



**APPROVED MINUTES OF MEETING  
ON 15 JANUARY 2026 AT 7PM, PARISH ROOM, PETTISTREE**

**84/25-26 PRESENT AND APOLOGIES**

**Present:** Cllrs Jones (Chair), Chilvers, Harrison, Hayward, Smith and Warburg.

**In Attendance:** County Cllr Nicoll; S Ashton (RFO); and A Staples (Clerk).

**Apologies:** Cllr Over, it was agreed absence be approved; District Cllr Noble.

**85/25-26 COMMENTS FROM MEMBERS OF THE PUBLIC ON AGENDA ITEMS AND TO RAISE ISSUES FOR FUTURE MEETINGS**

Four members of the public attended and spoke in opposition to the Church car parking proposals, (see agenda item **97/25-26**, which was taken at this point in the meeting).

**86/25-26 RECEIVE REPORTS FROM DISTRICT AND COUNTY COUNCILLORS**

Written reports from District Cllr Noble are on the Parish Council website. County Cllr Nicoll gave an oral report covering: Sizewell issues, particularly in relation to traffic restrictions on the A12, and roadworks arising from Cadent Gas works. The scheme to dual the A12 from the Seckford roundabout to the Dobbies roundabout now being at the planning stage, with government funding anticipated. This will also cause significant traffic disruption to villages when works commence. Overnight heavy rail freight coming into Leiston for Sizewell, with further significant rail works anticipated impacting Woodbridge station. Planning proposals for 110 houses in Campsea Ashe on land opposite the auctioneers. The benefits of having a unitary authority with a joined-up approach, bringing planning and transport decisions under the remit of one council.

**87/25-26 RECEIVE ANY CHANGES TO MEMBERS' INTERESTS**

No changes received.

**88/25-26 RECEIVE ANY DECLARATION OF INTEREST IN RELATION TO ITEMS ON THE AGENDA**

No declarations received.

**89/25-26 APPROVE MINUTES OF MEETING ON 13 NOVEMBER 2025**

The minutes were approved and signed.

**90/25-26 FINANCE MATTERS:**

**90/25-26.1 Confirmation of Bank Account Balances (£0.00, £0.00, £9.17 & £24,836.58) (17 Dec 25)**

The above bank balances were confirmed.

**90/25-26.2 Confirmation of Receipts of Bank Interest (£13.60 & £11.85) (10 Nov & 9 Dec 25)**

The above receipts were confirmed.

**90/25-26.3 Confirmation of Receipt of SLCC Refund (£46.08) (12 Dec 25)**

The above receipt was confirmed.

**90/25-26.4 Review of Receipts/Budget & Payments/Budget Reports (17 Dec 25)**

The above reports were reviewed.

**90/25-26.5 Review & Approval of Bank Reconciliations (31 Oct & 17 Dec 25)**

The above bank reconciliations were reviewed, approved and signed.

**90/25-26.6 Review of Band D Change & Precept Request Form Submission (2026-27)**

It was confirmed that the 2026-27 precept requirement of £8,000, approved at the last meeting, has been submitted to ESC. This being a 3.36% increase on the 2025-26 precept of £7,740. For 2026-27 ESC has determined the Pettistree precept will be levied on the assumption that there are 87.53 Band D equivalent properties in the parish, a significant reduction when compared to their 2025-26 calculation of 134.51 Band D equivalent properties. As a result, the charge per Band D property in 2026-27 will be £91.40, whereas in 2025-26 the figure was £57.54. This will show as a 58.85% increase on the 2026/27 Council Tax bills against the Parish element, even though the actual increase in the total precept is 3.36%.

**90/25-26.7 Review & Approval of Internal Controls Checklist & Lead Appointment (2025/26)**

The checklist was reviewed and approved, and it was agreed that Cllr Warburg be appointed to carry out the checks.

**90/25-26.8 Review & Approval of Payments & Online Authorisations**

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 Sept 2025 to 9 Oct 2025, paid 18 Nov 2025 & £4.25 for 10 Oct 2025 to 9 Nov 2025, paid on 19 Dec 2025); staff payments of £373.19 to A V Staples (which comprises of staff salaries £318.94, staff expenses £2.25 and office expenses £52.00); £411.48 to S E J Ashton (which comprises of staff salaries £343.18, staff expenses £10.80 and office expenses £57.50); £42.60 to HMRC for staff salaries (income tax & NI Oct – Dec 2025); £110.75 to Parish Magazine Printing (Newsletter Dec 2025); and £180.00 to Suffolk Cloud for professional fees (mailbox & domain name Dec 2025 to Dec 2026).

91/25-26

**UPDATE ON ACTIONS FROM THE PREVIOUS MEETING**

The ESC Planning Committee meeting considering the solar farm proposals at Loudham has taken place. Both the Chair and Cllr Harrison attended and voiced the parish council's opposition to the application. Notwithstanding, the application was approved.

92/25-26

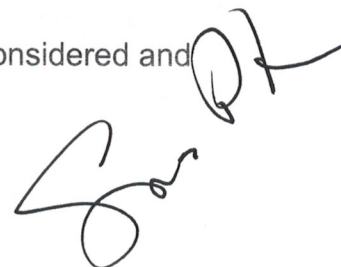
**POLICY REVIEWS:**

**92/25-26.1 Reserves Policy**

The draft Reserves Policy was approved.

**92/25-26.2 IT Policy**

A draft IT Policy based on the latest SALC template was considered and approved.



- 93/25-26 REVIEW OF THE COUNCIL'S WEBSITE EDITORIAL ARRANGEMENTS AND CONSIDER AUTHORISING PAYMENT TO SUFFOLK CLOUD TO CHANGE ACCESS RIGHTS**  
It was agreed that access rights to the website should be changed so that employees, and other authorised persons, can only edit the parts of the website necessary for their duties. A payment of £25.00 to Suffolk Cloud to make these changes was authorised.
- 94/25-26 CONSIDER APPLICATIONS / PAYMENTS FROM CIL FUNDS**  
There are CIL funds in the region of £10,000 remaining to be allocated. An offer letter of £5,000 had been sent to Wickham Market Primary School as agreed at the last meeting. Discussions are ongoing to agree the projects on which the funding will be spent. Once a list of projects has been agreed the payment can be authorised.
- 95/25-26 PARISH COUNCIL DELIVERY / WHATSAPP MESSAGES TO RESIDENTS**  
The councillors remain content with the process.
- 96/25-26 DISCUSS NOISE CONCERNS RAISED BY PARISHIONER IN RELATION TO SUFFOLK ANIMAL WELFARE KENNELS**  
Since the last meeting, District Cllr Noble has advised the Chair that a noise complaint to Environment Health had not yet been taken forward by the parishioner. The Chair agreed to enquire with the operator of the kennels about the progress of the promised improvements.
- 97/25-26 DISCUSS CONCERNS RAISED BY PARISHIONERS IN RELATION TO PROPOSALS TO EXPAND THE CHURCH CAR PARK**  
This item was taken at the start of the meeting to accommodate members of the public present. It was reported that a planning application is yet to be made by the Church. Cllr Hayward suggested making a parcel of land available for overflow parking. It was agreed the Parish Council would compile a report on the current state of public car parking in the village, in consultation with all the parties concerned, including the Parochial Church Council and Pub, with a view to ascertaining an agreed way forward. Consideration could be given to allocating CIL funds to create a car park for use of the village.  
**Action:** Chair to consult concerned persons and produce a draft report.
- 98/25-26 CONSIDER PARISH MAINTENANCE**  
Concern was raised that the maintenance of village assets was being neglected, such as the cleaning of the bus shelters, and the picking up of litter. It was agreed: a litter pick be arranged; and the bench on the village green be sanded down and varnished, hopefully utilising a volunteer joiner arranged by Cllr Harrison. One of the village noticeboards has come away at the back and might soon need replacement. Cllr Harrison agreed to speak to the volunteer joiner to see if it is repairable.
- 99/25-26 CONSIDER ROADS REPORT**  
Cllr Harrison said several potholes have been reported on the Highways portal, and cones placed in the bad examples. The problem is being compounded by standing water. All councillors were encouraged to report potholes on the Highways portal, and to encourage others on the WhatsApp group to do the same. Roadside verges are being damaged from traffic driving over them in wet



conditions. Notably, the edge of the village green where heavy vehicles often pass is being damaged, and it was suggested this might be improved by installing bollards. It was agreed this should be further discussed at the next meeting. There was also discussion about flooding on the road potentially arising by landowners failing to clear their ditches. Cllr Smith agreed to investigate the causes in identified problem areas.

**100/25-26 CONSIDER FOOTPATHS REPORT**

Judy Steventon has retired from her role as footpath's warden. Cllrs Harrison and Warburg agreed to take on the role. The parish council expressed its grateful thanks to Judy for the considerable work she has done towards maintaining footpaths in Pettistree.

**101/25-26 CONSIDER PLANNING REPORT**

Nothing to report.

**102/25-26 PLANNING MATTERS – to consider ESC consultation request on:  
DC/25/4392/TCA; 1no. Group of Sycamore (1 on plan) - Pollard ivy covered individuals to hedge height and crown lift remaining Sycamore to 6 metres  
1no. Group of 6 Oak (2 on plan) - Reduce in height by average of 4 metres and laterally by 3 metres; Garden House, The Street, Pettistree, IP13 0HU**

No objections raised.

Action: Clerk to update planning portal.

**103/25-26 CONSIDER AGENDA ITEMS FOR FUTURE MEETINGS**

None.

**104/25-26 DATES OF FUTURE MEETING(S)**

12 March 2026; and 21 May 2026 (AGM). The Pettistree Annual Parish Meeting 2026 is on Thursday 9 April 2026 at 7pm in the Village Hall.

**Close of Meeting: 20:55**

**Signed:**



**Cllr S Jones (Chair)  
12 March 2026**