



UNAPPROVED MINUTES OF MEETING HELD ON 10 SEPTEMBER 2026 AT 7PM PARISH ROOM, PETTISTREE

33/26-27 PRESENT AND APOLOGIES

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

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

Apologies: Cllr Hayward, (absence approved); and District Cllr Sally Noble.

34/26-27 COMMENTS FROM MEMBERS OF THE PUBLIC ON AGENDA ITEMS AND TO RAISE ISSUES FOR FUTURE MEETINGS

No members of the public present.

35/26-27 RECEIVE REPORTS FROM DISTRICT AND COUNTY COUNCILLORS

Written reports from District and County Cllrs are available on the village website. County Cllr Molyneux attended and gave an oral report on the temporary postponement of the local government re-organisation for a Government review to be carried out, which should be completed by October.

36/26-27 RECEIVE ANY CHANGES TO MEMBERS' INTERESTS

No changes received.

37/26-27 RECEIVE ANY DECLARATION OF INTEREST IN RELATION TO ITEMS ON THE AGENDA

Declaration received from Cllr Harrison in relation to item **39/26-27.6**.

38/26-27 APPROVE MINUTES OF MEETINGS ON 25 JUNE 2026

The minutes were approved and signed.

39/26-27 FINANCE MATTERS:

39/26-27.1 Confirmation of Bank Account Balances (£1.74 & £23,866.38) (31 August 2026)

The above bank account balances were confirmed.

39/26-27.2 Review of Receipts & Payments Budget Reports (31 August 2026)

The above reports were reviewed.

39/26-27.3 Review & Approval of Bank Reconciliation (31 August 2026)

The bank reconciliation was reviewed, approved and signed.

39/26-27.4 Review & Approval of Annual Insurance Cover (1 October 2026)

The annual insurance cover was reviewed and approved. Authority given to RFO to update the council's details to Business Services at CAS Ltd.

39/26-27.5 Approval & Implementation of Local Government Pay Awards (2026/27)

The local government pay award for 2026-2027 was noted and implemented for council employees, backdated to 1 April 2026.

39/26-27.6 Review & Approval of Payments & Online Authorisations

The following payments were approved for on-line authorisation by Cllr Smith and Cllr Jones: £370.94 to AV Staples (comprising of Staff Salaries August & September 2026 - £318.94 and Staff & Office Expenses - £52.00); £345.58 to SEJ Ashton (comprising of Staff Salaries August & September 2026 - £293.58 (including £0.20 adjustment for underpayment in July 2026) and Staff & Office Expenses - £52.00); £9.99 to W Harrison for purchase of padlock to secure the speed indicator device; £110.00 to HMRC for income tax and NI for July to September 2026 (payment on 6 October 2026); £446.16 to Business Services at CAS Ltd for annual insurance premium; and £52.00 to Information Commissioner for annual ICO registration.

40/26-27**CIL FUNDING – To discuss:****40/26-27.1 Repair / Replacement of Bus Shelters**

SCC Highways confirmed they consider both shelters to be owned by the parish council, and as such any maintenance or repair would be down to the parish council to organise and fund. They said funding may be available if the parish council was looking to 'replace' the brick shelter, but it would be more complicated to approve if the shelter is not located on Highways land. Given that repair, rather than replacement, is preferred, and the shelter not on Highways land, it was thought unlikely that SCC Highways will contribute to funding, so CIL funding should be used. Cllr Harrison report on estimates obtained from Black Rooster Construction Ltd: to repair the brick bus shelter (replace broken or missing bricks and repointing) £950.00 plus VAT. Repair the steel bus shelter (carry out work to steel frame, supply and install new concrete base and bolt shelter to base), £2,150.00 plus VAT. Total £3,100 plus VAT of £620 = £3,720.00.

Action: Cllr Harrison will endeavour to obtain further quotes by the next meeting when council will resolve as to which estimate is preferred.

40/26-27.2 Road signage: "Not suitable for HGV sign"

Cllr Molyneux has given his support to the installation of the sign(s). It was agreed preferable to have the two angled signs rather than a single sign.

Action: Clerk to contact the Highways team to request full costing of the signs.

40/26-27.2 Footpaths guide, webpage and new noticeboard on village green

The Chair has made enquiries about a replacement noticeboard to be sited close to the village green. A suitable item has been identified for £1,868 plus VAT. It was suggested it be installed on the other side of the junction near the bench.

Cllr Harrison volunteered his team to install. It was agreed in principle the noticeboard should be purchased.

Action: Chair to obtain price of other suitable noticeboards available and to seek a resolution to authorise purchase at the next meeting.

41/26-27

VILLAGE MAINTENANCE – to discuss

41/26-27.1 Replacement of damaged bollards

The Chair reported on the various damaged highways bollards (Hazard Marker Posts) in the village. It is not known whether these were installed by SCC Highways, and their responsibility to maintain.

Action: The Chair to identify locations of damaged bollards and for Clerk to raise with Highways to ascertain if they are responsible for replacement. If not, to discuss at next meeting a resolution to purchase and install replacements.

41/26-27.2 Installation of new “no parking” signs

The Chair reported there are several areas in the village where parking might be discouraged. It was noted that these areas are adjacent to privately owned land and as such it would be landowners’ responsibility to put up signs. No further action at this stage.

41/26-27.3 Installation of a new parking sign at the Village Hall

The Chair proposed new signage be installed to encourage visitors to the village to use the Village Hall car park, including pub customers. It was agreed a finger arrow parking “P” sign should be added to the finger post, and a sign by the pub indicating parking down the lane at the Village Hall.

Action: Cllr Over to ascertain the costs of the signs for approval at the next meeting.

41/26-27.4 Installation of a new indicator sign opposite the Village Hall

See item 41/26-27.3.

Action: The Chair to identify the preferred location of the sign, and Clerk to contact SCC Highways to see whether locations are approved and whether funding is available.

Cllr Harrison reported that oak for a replacement post for the village sign would be £150, and with labour the total price would be approximately £500. It was agreed that replacement could be deferred for the time being.

42/26-27

NEIGHBOURHOOD WATCH – to discuss

Cllr Smith reported that Neighbourhood Watch is up and running in Pettistree again. Some of the signs have been replaced, and stickers have been provided to cover some of the existing signs.

43/26-27

PLANNING MATTERS – to note ESC consultation request on:

43/26-27.1 DC/26/0278/VOC; Variation of Condition No. 2 and No.6 of DC/15/1747/FUL - Erection of two buildings for storage of classic vehicles and vehicle parts (one unit used as workshop following Planning Permission DC/22/4435/FUL) - To move the roller shutter doorway 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. To alter condition 6 so that the building is not associated with Unit AB; Suffolk Sportscars, Car Workshop, The Street, Pettistree, IP13 0HP

It was resolved no observations are required.

43/26-27.2 DC/26/2712/FUL; Change of use from horticultural glasshouse to extension of existing plant retail sales area, including provision of cafe and WCs with associated parking; The Nursery, Main Road, Pettistree, IP13 0HH

Two parishioners have spoken to the Chair to express concern about this application. It was resolved no representations are required.

44/26-27

CONSIDER AGENDA ITEMS FOR FUTURE MEETINGS

Cllr Warburg requested a discussion on littering on Lower Ufford Lane.

45/26-27

DATES OF FUTURE MEETING(S)

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