APPROVED MINUTES OF THE MEETING OF

PETTISTREE PARISH COUNCIL

HELD ON 10 JULY 2025 AT 7PM

VILLAGE HALL, PETTISTREE

33/25-26 PRESENT AND APOLOGIES

Present: Cllr Jones (Chair), Cllr Chilvers, Cllr Harrison, Cllr Smith and Cllr Warburg.

In attendance: S. Ashton (RFO) and A. Staples (Clerk). Apologies were received from Cllr Over. This absence was approved. No apologies received from Cllr Hayward. This absence was not approved.

34/25-26 COMMENTS FROM MEMBERS OF THE PUBLIC ON AGENDA ITEMS AND TO RAISE ISSUES FOR FUTURE MEETINGS

No members of the public attended.

35/25-26 RECEIVE REPORTS FROM DISTRICT AND COUNTY COUNCILLORS

Apologies were received from County Cllr Nicoll and District Cllr Noble. Cllr Noble's June report has been received and will be uploaded to the website.

36/25-26 RECEIVE ANY CHANGES TO MEMBERS' INTERESTS

No changes were received.

37/25-26 RECEIVE ANY DECLARATION OF INTEREST IN RELATION TO ITEMS ON THE AGENDA

Cllr Smith declared an interest in relation to item **39/25-26.5.**

38/25-26 APPROVE THE MINUTES OF THE MEETING ON 12 JUNE 2025

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

39/25-26 FINANCE MATTERS:

39/25-26.1 Confirmation of Bank Account Balances (£3.83 & £27,962.71) (30 June 2025)
The above bank account balances were confirmed.

39/25-26.2 Confirmation of Receipt of Lloyds Bank Interest (£22.71) (9 June 2025)
The above receipt was confirmed.

39/25-26.3 Approval of Closure of Barclays Bank Accounts & Lead Appointment
It was agreed the Barclays Bank Account be closed. Chair to complete the appropriate form, which may also need to be signed by Cllr Chilvers, as they are both on the Barclays bank mandate.

39/25-26.4 Consideration of Assertion 10, IT Policy, Windows 10 & Council Action (2025/26)
AGAR 2025-26 will contain a new Assertion 10 relating to the parish council's emails, IT, digital and data compliance. It was agreed that an IT policy would be required for PPC. There was a discussion about the provision of laptop(s) to members of staff. Proposal to be kept under review during 2025-26, as this expenditure has not been budgeted for.
Action: Cllr Warburg and Clerk to prepare a draft IT policy for consideration later in the year.
Action: Clerk to ascertain that Suffolk Cloud is compliant with the current web content accessibility guidelines.
Action: Clerk to review PPC existing policies in relation to GDPR and Data Protection to ensure compliance.

39/25-26.5 Review & Approval of Payments & Online Authorisations
Cllr Smith did not take part in this discussion or vote having declared an interest. The following payments were approved for on-line authorisation by Cllr Jones and Cllr Harrison: £4.25 to Lloyds Bank PLC for monthly Bank Charges (10 April – 9 May 2025, paid 17 June 2025); staff payments of £182.43 to A V Staples (which comprises of staff salaries £154.18, staff expenses £2.25 and office expenses £26.00) and £203.51 to S E J Ashton (which comprises of staff salaries £166.71, staff expenses £10.80 and office expenses £26.00); £75.00 to Cllr Smith for reimbursement of purchase of defibrillator pads; and £31.80 to HMRC for Income Tax and NI (April – June 2025).

40/25-26 UPDATE ON ACTIONS FROM THE PREVIOUS MEETING:
40/25-26.1 Concerns raised regarding Whitehouse Farm
The council has had reports of self-storage containers on this site but it is not clear whether planning permission has been obtained for them. The council was of the view that planning permission would be needed, and it was agreed a letter be sent to the landowner to formally enquire about this matter.
Action: Clerk to draft wording for letter for Chair to approve.

It was also agreed that a check be made of compliance by the MOT centre at Whitehouse Farm related to the number of vehicles parked there. The planning permission given was for a maximum of 17 vehicles to be parked on the site occupied by the MOT Centre.

41/25-26 CONSIDER APPLICATIONS / PAYMENTS FROM CIL FUNDS

Cllr Warburg reported Wickham Market Primary School has put several ideas forward for possible CIL funding. These included: football goals (£1,075 plus installation), or wheeled portable goals (£2,955), picnic benches (at £190 each plus £20 delivery), and a sunshade, (approximately £500 with supporting posts). It was agreed that these proposals be checked with the District Council Infrastructure Officer to ensure they considered an appropriate use of CIL funds before proceeding. For further consideration at September meeting.
Action: RFO to contact Infrastructure Officer to check the specific items on the list.

42/25-26 DISCUSS PARISH COUNCIL DELIVERY

Cllr Warburg suggested improving on the quality and number of messages placed on the village WhatsApp group to keep residents updated of PC business.
Action: it was agreed that messages to residents be included as a standing agenda item.

43/25-26 DISCUSS VILLAGE CAR PARKING

Car parking at The Greyhound and the Church was discussed. The Church has a small car park next to the Parish Room but requires more parking near to the Church. Pub customers are believed to have used the Church car park as overflow. For Church events additional car parking is needed. Chair noted a proposal to use a piece of land off Rogues Lane as a temporary car park when needed, but councillors were against funding this with CIL, or any other PC funds. It was agreed the Chair will contact pub to request a sign stating that overflow car parking should be at the village hall.

44/25-26 DISCUSS MAINTENANCE OF NOTICEBOARDS

The Chair reported the parish council noticeboards by the Church and on the village green are looking tatty. The Chair offered to re-paint and re-cork them. It was agreed that Chair could proceed.

45/25-26 PLANNING MATTERS – to consider ESC consultation request on:

None received.

46/25-26 CONSIDER AGENDA ITEMS FOR FUTURE MEETINGS

None raised.

47/25-26 TO CONFIRM DATES OF FUTURE MEETING(S)

11 September 2025; 13 November 2025; 15 January 2026; 12 March 2026; and 21 May 2026 (AGM). Date for the Annual Parish Meeting to be fixed in January 2026.

Meeting closed at 20:10

Signed:

Cllr S Jones (Chair)
11 September 2025