



**UNAPPROVED MINUTES OF MEETING  
PETTISTREE PARISH COUNCIL  
ON 21 MAY 2026 AT 7PM AT THE PARISH ROOM, PETTISTREE**

- 1. ELECTION OF CHAIR AND VICE-CHAIR AND SIGNING OF DECLARATION OF ACCEPTANCE OF OFFICE FORMS**  
Cllr Jones was proposed as Chair by Cllr Harrison, seconded by Cllr Chilvers and elected unanimously. Cllr Over was proposed as Vice-Chair by Cllr Chilvers, seconded by Cllr Harrison and elected unanimously. Chair and Vice-Chair signed the declaration of acceptance of office forms.
- 2. PRESENT AND APOLOGIES**  
**Present:** Cllrs Jones (Chair), Chilvers, Harrison, Over and Smith.  
**In Attendance:** S Ashton (RFO); and A Staples (Clerk).  
**Apologies:** Cllrs Hayward; and Warburg, (absences approved); District Cllr Sally Noble; and County Cllr Molyneux
- 3. COMMENTS FROM MEMBERS OF THE PUBLIC ON AGENDA ITEMS AND TO RAISE ISSUES FOR FUTURE MEETINGS**  
No members of the public present.
- 4. NOTE THE OUTCOME OF SCC CLLR ELECTION FOR FRAMLINGHAM AND WICKHAM MARKET DIVISION AND RECEIVE REPORTS FROM DISTRICT AND COUNTY COUNCILLORS**  
It was noted Stephen Molyneux has been elected County Councillors for the Framlingham and Wickham Market Division. Copies of District and County Councillors written reports are available on the parish council website.
- 5. RECEIVE ANY CHANGES TO MEMBERS' INTERESTS**  
No changes received.
- 6. RECEIVE ANY DECLARATION OF INTEREST IN RELATION TO ITEMS ON THE AGENDA**  
No Declarations received.
- 7. APPROVE THE MINUTES OF THE MEETING ON 12 MARCH 2026**

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

**8. FINANCE MATTERS:**

**8.1. Review & Approval of Draft Finance Agendas (2026/27)**

The Finance Agenda for 26-27 was reviewed and approved.

**8.2. Confirmation of Bank Account Balances (£6.03 & £31,038.89) (30 April 2026)**

The above bank balance accounts were confirmed.

**8.3. Confirmation of Receipt of HMRC VAT Refund (£138.50) (2025/26) (24 April 2026)**

The above receipt was confirmed.

**8.4. Confirmation of Receipt of ESC CIL Funds (£87.98) (24 April 2026)**

The above CIL receipt was confirmed.

**8.5. Confirmation of Receipt of ESC Precept (£8,000.00) (2026/27) (29 April 2026)**

Receipt of the above precept payment was confirmed.

**8.6. Review of Receipts/Budget & Payments/Budget Reports (31 March 2026)**

The above reports were reviewed and approved.

**8.7. Review & Approval of Bank Reconciliation & Reviewer's Signature (31 March 2026)**

The bank reconciliation was reviewed, approved and signed.

**8.8. Review & Approval of Asset Register (31 March 2026)**

The Asset Register dated 31 March 2026 was reviewed and approved. The addition of the 'glass' bus shelter to the register was noted.

**8.9. Review & Approval of Interim Insurance Cover (31 March 2026)**

The insurance cover was reviewed and approved. It was discussed whether the 'glass' bus shelter should be specifically noted on the insurance policy. It was reported that the shelter needs repair / replacement; it was agreed quotes should be taken as the likely costs before a decision is taken on adding it to the insurance policy. It was agreed there needed to be an investigation into the state of the 'glass' bus shelter, and whether it should be repaired or replaced. There should be an investigation in relation to grant funding that might be available. There may also be a need to maintain the brick bus shelter.

**Action:** Cllr Harrison to seek quotes for the repair of both shelters.

**Action:** RFO to advise whether repairs to / replacement shelter(s) can be funded by CIL monies, (contacting the ESC Infrastructure Officer if necessary to confirm). If not, Clerk to approach District and County Councillors to seek locality grant funding.

**8.10. Confirmation of Section 137 Expenditure (£0.00) & Annual Limit Compliance (2025/26)**

It was confirmed that the s.137 expenditure in 25-26 was nil.

**8.11. Confirmation of Progress of Internal Audit (2025/26) (11 May 2026)**

It was reported that the internal audit was scheduled during the week commencing 11 May 2026, but the list of queries and requests for copies of invoices only arrived today. The RFO said he would respond next week.

**8.12. Review & Approval of Bank Mandate Arrangements (2026/27)**

The bank mandate arrangements were reviewed and approved.

**8.13. Review & Approval of Subscriptions (SALC & ICO) & Direct Debit Payments (ICO) (2026/27)**

The council's subscriptions and direct debit payments were reviewed and approved.

**8.14. Review & Approval of Payments & Appointment of Online Authorisers**

The following payments were approved for on-line authorisation by Cllr Smith and Cllr Harrison: £4.25 to Lloyds Bank PLC for monthly Bank Charges (10 Jan 26 to 9 Feb 26, paid on 17 Mar 26); £35.40 to HMRC for staff salaries (income tax & NI Jan 26- Mar 26 – approved on 12 Mar 26 and paid on 7 Apr 26); £4.25 to Lloyds Bank PLC for monthly Bank Charges (10 Feb 26 to 9 Mar 26, paid on 20 Apr 26); £4.25 to Lloyds Bank PLC for monthly Bank Charges (10 Mar 26 to 9 Apr 26, paid on 19 May 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); £356.38 to S E J Ashton (comprising of staff salaries £293.58, staff expenses £10.80 and office expenses £52.00); £5,000.00 to East Anglian Schools Trust Ltd donation made grants for projects at Wickham Market Primary School, comprising pair of movable goals, three picnic benches, sun shade and garden improvements; and £210.75 to SALC professional fees (£82.80 payroll services Oct 25 - Mar 26 and annual membership 26-27).

**9. REVIEW AND UPDATE COUNCILLORS' ROLES AND RESPONSIBILITIES**

9.1.	Village Hall representative	Cllr Smith
9.2.	Community Spaces and Landscapes	Cllr Hayward
9.3.	Roads / SID	Cllr Harrison
9.4.	IT matters & GDPR Data Controller	Cllr Hayward
9.5.	Safeguarding	Cllr Chilvers
9.6.	Environment and Drainage	Cllr Smith
9.7.	Planning overview	Cllr Over
9.8.	Village maintenance contact	Cllr Warburg
9.9.	Footpath Warden	Cllrs Harrison and Warburg
9.10.	Communications	Cllr Jones
9.11.	Project Delivery	Cllr Jones

**10. CIL FUNDS**

The donation of £5,000.00 previously agreed to Wickham Market Primary School will be made following this meeting (see item 8.14 above). The funding of an 'unsuitable for HGV' sign on Rogues Lane was suggested from CIL, if approved by SCC Highways (see item 15.1 below).

**11. DISCUSS CORRESPONDENCE RECEIVED RE: SOLAR COMMUNITY BENEFIT AGREEMENT**

An email has been received from BSR Energy seeking to renewing negotiations for the Community Benefit Agreement from the Loudham solar

installation. They have doubled their offer to £42,000. It was agreed that this was possibly not sufficient and a request should be made for £50,000.

**Action:** Clerk to email BSR to suggest an increased offer and seek a draft copy of the updated agreement.

## **12. UPDATE ON ACTIONS FROM THE PREVIOUS MEETING:**

### **12.1. Village maintenance**

The bench had been repaired. It was reported the village sign needs repainting and a new post purchased as the current post is rotten.

**Action:** RFO to advise whether a replacement post can be funded by CIL monies, (contacting the ESC Infrastructure Officer if necessary to confirm).

### **12.2. Drainage**

Drainage issues at a specific Pettistree property were discussed, and whether SCC Enforcement Officers should be asked to advise.

**Action:** Cllr Harrison will contact the Enforcement Officer.

### **12.3. Footpath repairs**

**13.** Cllr Harrison reported walking the Pettistree and Loudham footpaths. They are accessible but narrow in parts. Some of the reported issues arise from walkers deviating from the permitted route, which should be discouraged. The ESC Footpaths Officer has been contacted and is satisfied with the condition of the paths. Issues arising will be reported to the Footpaths Officer as noted.

## **14. DISCUSS FOOTPATHS AND A POSSIBLE GUIDE**

It was agreed a comprehensive guide to the local footpaths would be helpful, ideally in both printed copy and interactive webpage. A board on the green could be used to display a map of local routes.

**Action:** RFO to advise whether: the design and printing of a guide; the design and hosting of a webpage; and the design, construction and installation of a map-board can be funded by CIL monies, (contacting the ESC Infrastructure Officer if necessary to confirm).

## **15. HIGHWAYS ISSUES:**

### **15.1. Discuss request for 30mph limit heavy / unsuitable for HGVs sign on Rogues Lane**

Residents on Rogues Lane have reported issues with unsuitable heavy vehicles and horse-boxes attempting to use, and as a result blocking, Rogues Lane. It was agreed that an application should be made to SCC Highways to see if they would support the installation of a sign, having first ascertained whether this could be funded using CIL monies.

**Action:** RFO to advise whether the installation of 'unsuitable for HGVs' sign by SCC Highways at the parish council's expense can be funded by CIL monies, (contacting the ESC Infrastructure Officer if necessary to confirm).

**Action:** following positive confirmation of the availability of CIL funds, Clerk to contact SCC Highways.

**Action:** Chair to confirm proposed location of the sign.

### **15.2. Discuss Speed signs**

It was agreed the existing Speed Indication Device should be kept in situ, even though it is currently not operating due to needing a replacement battery. Concern was raised that the device is not secured to the post and could be easily removed. It was agreed that the purchase of a padlock be authorised. Cllr Harrison to arrange the purchase and submit a receipt for reimbursing.

**16. DISCUSS REVIEW OF VILLAGE CAR PARKING**

The Chair reported on her recent review of village car parking, which has been circulated to interested parties.

**17. DISCUSS VILLAGE GREEN MAINTENANCE**

The village green was discussed. It was agreed volunteers should be sought for tidying the green via WhatsApp.

**18. ANNUAL PARISH MEETING 9 APRIL 2026 – PROPOSALS FOR CHANGES**

It was reported that turnout was low. There was concern that the reports given were covered elsewhere and not new information. An option would be for the councillors to present reports on their areas of responsibility.

**Action:** Clerk to put on the agenda for the January 2027 meeting to agree date and format.

**19. DISCUSS ESC CALL FOR SITES AND THE LOCAL PLAN**

It was noted that an ESC call for sites has taken place. Cllr Over to keep a watching brief for any consultations arising.

**20. REVIEW AND UPDATE COUNCIL POLICIES:**

**20.1. Standing Orders**

The Standing Orders were reviewed, approved and adopted for 26-27.

**20.2. Financial Regulations**

The Financial Regulations were reviewed, approved and adopted for 26-27.

**20.3. Freedom of Information Policy**

Deferred to September 2026 meeting. It was noted that the schedule of fees had been omitted and would need to be considered before approval.

**20.4. GDPR privacy notice and DPIA checklist**

These were reviewed, approved and adopted for 26-27.

**20.5. Website Accessibility Statement**

The statement was reviewed, approved and adopted for 26-27.

**20.6. Risk Register**

The Risk Register was reviewed, approved and adopted for 26-27. It was agreed that consideration should be given to reviewing the risks from cyber-threats.

**Action:** Clerk to return Register to agenda in March 2027 to consider amendment.

**20.7. Code of Conduct**

The Code of conduct was reviewed, approved and adopted for 26-27.

**20.8. IT Policy**

The IT Policy reviewed, approved and adopted for 26-27.

**20.9. Reserves Policy**

The Reserved Policy was reviewed, approved and adopted for 26-27.

**21. PLANNING MATTERS: TO NOTE ESC CONSULTATION REQUESTS ON:**

**21.1. DC/26/0880/TCA; tree work in conservation area: 1 x cherry (T2 on plan) – fell; 1 x ash (T3 on plan) - crown raise to 5 metres from ground level; 1 x silver birch (T4 on plan) - crown reduce by up to 2.5 metres; 1 x silver birch (T5 on plan) - remove front stem that leans over lawn; 1 x cherry (T6 on plan) - crown raise to 3 metres from ground level and crown reduce by up to 2.5 metres; Burways, Thong Hall Road, Pettistree, IP13 0FG**

The above application was noted.

**22. CONSIDER AGENDA ITEMS FOR FUTURE MEETINGS**

Nothing noted.

**23. CONFIRM DATES OF NEXT MEETING**

The following meeting dates were confirmed for 26-27: 25 June 2026 (25-26 year-end & audit meeting); 10 September 2026; 19 November 2026; 14 January 2027; and 11 March 2027.

**Close of meeting: 20:28**