APPROVED MINUTES OF THE MEETING OF

PETTISTREE PARISH COUNCIL

HELD ON 13 MARCH 2025 AT 7PM AT THE VILLAGE HALL, PETTISTREE

92/24-25 PRESENT AND APOLOGIES

Present: Cllr Jones (Chair), Cllr Chilvers, Cllr Harrison, Cllr Over and Cllr Smith.
In attendance: S. Ashton (RFO) and A Staples (Clerk). Apologies received from Cllrs Hayward. This absence was approved.

93/24-25 COMMENTS FROM MEMBERS OF THE PUBLIC ON AGENDA ITEMS AND TO RAISE ISSUES FOR FUTURE MEETINGS

Three members of the public attended. The following issues were raised:
- the number of HGVs travelling through the village to access the KindWater site, one resident reported damage caused to their verge and a boulder left in the road, presenting a risk to other road users. This occurred when two lorries again met head-on in the middle of the village. He asked about traffic management by Kind Water. The Chair said she would ask Kind Water about future plans for the business. Pot-hole damage to the roads concerned was also reported. Some potholes had been reported to SCC but Highways stated that they were not sufficiently bad for resources to be used to repair them.
- Another member of the public raised concerns about the kennels which changed last year from a boarding kennel to an animal rescue centre. It was said there may be too many animals on the site, causing a significant increase in noise. It was stated this change was made without discussion with neighbours. It was suggested the kennels are in need of renovation. The Parish Council was asked whether it might donate to the charity concerned from its CIL funds to upgrade the accommodation to help reduce noise. This would be a 'community benefit'. The Chair offered to meet the charity owner to discuss the matter.

94/24-25 RECEIVE REPORTS FROM DISTRICT AND COUNTY COUNCILLORS

The District and County Cllrs did not attend. District Cllr Nobles February 2025 report was read by councillors in advance of the meeting.

95/24-25 RECEIVE ANY CHANGES TO MEMBERS' INTERESTS

No changes were received.

96/24-25 RECEIVE ANY DECLARATION OF INTEREST IN RELATION TO ITEMS ON THE AGENDA

No declarations were received.

97/24-25 CONSIDER APPLICATIONS FOR CO-OPTION OF NEW COUNCILLOR

An application for co-option was received from Mr C. Warburg to fill the vacancy on the council arising from the resignation of Cllr Cook. It was resolved to co-opt Mr Warburg.

Action: Clerk to contact Mr Warburg.

98/24-25 APPROVE THE MINUTES OF THE MEETING ON 9 JANUARY 2025

The minutes were approved as a true and accurate record of the meeting and signed.

99/24-25 FINANCE MATTERS:

99/24-25.1 Confirmation of Bank Account Balances (£37,294.07, £0.00 & £20.00) (26 February 2025)

The above-mentioned bank account balances were confirmed.

99/24-25.2 Review & Approval of Implementation of Internal Audit Recommendations (2023/24)

The RFO presented a document explaining the implementation of the audit recommendations, which was reviewed and approved.

99/24-25.3 Review & Approval of SALC Internal Audit Letter of Engagement (2024/25)

The SALC internal audit letter of engagement was considered and approved.

99/24-25.4 Review & Approval of Completed Internal Controls Checklist (2024/25)

The completed Internal Controls Checklist was reviewed and approved and signed.

99/24-25.5 Review & Approval of Annual CIL Report (2024/25)

The Annual CIL Report was reviewed and approved.

99/24-25.6 Confirmation of AGAR Form 3 Mandatory Completion & External Audit (2024/25)

The RFO explained that a consequence of CIL monies held and received in 2024-25 is that exemption cannot be claimed from external audit by PFK Littlejohn. As a result, an external audit will be mandatory. This will require the payment of the auditor's fee, which was not budgeted for in the 2025-26 budget.

99/24-25.7 Transfer of Council Funds to Lloyds Community Account (£37,294.07) & Signing of Cheque

It was resolved that the above-mentioned funds should be moved to the Lloyds Community Account and a cheque was duly signed.

99/24-25.8 Approval of Payments & Online Authorisation Arrangements

The following payments were approved for on-line authorisation by Cllr Harrison and Cllr Smith, (with Cllr Jones in reserve, in the event of any technical issues): staff payments of £362.61 to A V Staples (which comprises of staff salaries £308.36, staff expenses £2.25 and office expenses £52.00) and £426.82 to S E J Ashton (which comprises of staff salaries £354.02, staff expenses £14.85 and office expenses £57.95); £3.21 to HMRC for income tax and NI (Jan - Mar 25); £110.75 to Parish Magazine Printing for Pettistree People costs (Mar 25); and £4.67 to Lloyds Bank PLC for monthly Bank Charges (10 Jan – 9 Feb 25).

100/24-25 UPDATE ON ACTIONS FROM THE PREVIOUS MEETING:

Solar Park

The Chair reported on a recent consultation event.

101/24-25 DISCUSS TREE WORK ON VILLAGE GREEN

The proposed tree work on the village green is yet to take place. The contractor has had difficulty scheduling the job due to problems with his plant. It is hoped the job will be completed shortly, perhaps commencing on 17 March.

102/24-25 DISCUSS HGV MOVEMENTS IN VILLAGE – INCLUDING DAMAGE TO VERGES

As discussed above during the public session, and minuted above. The Chair will once again raise the issue with County Councillor Nicoll and the owner of KindWater.

103/24-25 DISCUSS ARRANGEMENTS FOR ANNUAL PARISH MEETING

The Chair has asked Suffolk Police to send a community officer. Cllr Nicoll will be asked to speak about the devolution plans. Cllr Noble will be asked to speak on changes to the planning applications process. A representative of the kennels should be invited to attend. Chair had also approached Anne Westover of Wickham Market to talk about her Green Gym.

104/24-25 REVIEW AND UPDATE COUNCIL POLICIES:

104/24-25.1 Risk Register

The proposed updates were reviewed and approved, and the draft document was adopted.

104/24-25.2 Code of Conduct

The Code was approved and adopted.

104/24-25.3 Website Accessibility Statement

The proposed updates were reviewed and approved, and the draft document was adopted.

104/24-25.4 Financial Regulations

it was noted that the internal controls check raised an issue regarding the date of the GDPR assessment statement in the 2nd paragraph of the Financial Regulations, (as approved on 9 January 2025). Having reviewed the wording, it was agreed no amendment was required.

105/24-25 PLANNING MATTERS: TO NOTE ESC CONSULTATION REQUESTS ON:

105/24-25.1 DC/24/4319/FUL; Park Farm, Loudham Hall Road, Pettistree, IP13 0NW; Extension and Conversion of 'The Stables' to residential annexe
The application was noted with no representations required.

105/24-25.2 DC/25/0177/FUL & DC/25/0178/LBC; Planning application and Listed Building Consent for Church Cottage, Walnuts Lane, Pettistree, IP13 0HR; Installation of plastic bunded oil tank & base. Creation of internal plant room comprising new building services/boiler. Installation of radiators. Installation of external flue. Remodelling of principle bathroom. Removal of concrete render to cottage and replacement with breathable insulations and lime render finishes.
The application was noted with no representations required.

105/24-25.3 DC/25/0399/FUL & DC/25/0007/LBC; Planning application and application for Listed Building Consent for The Clock House, The Street, Pettistree, IP13 0HU; Alterations to the boundary wall that separates the land of the The Clock House and The Lodge.
The application was noted with no representations required.

106/24-25 CONSIDER AGENDA ITEMS FOR FUTURE MEETINGS

The use of balance of CIL funds, and specifically to consider a recently received funding request from Wickham Market Bowls Club.

107/24-25 CONFIRM DATES OF NEXT MEETING

24 April 2025 (Annual Parish Meeting); 15 May 2025 (Annual General Meeting); 12 June 2025 (24-25 year-end / Audit meeting); 10 July 2025; 11 September 2025; 13 November 2025; 15 January 2026; and 12 March 2026.

Meeting closed at 20:06

Signed

Cllr Jones (Chair)
15 May 2025