to Pettistree's parish boundary in line with the earlier Council agreement that the new Hopkins development on Main Road should be within the Wickham Market parish. **VChair to take forward** a response, shared with Council, to the Review team before the deadline of 1 April 2022.

9. Planning Applications:

- South Lodge, Java Lodge Rd DC/22/0331/FUL – no objections made
- Holmleigh, The Street DC/22/0640/FUL – no objections made
- Main Road, dog walking facility DC/22/0620/FUL – no objections made
- Land next to Newstead, The Street DC/22/0273/OUT – still pending. The Council had made a narrative comment.

10. Updates:

- Chair reported on arrangements for the Platinum Jubilee. There had been a meeting of the committee on 12 February 2022 following which it was agreed that Pettistree would apply for a grant of £2,100 from the Suffolk Community Foundation. To do this it was necessary to adopt PC policies on Equal Opportunities and Safeguarding. Council agreed to adopt the East Suffolk Council policies and Cllr Chilvers was appointed Safeguarding Officer.

In addition, 100 commemorative Pettistree horse brasses had been ordered for sale to villagers and given free to children resident in the village and of school age. A decision on how these would be paid for was deferred. **Chair would inform our insurers of the events.** A risk assessment would be needed.

- Chair reported on the Solar Park Community Benefit Fund. Chair had received a copy of the agreement. Council approved this and **Chair would sign and take it forward.** A list of possible uses for the fund was in the Minutes of the meeting of 16 February 2022.
- Cllr Cook reported on the acquisition and siting of a Defibrillator. It was not certain that the Council's chosen site – the Greyhound Inn – would be available as no approval had been given by the freeholder. Cllr Cook had contacted the Ambulance Service for advice and was told about two possible defibrillators. He was also looking at funding support.
- Chair reported on the expected delivery of the Pettistree Marquee which would be stored at the Village Hall. Council agreed that all residents of the village would be able to use it free of charge. **The RFO was asked to inform the insurers of the new marquee and request new policy documents.**

11. Financial and Audit Reports:

- The RFO reported on his review of the year 2021–22 and raised a number of issues which will need to be addressed in 2022–23. These in large part relate to recording of Council decisions in the Minutes.
- VChair reported that online banking was now on track and that the other signatories, the Chair and Cllr Watts, would also be able to authorise payments online when they were set up to do so. **Bank statements for the year would be provided to the RFO.**
- Payments were authorised and cheques signed for:
Parish magazine printing £69.50
SALC payroll services £27
Staff salary for the RFO £105.19
Staff expenses (mileage) £10.80
Office expenses for the RFO £26
HMRC for staff salary £26.20
- £200 would be paid to Olivia Smith for grass cutting at the Village Green in 2021–2022. **An invoice would be requested by the Chair.**
- Council agreed that SALC Internal Audit Service would be appointed as internal auditors. **RFO to action. VChair agreed to bring forward a Risk Register** for consideration at the June Council meeting.
- It was agreed that the **RFO will purchase a lap-top** for sole use of Council business.
- Council agreed that a statement on parish assets and values will be an agenda item for the Finance Meeting in June.

12. Correspondence and Matters brought to the attention of the Council

- Council agreed that a village Litter Pick would be organised for Sunday 24 April 2022.
- Potential village car park: Council is considering whether to put forward the proposal for a village car park as one of the schemes to be funded by the Solar Park Community Benefit Fund. A note setting out some of the discussion points had been issued earlier by the VChair.

R Hayward and Son has offered four possible sites for lease with a guide rent of £500pa for 0.25 of an acre. These are:

- 1 Off Rogues Lane
- 2 Off Walnuts Lane
- 3 Off the Street by the Sewage pumping station next to the Three Tuns
- 4 Off Grove Road opposite Home Farm

Council would be responsible for planning consents, access, surfacing and insurance. Council agreed that a presentation of options and costs would be made at the Annual Parish Meeting to give members of the public the opportunity to add their views.

13. Dates for 2022 meetings

- Annual Parish Meeting – 28 April at 7pm in the Village Hall
- Annual Parish Council Meeting – 24 May
- Financial Meeting – 7 June
- Parish Council meeting – 13 September
- Parish Council meeting – 15 November

The meeting closed at 2150

Signed..... Dated.....