



APPROVED MINUTES OF THE MEETING OF PETTISTREE PARISH COUNCIL

ON 13 NOVEMBER 2025 AT 7PM, VILLAGE HALL, PETTISTREE

69/25-26

PRESENT AND APOLOGIES

Present: Cllrs Jones (Chair), Chilvers, Harrison and Smith

Apologies: Cllrs Hayward, Over and Warburg. Absences approved.

In Attendance: District Cllr Noble; S Ashton (RFO); and A Staples (Clerk).

Apologies were received from County Cllr Nicoll.

70/25-26

COMMENTS FROM MEMBERS OF THE PUBLIC ON AGENDA ITEMS AND TO RAISE ISSUES FOR FUTURE MEETINGS

One member of the public attended and spoke in relation to the Suffolk Animal Rescue kennels in Pettistree. It was requested to add noise concerns from the kennels to the next meeting agenda for discussion. Several emails have been received from members of the public requesting the proposal to extend the car park at the Church is added to the next meeting agenda.

71/25-26

RECEIVE REPORTS FROM DISTRICT AND COUNTY COUNCILLORS

Written reports can be viewed on the parish council website.

District Cllr Noble presented an oral report covering:

- Anti-social behaviour problems in Wickham Market, including vandalising of the public toilets, break-ins at the archive centre, broken windows, inappropriate riding of mopeds and a burglary at Rackham's.
- A forthcoming drop-in event in the village hall about flooding and the use of tree planting to mitigate risks.
- The availability of Nature First grants of up to £1,000.
- Cllr Noble is on the forum for Sizewell, and able to put any questions forward raised by parishioners.
- Funding for projects to clear significantly overgrown footpaths as part of the cycling and walking strategy.
- The new waste recycling arrangements, the details of which will be circulated in May 2026. The extra bins will be delivered to households in June 2026.

72/25-26

RECEIVE ANY CHANGES TO MEMBERS' INTERESTS

No changes received.

73/25-26 RECEIVE ANY DECLARATION OF INTEREST IN RELATION TO ITEMS ON THE AGENDA

No declarations received.

74/25-26 APPROVE MINUTES OF MEETING ON 11 SEPTEMBER 2025

The minutes were approved and signed.

75/25-26 FINANCE MATTERS:

75/25-26.1 Confirmation of Bank Account Balances (£0.00, £0.05, £0.49 & £25,851.13) (31 October 2025)

The above bank balances were confirmed.

75/25-26.2 Confirmation of Receipt of Bank Interest (£15.22 & £12.80) (September - October 2025)

The above receipt was confirmed.

75/25-26.3 Review of Receipts/Budget & Payments/Budget Reports (31 October 2025)

The above reports were reviewed.

75/25-26.4 Review & Approval of Bank Reconciliation (31 October 2025)

The approval of the bank reconciliation was deferred to the next meeting.

75/25-26.5 Review of Lloyds Bank Mandate Arrangements & Recommendations

The Lloyds bank mandate arrangements were reviewed. It was agreed there were adequate signatories on the mandate, and application should be made for former Councillor Cook to be removed from the mandate. The necessary form was signed.

75/25-26.6 Transfer of £0.05 from Barclays Accounts to Enable Closure of Accounts

The above transfer, which was previously agreed, had proved problematic. It was agreed a cheque be signed so it can be paid into the Lloyds Account and the Barclays accounts closed. The Chair confirmed the funds had been transferred to the Barclay's current account in readiness for the drawing of the cheque.

75/25-26.7 Review & Approval of Budget, Precept & Reserves (2026/27)

The budget was reviewed and approved, including the precept request of £8,000 for 2026/27.


75/25-26.8 Review & Approval of Payment

The following payments were approved for on-line authorisation by Cllr Smith and Cllr Harrison: £8.50 to Lloyds Bank PLC for monthly Bank Charges (£4.25 for 10 July 2025 to 9 August 2025, paid 19 September 2025 & £4.25 for 10 August 2025 to 9 September 2025, paid on 20 October 2025); staff payments of £404.93 to A V Staples (which comprises of staff salaries £350.68, staff expenses £2.25 and office expenses £52.00) and £435.27 to S E J Ashton (which comprises of staff salaries £372.47, staff expenses £10.80 and office expenses £52.00); £30.20 to Business Services at CAS Ltd for interim insurance for October 2025 to September 2026; £82.80 to Suffolk Association of Local Councils professional



fees for payroll services April to September 2025; and £120 to Suffolk Cloud professional fees for website services October 2025 to September 2026.

- 76/25-26 UPDATE ON ACTIONS FROM THE PREVIOUS MEETING:**
76/25-26.1 Solar planning application update
The Committee meeting at which the application will be considered has been postponed to 16 December.
- 77/25-26 CONSIDER AND APPROVE PPC IT POLICY**
The IT Policy was considered and approved.
- 78/25-26 CONSIDER APPLICATIONS / PAYMENTS FROM CIL FUNDS**
It was agreed that CIL funding of up to £5,000 be offered to Wickham Market Primary School, subject to the school's confirmation that the funds will be used on a project agreeable to the parish council and suitable for CIL expenditure.
Action: Clerk to draft offer letter to the school.
- 79/25-26 PARISH COUNCIL DELIVERY / WHATSAPP MESSAGES TO RESIDENTS**
No messages to residents directed.
- 80/25-26 DISCUSS FLOODING IN THE VILLAGE**
Flooding in the vicinity of The Laurels and Pettistree Lodge was discussed. It was reported that an extension to the ditch is to be carried out at the landowners' expense.
- 81/25-26 PLANNING MATTERS – to note ESC consultation request on:**
81/25-26.1 DC/25/3408/TCA; undertake tree works listed on 'Shutdown Consent Form; Garden House, The Street, Pettistree, IP13 0HU
No observations made.
81/25-26.2 DC/25/3506/TCA; undertake tree work: 2 No. Ash (1Aand1B)-Fell, 1 No. Maple (1C) – Fell, 1 No. Eucalyptus 92A) - Overall crown reduction by up to 4 metres, 1 No. Cherry (2B) – Fell, 2 No. group of Elm (3A and 3B) – Fell; Pettistree Grange, The Street, Pettistree, IP13 0HP
No observations made.
81/25-26.3 DC/25/3622/FUL; retrospective application for 8 x 20ft. shipping containers for domestic storage use (Use Class B8); Whitehouse Farm, Main Road, Pettistree
No observations made.
81/25-26.4 DC/25/3661/FUL; erection of front entrance porch to day nursery; Potash Cottages, 2 Stump Street, Pettistree, IP13 0JB
No observations made.
81/25-26.5 DC/25/3966/TCA; undertake tree works detailed in submitted 'Tree Report'; Garden House, The Street, Pettistree, IP13 0HU
No observations made.
81/25-26.6 To consider ESC consultation request on: DC/25/4154/FUL; alterations and extension; Thistledown, Rogues Lane, Pettistree, IP13 0HQ



It was agreed there were no objections.

Action: Clerk to note comments on ESC planning portal.

82/25-26

CONSIDER AGENDA ITEMS FOR FUTURE MEETINGS

It was agreed concerns expressed by parishioners regarding the kennels and the Church car park proposals (see item 70/25-26 above) be added to the next meeting agenda.

83/25-26

DATES OF FUTURE MEETING(S)

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

Close of meeting at 20:20

Signed:

Cllr S Jones (Chair)
15 January 2026

A handwritten signature in black ink, appearing to read 'S Jones', with a stylized flourish at the end.