



**APPROVED MINUTES OF THE MEETING OF  
PETTISTREE PARISH COUNCIL  
HELD ON 18 JULY 2024 AT 7PM, CHURCH ROOM, PETTISTREE**

**30/24-25 PRESENT AND APOLOGIES**

Present: Cllr Jones (Chair), Cllr Cook, Cllr Over, and Cllr Smith. In attendance: S. Ashton (RFO) and A Staples (Clerk). Apologies were received from Cllr Chilvers (absence approved) and Cllr Hayward (absence approved).

**31/24-25 COMMENTS FROM MEMBERS OF THE PUBLIC ON AGENDA ITEMS AND TO RAISE ISSUES FOR FUTURE MEETINGS**

No members of the public attended.

**32/24-25 RECEIVE REPORTS FROM DISTRICT AND COUNTY COUNCILLORS**

No reports received. Apologies were received from County Councillor Nicoll.

**33/24-25 RECEIVE ANY CHANGES TO MEMBERS' INTERESTS**

No changes received.

**34/24-25 RECEIVE ANY DECLARATION OF INTEREST IN RELATION TO ITEMS ON THE AGENDA**

Cllr Cook declared an interest in relation to agenda item 36/24-25.6. Cllr Jones declared an interest in relation to item 44/24-25.

**35/24-25 APPROVE THE MINUTES OF THE MEETING ON 13 JUNE 2024**

The minutes were approved as an accurate record of the meeting and signed.

**36/24-25 FINANCE MATTERS:**

**36/24-25.1 Confirmation of Bank Account Balances (£18,351.68 & £12,301.07) (30 June 2024)**

The bank account balances were confirmed by the RFO. It was agreed that an amount should be transferred from the current account to the business premium account, equivalent to the year-end ear-marked reserves plus the CIL payment received in April 2024.

**36/24-25.2 Confirmation of Receipt of VAT Refund (2023/24) (£442.79) (10 April 2024)**

The RFO confirmed receipt of the above-mentioned VAT refund.

**36/24-25.3 Confirmation of Receipt of Bank Interest (£45.83) (3 June 2024)**

The RFO confirmed receipt of the above-mentioned bank interest.

**36/24-25.4 Signing of Lloyds Bank Online for Business Forms by Cllr Chilvers**

Cllr Chilvers was not present to sign the above-mentioned forms. Attempts will be made to contact Cllr Chilvers to have the form signed.

**36/24-25.5 Review & Approval of Payments & Signing of Cheques**

The following payments were reviewed, approved, and cheques signed: staff payments of £177.00 to A V Staples (which comprises of staff salaries £148.75, staff expenses £2.25 and office expenses £26.00) and £209.53 to S E J Ashton (which comprises of staff salaries £171.03, staff expenses £10.80 and office expenses £27.70).

**36/24-25.6 Authorise re-imbursement to Cllr Cook of £15.00 for purchase of motion-sensor light to be fitted by defibrillator**

Cllr Cook declared an interest in relation to this item. A payment of £15.00 was authorised to Cllr Cook to reimburse for the purchase price of a motion-sensor light fitted above the defibrillator. It was agreed this expenditure should be met from CIL funds.

**37/24-25 APPROVE CO-OPTION OF NEW COUNCILLOR**

A co-option application form was received from William Harrison to fill the casual vacancy. The council resolved to co-opt William Harrison onto the parish council. It was agreed that Mr Harrison's signing of the Declaration of Acceptance of Office form be deferred to the next meeting.

**38/24-25 REVIEW COUNCILLORS' ROLES AND RESPONSIBILITIES**

This item was deferred to the next meeting.

**39/24-25 UPDATE ON ACTIONS FROM THE PREVIOUS MEETING:**

**39/24-25.1 Defibrillator / First Aid training**

Took place earlier this week.

**39/24-25.2 Use of CIL funds**

The Clerk has written to Wickham Market Parish Council confirming that a donation to their village hall renovation project had been agreed in principle. There was a discussion about proposals to refurbish the Church Room.

**Action:** RFO to check with the ESC Infrastructure Officer as to whether this would be an acceptable use of CIL funds.

**40/24-25 UFFORD GAS MAIN WORKS AND ROAD CLOSURE**

The latest plan from Cadent is now on the Ufford Parish Council website.

**41/24-25 CONSIDER PROPOSALS FOR COUNCIL WEBSITE**

It was agreed that the website should be for all village information, not just the publication of Parish Council documents. Cllr Cook volunteered to upload village information to the website and the Clerk will upload Parish Council documents. The council agreed a proposal prepared by Suffolk Cloud and approved payment

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of £300 for the setting up fee and £120 as the annual hosting fee, to Suffolk Cloud. The RFO was of the opinion that the setting up fee, and the annual hosting fee for the first year, could be paid using CIL funds.

**42/24-25 TO DISCUSS CONCERNS ABOUT PARKING ON VILLAGE GREEN**  
Cllr Cook said there had been concerns regarding parking on the green, but no instances noted since the last meeting.

**43/24-25 UPDATE ON SOLAR PARK PLANNING APPLICATION AND TO CONSIDER COMMUNITY BENEFIT AGREEMENT WITH BSR ENERGY**  
It was agreed that the Parish Council should proceed to signing the Community Benefit Agreement.  
**Action:** Clerk to contact BSR Energy.

**44/24-25 TO DISCUSS HGV MOVEMENTS IN VILLAGE**  
Cllr Jones declared an interest in relation to this item. The chair had been asked by a local resident what progress had been made in trying to reduce the number of HGVs using The Street to deliver and pick up from Kind Water in Presmere Road. The potential road safety and nuisance aspect of 6-8 movements every working day had been raised at the Annual Parish meeting. The original planning application for the site indicated that there would be 2 heavy goods vehicle deliveries of salt every month. Chair agreed to make enquiries about whether a limit could or should be placed on the number of daily movements.

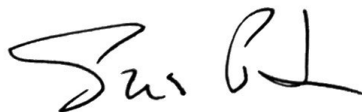
**45/24-25 PLANNING MATTERS – to consider ESC consultation request on:**  
None received.

**46/24-25 CONSIDER AGENDA ITEMS FOR FUTURE MEETINGS**  
Trees on the village green; and whether a report should be commissioned to assess trees for safety.

**47/24-25 TO CONFIRM DATES OF FUTURE MEETING(S)**  
12 September 2024; 7 November 2024; 9 January 2025; and 13 March 2025.

Meeting closed at 20:15

Signed



**Cllr S Jones (Chair)**  
**12 September 2024**