



Chair, Councillor Sue Jones
Holmleigh
The Street, PETTISTREE
Suffolk IP13 0HU

Parish Clerk, Vacant
ckerk@pettistreesuffolk.org.uk

APPROVED MINUTES OF THE MEETING OF PETTISTREE PARISH COUNCIL.

Held on 14th October 2022 at 1930 in the Parish Room

(Note that this meeting was postponed from 9th September on the death of HM Queen Elizabeth II)

1. Present from the Council

Susan Jones (Chair), Jeff Hallett (Vice-Chair), Chris Cook, Mary Chilvers, James Hayward,

In Attendance

Simon Ashton (RFO)

2. Apologies and Approvals for absence

Alexander Nicoll (County Councillor)

3. Proposal that Councillor Hallett be the Meeting Clerk as per Local Government Act 1972 Section 112 (5). This was agreed unanimously.

4. Public Attendance and Open Public Session:

No member of the public attended

5. Declarations of Interest in items on the agenda

None

6. To receive any changes in Members' interests

None

7. Reports from District and County Councillors

None

8. Approval of Minutes of the Parish Council meeting of 21 June 2022

The minutes were approved by a unanimous vote and signed by the Chair.

9. Matters Arising from the Minutes

9.14 Replacement of camera flashlight: Cllr Watts had subsequently accepted a contribution of £50.00 and this sum has been paid.

10. Co-option of parish councillors

10.1 Resignations: Chair reported that Cllrs. Watts and Westrope had both resigned for different reasons and the vacancies had been advertised for the statutory period. No requests for an election had been received.

The meeting thanked both councillors for their contributions over several years. The Chair will write to express thanks and good wishes for the future.

10.2 To consider applications for the vacancies

Applications and CVs had been received from James Clarke, Tom Over and Olivia Smith for the two vacancies.

The meeting voted unanimously that James Clarke and Tom Over should be co-opted to the Council. A further vacancy is expected in the near future, and the meeting agreed that Olivia Smith's application would be considered if a further co-option is authorised after the appropriate resignation and advertisement of a vacancy

11. Finance & Legal Matters

Bike Shelter It was questioned whether the Bike Shelter now in place at the Village Hall should be added to the Asset Register. The acting clerk has confirmed after the meeting that the contribution of £1,000 that Cllr. Nicoll made from his locality budget was sent direct to the Village Hall Committee. There is therefore no requirement for the donation to feature in parish council accounts, insurance, or for the shelter to be added to the Asset Register of the PC.

11.1 Confirmation of Bank Balances

A Bank Reconciliation paper had been prepared showing the savings account (Barclays Business Premium Account) balance was £2,415.75 at 29 September 2022), and the current account balance (Barclays Community Account) was £3,333.83.

Total Balances were £5749.58. The meeting voted unanimously to approve the report and the Bank Reconciliation was signed.

11.1a. Confirmation of Receipt of Precept (2022/23) (£2,541.93) on 29 Apr 2022.

This was noted by the meeting

11.2 Confirmation of Receipt of SCC Locality Grant (£150.00) on 7 Jul 2022 from the locality budget of Cllr. Nicoll for the cost of the commemorative Platinum Jubilee brass given to the children of the village.

11.3 Confirmation of Receipt of ESC Locality Grant (£1,500.00) on 9 Aug 2022 from the locality budget of Cllr. Poulter for part of the costs of the SID system. (*Arrangements for payment had been delayed due to the death of the then parish clerk, Rod Caird. The Acting Clerk has documents confirming this.*)

11.4 Review and Approval of Receipts, Payments and Budget Reports for 2022/23, both dated 29 Sept 2022.

One report shows receipts compared with the budget, and the other shows payments made compared with the budget. Both show the amounts remaining for the rest of the financial year. Both reports were unanimously approved,

11.5 Review & Approval of Bank Reconciliation See agenda item 11.1

11.6 Review & Approval of Internal Audit Response & Action Plan (2021/22)

This document was reviewed and approved unanimously

11.7 Consideration to “opt out” of SAAA External Auditor Arrangements (2022/27)

The scheme was explained by the RFO and the meeting agreed unanimously that Pettistree Parish Council should not opt out, but will continue to use the existing arrangement.

11.8 Review & Approval of RFO's Additional Working Hours

The meeting agreed unanimously that payment for the extra hours already worked by the RFO was appropriate, and his future regular hours should be modified accordingly.

11.9 Review & Approval of Insurance Cover Renewal (2022/23)

The policy offered by ANSVAR, the new provider used by Community Action Suffolk, was explained by the RFO and the meeting agreed unanimously to approve its renewal.

11.10 Review & Approval of Payments & Signing of Cheques

The document below was discussed at the meeting and approved unanimously. The appropriate cheques were then signed.

Pettistree Parish Council

Authorisation of Payments at Council Meeting on 14 October 2022

5	S E J Ashton Paid on 8 Sep 22	655.16 Staff Salaries	Basic Hours (2.00hr/wk @ £15.163/hr Gross) Net Pay (Jun 22) Basic Hours (2.00hr/wk @ £15.163/hr Gross) Net Pay (Jul 22) Basic Hours (2.00hr/wk @ £15.163/hr Gross) Net Pay (Aug 22) Basic Hours (2.00hr/wk @ £15.163/hr Gross) Net Pay (Sep 22)	131.39 131.39 131.39 131.39
		Staff Expenses	(24 May 22) Council Meeting: Mileage Costs (24m @ 45p/m) (21 Jun 22) Council Meeting: Mileage Costs (24m @ 45p/m)	10.80 10.80
		Office Expenses	HMRC Monthly Working From Home Payment (£26/m) (Jun 22) HMRC Monthly Working From Home Payment (£26/m) (Jul 22) HMRC Monthly Working From Home Payment (£26/m) (Aug 22) HMRC Monthly Working From Home Payment (£26/m) (Sep 22) (29 Jul 22) Stationery: Ream Paper	26.00 26.00 26.00 26.00 4.00
6	Suffolk Association of Local Councils Paid on 8 Sep 22	193.20 Professional Fees	Internal Audit (2021/22)	193.20
7	M E Hallett Paid on 8 Sep 22	167.56 Section 137 Section 137	Presentation Brass for Her Majesty Queen Elizabeth II Presentation Brass for Pettistree Children (20)	17.56 150.00
8	M H Watts Paid on 8 Sep 22	133.99 Newsletter Newsletter	Newsletter Costs (2 Editions 2022) (Ink/Paper/Mileage) Flash Gun Replacement Cost Contribution	83.99 50.00
	Local Councils		(Apr - Sep 22)	
9	Parish Magazine Printing Paid on 8 Sep 22	111.83 Newsletter	Newsletter Printing Publication Costs (Jul 22)	111.83
10	Information Commissioner Paid on 16 Sep 22	35.00 Subscriptions	Annual Registration (Direct Debit on 16 Sep 22) (16 Sep 22 - 15 Sep 23)	35.00
11	Society of Local Council Clerks Paid on 8 Sep 22	33.50 Subscriptions	Annual Membership (Sep 22 - Aug 23)	33.50
12	Business Services at CAS Ltd Paid on 8 Sep 22	276.66 Insurance	Annual Insurance (Oct 22 - Sep 23)	276.66
13	S E J Ashton	587.02 Staff Salaries	Basic Hours (2.30hr/wk @ £15.163/hr Gross) Net Pay (Oct 22) Additional Hours (32.75h) Net Pay (Mar - Jun 22)	127.11 417.67
		Staff Expenses	(8 Sep 22) Chairman Meeting: Mileage Costs (24m @ 45p/m)	10.80
		Office Expenses	HMRC Monthly Working From Home Payment (£26/m) (Oct 22) (8 Aug 22) Postage: Stamps (9 Sep 22) Postage: Stamps (7 Oct 22) Postage: Stamps	26.00 0.68 3.40 1.36
14	Parish Magazine Printing	79.63 Newsletter	Newsletter Printing Publication Costs (Sep 22)	79.63
15	Suffolk Association of Local Councils	54.00 Professional Fees	Payroll Service (Apr - Sep 22)	54.00
	Paid Total			1,606.90
	Not Paid Total			720.65
	Total			2,327.55

12. Matters Arising from Finance & Legal Matters

12.1 Actions to be taken on Internal Audit Action Plan.

The original detailed Audit Report and Recommendations from 17.08.22 was reviewed along with the tabulated summary prepared by the chair. Tasks were allocated as follows:-

1. Amend financial regulations and Standing orders Jones

2. Reserve policy

Hayward talk to RFO

3. Risk assessment and register

Jones to get model and pass to new councillors

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|-------------------------------------------------------|-----------------------------------------------------|
| 4. Checklist of internal controls | Cook with RFO |
| 5. GDPR Compliance | Jones to check data with RFO |
| 6. Documents to go on website | The listed examples are recorded in
the minutes. |
| 7. Secure email system (not personal addresses) | Hayward |
| 8. Website accessibility (inc. the disabled.) | Jones |
| 9. Freedom of information preparation. | Hayward and Jones |
| 10. Eligibility for certificate of exemption | RFO |
| 11. Replacing draft minutes on website when approved. | Hallett |

12.2 Website and email: Chair will investigate as per 7 and 8 above.

The RFO left at 20.40 hrs

13. Planning Matters

- 12.1 Decided
- DC/22/2020/VOC application to vary working hours at Car Works site – refused
Breaches of hours of work restrictions are being reported frequently by nearby residents and are being reviewed by enforcement officers. However, the officers are hampered by delays expected from further planning applications. Chair will write to the head of planning.
 - DC/22/2925/FUL single storey extension at Sandpit House, Loudham Hall Road – permitted
- 12.2 Awaiting decision
- DC/22/2716/FUL erection of two-storey 4-bedroom house on land south of Scotts Hall, Presmere Road
 - DC/22/3149 - DC/22/3150/LBC Extensions and alterations to The Laurels.
(if the parish council wants to make comments the deadline is 28th October.)
 - DC/21/5550/FUL Solar Park at Loudham. No further news.

13 Update on outstanding Council matters

- 13.2 Boundary change: Chair reported that East Suffolk Council had now confirmed the plan to move the parish boundary around the Wickham Gate development and this would take effect in April 2023
- 13.3 Pettistree People. The editor is now Sue Jones. Preparation and production is going well with sufficient articles being submitted. Cllr Hayward will write a quarterly article on local farming.

14 Dates of future meetings:

The dates below were approved but it was decided that meetings would start at 7.00 PM instead of 7.30 PM. Mondays and Fridays should be avoided if possible.

Tuesday, 22 November 2022
Monday 30 January 2023 (proposed)
Monday 17 April 2023 Annual Parish Meeting (proposed)
Tuesday 2 May 2023 AGM (proposed)

The meeting closed at 21.20 hrs

Signed Dated.....

Chair, Susan P Jones