



UNAPPROVED MINUTES OF MEETING

HELD ON 25 JUNE 2026 AT 7PM IN THE PARISH ROOM, PETTISTREE

23/26-27 PRESENT & APOLOGIES

Present: Cllrs Jones (Chair), Smith & Warburg.

In Attendance: District Cllr Sally Noble; County Cllr Stephen Molyneux; S Ashton (RFO); & A Staples (Clerk).

Apologies: Cllrs Chilvers, Harrison, Hayward and Over, (all absences approved)

24/26-27 COMMENTS FROM MEMBERS OF THE PUBLIC ON AGENDA ITEMS AND TO RAISE ISSUES FOR FUTURE MEETINGS

No members of the public attended to raise comments.

24/26-27.1 Neighbourhood Watch

Nick King from the Suffolk Neighbourhood Watch association committee attended to promote the scheme. It was set up by the Police approximately 20 years ago and signs installed. These are now missing or faded, sending out a message that local engagement is not current. This is a problem across the whole county, so the NW committee is seeking to renew engagement and put up new signs. Visibility of the scheme is key to its success; Police say that crime is 20% lower in NW areas. The scheme has a website, and if registered residents will get alert messages from 'Suffolk Connect' and can report issues. It would assist to have a volunteer coordinator for the village to help get the scheme re-established. Cllr Smith volunteered to be the coordinator.

25/26-27 RECEIVE REPORTS FROM DISTRICT AND COUNTY COUNCILLORS

Newly elected County Cllr Molyneux gave an oral report covering: the many new county councillors, with Reform now forming the majority party; issues under discussion being the planned Judicial Review of local government reorganisation, and the replacement of the Ukrainian flag with the St George flag. Cllr Molyneux is endeavouring to visit the parishes in his division. He requested to be notified of pressing issues. District Cllr Noble gave an oral report covering: the new website hub for local government reorganisation; the Loudham solar project moving ahead, with vigilance to ensure they meet planning conditions. Problems with the new recycling collections, the non-collection of food waste and garden waste being specifically reported as a problem. There have been significant issues setting up food waste collection. This is an entirely new service and there were difficulties recruiting staff, also exacerbated by staff sickness absence.

Copies of District and County Councillors written reports are on the village website.

26/26-27 RECEIVE ANY CHANGES TO MEMBERS' INTERESTS

No changes received.

27/26-27 RECEIVE ANY DECLARATION OF INTEREST IN RELATION TO ITEMS ON THE AGENDA

No declarations received.

28/26-27 APPROVE THE MINUTES OF THE MEETING ON 21 MAY 2026

The minutes were approved and signed.

29/26-27 FINANCE & AUDIT MATTERS:

29/26-27.1 Review & Approval of Internal Audit Report (2025/26)

The Internal Audit Report completed by SALC was reviewed and approved.

29/26-27.2 Review & Approval of Internal Audit Report Response & Action Plan (2025/26)

The Internal Audit Report Response and Action Plan was reviewed and approved.

29/26-27.3 Review of Effectiveness of Internal Audit (2025/26)

The council confirmed it is satisfied with the scope, independence and quality of the internal audit carried out by SALC, and that the auditor had been granted sufficient access to the council's records and staff.

29/26-27.4 Appointment of Internal Auditor (2026/27)

It was agreed that SALC should be re-appointed to carry out the internal audit in 2026-27.

29/26-27.5 Review & Approval of Statement of Accounts (2025/26)

The Statement of Accounts was reviewed and approved.

29/26-27.6 Review & Approval of Annual Governance Statement (2025/26)

The Annual Governance Statement was reviewed, approved, and signed by Chair and Clerk.

29/26-27.7 Review & Approval of Accounting Statements (2025/26)

The Accounting Statements were reviewed, approved, and signed by Chair and RFO.

29/26-27.8 Review & Approval of Explanation of Variances (2025/26)

The Explanation of Variances was reviewed and approved.

29/26-27.9 Review & Approval of Certificate of Exemption (2025/26)

The Certificate of Exemption was reviewed, approved, and signed by Chair and RFO.

29/26-27.10 Review & Approval of Notice of Public Rights (2025/26)

The Notice of Public Rights was reviewed and approved.

29/26-27.11 Review & Approval of HMRC Mileage Rates (2026/27)

The increase in HMRC mileage rate was noted, and it was agreed this rate should be used for mileage claims.

29/26-27.12 Approval of Payments, Online Authorisations & Signing of Forms

The following payments were approved for on-line authorisation by Cllr Smith and Cllr Jones: £4.25 Bank Charges (10 April – 9 May 2026) to Lloyds Bank (paid on 19 June 2026); £190.97 to AV Staples (Staff Salaries June 2026 and Staff & Office Expenses); £185.79 to SEJ Ashton (Staff Salaries June 2026 and Staff & Office Expenses); £188.22 to AV Staples (Staff Salaries July 2026 and Staff & Office Expenses – payment on 10 July 2026); £185.79 to SEJ Ashton (Staff Salaries July 2026 and Staff & Office Expenses – payment on 10 July 2026); £185.47 to AV Staples (Staff Salaries August 2026 and Office Expenses – payment on 14 August 2026); £172.59 to SEJ Ashton (Staff Salaries August 2026 and Office Expenses – payment on 14 August 2026); £110.00 to HMRC for income tax and NI for April to June 2026; £116.80 to Parish Magazine Printing for Newsletter costs June 2026; £284.40 to SALC for internal audit fees; £4.25 to Bank Charges (10 May – 9 June 2026) to Lloyds Bank (payment on 19 July 2026); £4.25 to Bank Charges (10 June – 9 July 2026) to Lloyds Bank (payment on 19 August 2026).

30/26-27

CIL FUNDING: TO DISCUSS:

30/26-27.1 Repair / replacement of bus shelter(s)

The ESC Infrastructure Officer has confirmed CIL funds could be used to repair / replace the bus shelters, but recommended contacting SCC first to check they were not planning repairs.

Action: Cllr Harrison to report at next meeting on any quote(s) obtained.

Action: Clerk to contact SCC Highways to ensure no works are planned by them to the bus shelters.

30/26-27.2 Refurbishment of village sign / replacement of post

The ESC Infrastructure Officer has confirmed CIL funds could be used for a replacement post.

Action: Cllr Harrison to seek quote(s) and report back at September meeting.

30/26-27.3 Footpaths guide, webpage and board on village green

The ESC Infrastructure Officer has confirmed CIL funds could be used for this project. It was agreed that a map-board on the village green was not the best option, and preferably a copy of the map instead displayed on the nearby noticeboard.

Action: Agenda item for September 2026 meeting to consider the purchase of a new noticeboard to host the map.

30/26-27.4 Road signage

The ESC Infrastructure Officer has confirmed CIL funds could be used to fund the installation of a road sign, (Re: 'unsuitable for HGVs' sign on Rogues Lane), subject to getting the necessary permission from SCC Highways.

Action: Clerk to contact SCC Highways to commence the permission process and to follow up County Cllr Molyneux suggestion that there might be funds in his locality budget.

31/26-27

PLANNING MATTERS: TO NOTE ESC CONSULTATION REQUESTS ON:

None received.

32/26-27

CONFIRM DATES OF FUTURE MEETING(S)

10 September 2026; 19 November 2026; 14 January 2027; and 11 March 2027

Meeting closed: 2005