



**Approved minutes of the meeting of:**

**PETTISTREE PARISH COUNCIL**

**Held on 9 November 2023 at 7pm in the Parish Room, Pettistree**

- 1 Present**  
Cllr Jones (Chair)  
Cllr Chilvers  
Cllr Clarke  
Cllr Cook  
Cllr Hayward  
Cllr Over  
Cllr Smith
- In attendance**  
Cllr Nicoll (SCC)  
Cllr Noble (ESC)  
Mr S. Ashton (RFO)  
Mr A. Staples (Clerk)
- 2 Apologies received and to consider approvals for absence**  
No apologies received, all councillors present.
- 3 Comments from members of the public on agenda items or to raise issues for future meetings**  
No members of the public attended.
- 4 Receive any changes to members' interests**  
None received.
- 5 Receive any declaration of interest in relation to items on the agenda**  
Cllr Cook declared an interest in relation to item 8.8.
- 6 Receive reports from Cllr Alexander Nicoll and Cllr Sally Noble**  
Cllr Noble gave an oral report covering: the aftermath of the recent flooding; the Community Partnership, to which PPC was encouraged to send a representative; collating information in relation to overgrown footpaths; the state of the Wickham Market village hall and whether it is used by Pettistree residents; and the option of CIL pooling for hall repairs.  
Cllr Nicoll gave an oral report covering: funding for the replacement of damaged highway signage; reporting overgrown / unsafe footpaths to the county council; potholes; trunk road and rail improvements that may arise from the funding made available by the HS2 cancellation; and extra funding for bus services.
- 7 Approve the minutes of the meeting held on 14 September 2023**  
The minutes were confirmed and signed as a true and accurate record.
- 8 Finance matters:**
  - 8.1 Confirm bank account balances (£4,791.35 & £4,634.98) (as at 31 October 2023)**

- The above bank account balances were confirmed.
- 8.2 Confirm Receipt of SCC Locality Grant (£57.98) (20 September 2023)**  
The above receipt was confirmed.
- 8.3 Confirm Receipt of CIL payment (£1,509.45) (24 October 2023)**  
The above receipt was confirmed.
- 8.4 Review of Receipts / Budget report and Payments / Budget report (31 October 2023)**  
These reports were reviewed and approved.
- 8.5 Review and Approval of Bank Reconciliation (31 October 2023)**  
Bank reconciliation was reviewed, approved and signed.
- 8.6 Consideration of suitability of Barclays mandate arrangements**  
The RFO requested the council to review the current Barclays mandate arrangement in anticipation of the annual review of internal controls. Changes identified are: the removal of former Cllr Hallett's details; substituting the address of the RFO; and confirming the details of Cllr Chilvers.
- 8.7 Consideration of approach to urgent out of meeting payments**  
The Chair expressed concerns about payments being delayed when invoices fall to be paid in between meetings ("out of meeting" payments). Recently, an out of meeting payment was dealt with by the RFO making ad hoc arrangements to get the cheque signed. The RFO requested that similar ad hoc arrangements be made in future if this arises again. The council agreed this approach.
- 8.8 Review and approval of payments and signing of cheques**  
Cllr Cook declared an interest in relation to this item and took no part in the discussion or decision. The following payments were approved, and cheques signed: £122.00 to Parish Council Printing (newsletter); payments to staff: £334.41 to A V Staples (staff salaries £280.16, staff expenses £2.25 and office expenses £52.00) and £402.39 to S E J Ashton (staff salaries £322.12, staff expenses £21.60 and office expenses £58.67); £15.93 to C J Cook for reimbursement of purchase of blind-spot mirror post (s.137 payments); £82.80 to SALC fee for payroll service April – September 2023 (professional fees).
- 8.9 Consideration of new Lloyds Bank Account Arrangements**  
The council approved the moving of accounts from Barclays to Lloyds.
- 8.10 Review and approval of Budget, Precept and Reserves (2024/25)**  
The RFO presented the proposed budget for 24/25. The council discussed the risk of an overspend on the 23/24 budget and will consider approval of the 24/25 budget at the meeting in January.
- 9 Authorise payment of £193.50 to Freethought for gov.uk email domain registration and 2 years hosting (Bronze package)**  
The total costs for setting up gov.uk email addresses for PPC with freethought would be £193.50 (inclusive of VAT) for 2 years' service. This comprised of £120 for the domain registration, £73.50 for the "Bronze" package and VAT of £32.25. The council approved payment of this amount and a cheque was signed.



**Action:** The RFO will send the cheque to freethought and Cllr Clarke / Clerk will make arrangements to set up the email accounts

**10 Review of policies:**

**10.1 Financial Regulations**

The council conducted the annual review of their Financial Regulations. Amendments were proposed so it better accords with the latest SALC template and to address issues raised in the audit. These amendments were reviewed and approved.

**Action:** Clerk to amend document and publish on website

**11 Update on Actions from the meeting held on 14 September 2023:**

**11.1 Update on installation of Quiet Lanes signage**

Cllr Clarke reported that the remaining quiet lane sign has been affixed to the national speed limit sign post.

**11.2 Consider updated draft CBA from Park Farm Solar Park Ltd**

It was resolved that the document could be signed without further amendment.

**Action:** Clerk to contact BSR Energy to request them to provide a signed copy of the agreement for signature by the Chair

**11.3 Update on registration of the village green**

The Clerk reported that SCC Land Charges Dept had confirmed the adjacent land to the north of the village green does not form part of the village green registration. It was also confirmed that this land is not owned by SCC. They are making further enquires to establish if the land is considered by SCC Highways to form part of the maintainable highway and will report back. It was agreed that if the land is not part of the maintainable highway steps should be taken to have it registered as common land.

**Action:** Clerk to chase up reply form SCC Land Charges and if suitable take steps to get the land registered.

**11.4 Update on enquires regarding village gateway signs**

The Clerk reported emailing colleagues in Ufford and Wickham Market to enquire about the cost of their recently installed signs. A reply was received from the Clerk in Wickham Market stating that their Parish Council was not involved in the design, location or purchase of the signs. Cllr Hayward offered to contact Hopkins Homes to enquire whether they would fund a sign for Pettistree.

**Action:** Cllr Hayward to contact Hopkins Homes

**11.5 Update on "20s Plenty" campaign**

The Clerk reported having contacted the organisers of the "20s Plenty" campaign and had circulated their response. No further action required.

**11.6 Update on HGV signage on Java Lodge Road**

The Chair reported on a meeting with SCC Highways on 8 November. The Chair proposed that PCC should seek the installation of informal "unsuitable for HGV" signs for Java Lodge Road, rather than seeking a legally binding traffic order and sign from SCC. This proposal was approved by the council. The next step would be to ascertain if Cllr Nicoll is supportive, and if so make an approach the Highways Asset team.



**Action:** Clerk to write to Cllr Nicoll to seek his support

**12 Consider drainage issues arising from recent Storm Babet flooding**

Cllr Smith reported the most significant problem is roadside grips being blocked. The drain outside the parish room has now been added to the SCC maintenance list, they had not previously been aware of the need to maintain this drain.

**13 Consider and resolve how CIL funds could be spent following village survey**

Cllr Hayward reported there were 12 responses to the survey of parishioners. The overall view was that funding should be split between several items rather than all being spent on one item. The most popular suggestions were: a grant to Wickham Market primary school, clearing ditches and drainage, a grant to Pettistree village hall, the provisions of bins and other items for outdoor areas, and road repairs. The council decided to investigate the following options; a grant to Wickham Market school, a grant to Pettistree village hall; and funding bins, or other outdoor items for the village. Cllr Hayward said he would contact the school headteacher. Cllr Cook said he would liaise with the village hall.

**14 Planning matters:**

**14.1 To note consultation request DC/23/3528/FUL; The Nursey, Main Road, Pettistree, IP13 0HH; change of use of nursery office to office and classic car display area, (consultation closing date has now passed)**

The council made no response to this consultation request.

**14.2 To report on planning appeal outcome; APP/X3540/W/3313677; Old Engineering Works, Unit E, The Street, Pettistree, IP13 0HP**

The Chair reported on the outcome of this appeal.

**15 To confirm dates of future meeting(s)**

11 January 2024

Meeting closed at 20:46

Signed:



Cllr Jones (Chair)

11 January 2024

