



**COUNCILLORS ARE SUMMONED TO ATTEND AND MEMBERS OF
THE PUBLIC INVITED TO THE ANNUAL MEETING OF**

PETTISTREE PARISH COUNCIL

ON 21 MAY 2026 AT 7PM AT THE PARISH ROOM, PETTISTREE

AGENDA

- 1. ELECTION OF CHAIR AND VICE-CHAIR AND SIGNING OF DECLARATION OF ACCEPTANCE OF OFFICE FORMS**
- 2. PRESENT AND APOLOGIES**
- 3. COMMENTS FROM MEMBERS OF THE PUBLIC ON AGENDA ITEMS AND TO RAISE ISSUES FOR FUTURE MEETINGS**
- 4. NOTE THE OUTCOME OF SCC CLLR ELECTION FOR FRAMLINGHAM AND WICKHAM MARKET DIVISION AND RECEIVE REPORTS FROM DISTRICT AND COUNTY COUNCILLORS**
- 5. RECEIVE ANY CHANGES TO MEMBERS' INTERESTS**
- 6. RECEIVE ANY DECLARATION OF INTEREST IN RELATION TO ITEMS ON THE AGENDA**
- 7. APPROVE THE MINUTES OF THE MEETING ON 12 MARCH 2026**
- 8. FINANCE MATTERS:**
 - 8.1. Review & Approval of Draft Finance Agendas (2026/27)
 - 8.2. Confirmation of Bank Account Balances (£6.03 & £31,038.89) (30 April 2026)
 - 8.3. Confirmation of Receipt of HMRC VAT Refund (£138.50) (2025/26) (24 April 2026)
 - 8.4. Confirmation of Receipt of ESC CIL Funds (£87.98) (24 April 2026)
 - 8.5. Confirmation of Receipt of ESC Precept (£8,000.00) (2026/27) (29 April 2026)
 - 8.6. Review of Receipts/Budget & Payments/Budget Reports (31 March 2026)

- 8.7. Review & Approval of Bank Reconciliation & Reviewer's Signature (31 March 2026)
- 8.8. Review & Approval of Asset Register (31 March 2026)
- 8.9. Review & Approval of Interim Insurance Cover (31 March 2026)
- 8.10. Confirmation of Section 137 Expenditure (£0.00) & Annual Limit Compliance (2025/26)
- 8.11. Confirmation of Progress of Internal Audit (2025/26) (11 May 2026)
- 8.12. Review & Approval of Bank Mandate Arrangements (2026/27)
- 8.13. Review & Approval of Subscriptions (SALC & ICO) & Direct Debit Payments (ICO) (2026/27)
- 8.14. Review & Approval of Payments & Appointment of Online Authorisers

9. REVIEW AND UPDATE COUNCILLORS' ROLES AND RESPONSIBILITIES

- 9.1. Village Hall representative on Parish Council
- 9.2. Community Spaces and Landscapes
- 9.3. Roads / SID
- 9.4. GDPR Data Controller
- 9.5. Safeguarding
- 9.6. Environment and Drainage
- 9.7. Planning overview
- 9.8. Village maintenance contact

10. CIL FUNDS

11. DISCUSS CORRESPONDENCE RECEIVED RE: SOLAR COMMUNITY BENEFIT AGREEMENT

12. UPDATE ON ACTIONS FROM THE PREVIOUS MEETING:

- 12.1. Village maintenance
- 12.2. Drainage
- 12.3. Footpath repairs

13. DISCUSS FOOTPATHS AND A POSSIBLE GUIDE

14. HIGHWAYS ISSUES:

- 14.1. Discuss request for 30mph limit heavy / unsuitable for HGVs sign on Rogues Lane
- 14.2. Discuss Speed signs

15. DISCUSS REVIEW OF VILLAGE CAR PARKING

16. DISCUSS VILLAGE GREEN MAINTENANCE

17. ANNUAL PARISH MEETING 9 APRIL 2026 – PROPOSALS FOR CHANGES

18. DISCUSS ESC CALL FOR SITES AND THE LOCAL PLAN

19. REVIEW AND UPDATE COUNCIL POLICIES:

- 19.1. Standing Orders
- 19.2. Financial Regulations
- 19.3. Freedom of Information Policy
- 19.4. GDPR privacy notice and DPIA checklist
- 19.5. Website Accessibility Statement
- 19.6. Risk Register
- 19.7. Code of Conduct
- 19.8. IT Policy
- 19.9. Reserves Policy

20. PLANNING MATTERS: TO NOTE ESC CONSULTATION REQUESTS ON:

- 20.1. 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

21. CONSIDER AGENDA ITEMS FOR FUTURE MEETINGS

22. CONFIRM DATES OF NEXT MEETING