

**APPROVED MINUTES OF MEETING ON 12 MARCH 2026
HELD AT 7PM IN THE PARISH ROOM, PETTISTREE**

105/25-26 PRESENT AND APOLOGIES

Present: Cllrs Jones (Chair), Chilvers, Harrison, Over, Smith and Warburg.
In Attendance: District Cllr Sally Noble; S Ashton (RFO); A Staples (Clerk).
Apologies: Cllr Hayward (absence approved); and County Cllr Nicoll.

106/25-26 COMMENTS FROM MEMBERS OF THE PUBLIC ON AGENDA ITEMS AND TO RAISE ISSUES FOR FUTURE MEETINGS

No members of the public attended.

107/25-26 RECEIVE REPORTS FROM DISTRICT AND COUNTY COUNCILLORS

The latest report from District Cllr Sally Noble (February 2026) is available on the Parish Council website. Cllr Noble also gave an oral report on: the decision on local government reorganisation is expected at the end of March on how many unitary councils will be created in Suffolk; the new recycling regime is starting in June, with new bins currently being delivered and communications distributed to residents; the significant amount of work ESC coastal team are doing as a result of properties being lost to erosion. It is occurring much faster than anticipated now reaching the area previously predicted to be lost in 2035; issues relating to the re-location and functioning of the parking machine at the Wickham Market medical centre car park; and Pettistree not having a representative on the Community Partnership Board.

108/25-26 RECEIVE ANY CHANGES TO MEMBERS' INTERESTS

None received.

109/25-26 RECEIVE ANY DECLARATION OF INTEREST IN RELATION TO ITEMS ON THE AGENDA

None received.

110/25-26 APPROVE THE MINUTES OF THE MEETING ON 15 JANUARY 2026

The minutes were approved and signed.

111/25-26 FINANCE MATTERS:

A handwritten signature in black ink, appearing to be 'Sally Noble', written over the bottom right of the page.

111/25-26.1 Consideration of Barclays Bank Account Balances, Monthly/Overdraft Charges & Closure

It was confirmed the Barclays Bank account balances are both nil. The accounts remain to be closed; Barclays having failed to do so despite previous requests. Barclays are now demanding the completion of a form, signed by the account signatories. The Chair is arranging for the form to be completed and submitted. The RFO confirmed that Barclays Bank had confirmed its introduction of a monthly account charge of £8.50 and there was a danger of the unused current account going overdrawn and interest being charged. The Chair confirmed that any charges made prior to the closure of the accounts would be challenged on the Council's behalf.

111/25-26.2 Confirmation of Lloyds Bank Account Balances (£2.98 & £23,735.07) (28 February 2026)

The above balances were confirmed.

111/25-26.3 Confirmation of Receipts of Bank Interest (£12.65 & £10.84) (9 January & 9 February 2026)

The above receipts were confirmed.

111/25-26.4 Review & Approval of Implementation of Internal Audit Recommendations (2024/25)

The implementation of the 24/25 audit recommendations was reviewed and approved.

111/25-26.5 Review & Approval of SALC Internal Audit Letter of Engagement (2025/26)

The letter of engagement for internal audit in 25/26 provided by SALC was reviewed and approved.

111/25-26.6 Review & Approval of Completed Internal Controls Checklist & Implementation of Issues (2025/26)

The completed internal controls checklist was reviewed and approved. No issues were identified.

111/25-26.7 Review & Approval of Annual CIL Report (2025/26)

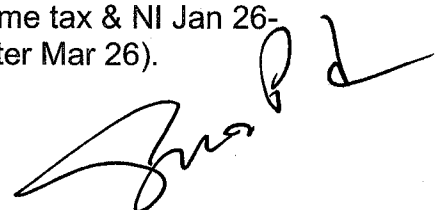
The above report was reviewed and approved.

111/25-26.8 Approval of AGAR Form 2 & Certificate of Exemption Completion (2025/26) (1 April 2026)

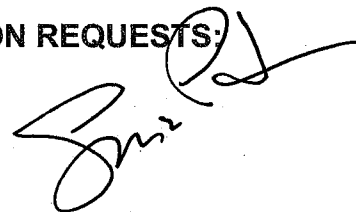
It was agreed to proceed by submitting a Certificate of Exemption, assuming the council continues to meet the eligibility criteria.

111/25-26.9 Review & Approval of Payments & Online Authorisation Arrangements

The following payments were approved for on-line authorisation by Cllr Smith and Cllr Harrison: £8.92 to Lloyds Bank PLC for monthly Bank Charges (£4.67 for 10 Nov 25 – 9 Dec 25, paid 19 Jan 26 and £4.25 for 10 Dec 25 – 9 Jan 26, paid on 17 Feb 26); staff payments of £373.19 to A V Staples (comprising of staff salaries £318.94, staff expenses £2.25 and office expenses £52.00); £423.24 to S E J Ashton (comprising of staff salaries £343.18, staff expenses £10.80 and office expenses £69.26); £35.40 to HMRC for staff salaries (income tax & NI Jan 26-Mar 26); and £98.10 to Parish Magazine Printing (Newsletter Mar 26).



- 112/25-26 UPDATE ON ACTIONS FROM THE PREVIOUS MEETING:**
112/25-26.1 Consider installing bollards on edge of the village green
Correspondence from a resident on this proposal was considered. It was agreed that the installation of bollards was not required.
112/25-26.2 Village car parking report
The Chair is in the process of preparing a report to present at the Annual Parish Meeting.
112/25-26.3 Drainage
Cllr Smith has reported the drain opposite the Parish Room as it needs clearing of mud.
- 113/25-26 DISCUSS PETTISTREE PEOPLE**
The Chair said she has decided to no longer edit Pettistree People. Darren and Sue Tansley have agreed to take on the task. The councillors thanked the Chair for her hard work in making the magazine a great success for the last three years.
- 114/25-26 DISCUSS MAINTENANCE / UPGRADING BUS SHELTER(S)**
Cllr Harrison agreed to visit and assess whether work was required.
- 115/25-26 DISCUSS FOOTPATH REPAIRS**
Cllrs Warburg and Harrison will commence assessing the condition of the village footpaths now there is more daylight.
- 116/25-26 DISCUSS VILLAGE MAINTENANCE**
Reported that roadside verges are looking damaged but should improve as the weather dries up. A village litter pick is being arranged by Sue Tansley. One of the village benches has been removed and is being dried out prior to being refurbished. Cllr Harrison will also assess whether the bench adjacent to the village green also needs refurbishment, as well as the village sign and post. It was agreed that a further bench be purchased for the village green via ESC's Nature First scheme, if funding is granted.
Action: Cllr Warburg agreed to make enquiries with ESC Nature First.
- 117/25-26 DISCUSS PLANS FOR ANNUAL PARISH MEETING – 9 April 2026**
It was agreed to request reports from village organisations.
- 118/25-26 REVIEW AND UPDATE COUNCIL POLICIES:**
118/25-26.1 Risk Register
The updated Risk Register was reviewed and approved
118/25-26.2 Code of Conduct
The Code of Conduct was reviewed and approved.
118/25-26.3 Website Accessibility Statement
The Website Accessibility Statement was reviewed and approved.
- 119/25-26 PLANNING MATTERS: TO NOTE ESC CONSULTATION REQUESTS:**



119/25-26.1 DC/26/0318/TCA. 1no. Beech (T1 on plan) - Crown raise lower branches all by 1.5 metres; 1no. Beech (T2 on plan) – Fell; 1no. Beech (T3 on plan) - Remove lowest branch over field; 1no. Beech (T4 on plan) - Remove lowest branch over field, and prune off small branches over roof of out building by 1.5 metres; 1no. Beech (T5 on plan) - Reduce branch going over the road by 3 metres. Pettistree Cottage, The Street, Pettistree, IP13 0HU

No observations.

119/25-26.2 DC/26/0278/VOC; Variation of Condition No. 2 of DC/15/1747/FUL - Erection of two ancillary buildings for storage of classic vehicles and vehicle parts - To move the roller shutter door way and personnel door in the second building, P2 and to put an additional roller shutter door and a fire exit personnel door into this building, Suffolk Sportscars, Car Workshop, The Street, Pettistree, Suffolk IP13 0HP

No observations.

120/25-26 CONSIDER AGENDA ITEMS FOR FUTURE MEETINGS

Inappropriately heavy / large vehicles using Rogues Lane.

121/25-26 CONFIRM DATES OF NEXT MEETING

21 May 2026 (2026-2027 AGM). The Pettistree Annual Parish Meeting 2026 is on Thursday 9 April 2026 at 7pm in the Village Hall.

Signed:

**Cllr Jones (Chair)
21 May 2026**

