



**APPROVED MINUTES OF THE MEETING OF
PETTISTREE PARISH COUNCIL**

ON 12 SEPTEMBER 2024 AT 7PM, PARISH ROOM, PETTISTREE

48/24-25 PRESENT AND APOLOGIES

Present: Cllr Jones (Chair), Cllr Chilvers, Cllr Cook, Cllr Harrison, Cllr Hayward, Cllr Over, and Cllr Smith. In attendance: S. Ashton (RFO); A Staples (Clerk); and County Cllr Nicoll.

49/24-25 SIGNATURE OF DECLARATION OF ACCEPTANCE OF OFFICE FORM

Cllr Harrison signed the Declaration of Acceptance of Office Form.

**50/24-25 COMMENTS FROM MEMBERS OF THE PUBLIC ON AGENDA ITEMS AND TO
RAISE ISSUES FOR FUTURE MEETINGS**

Ann Westover attended to discuss the proposed update to the Wickham Market Circular Walks leaflet.

51/24-25 RECEIVE REPORTS FROM DISTRICT AND COUNTY COUNCILLORS

County Cllr Nichol gave an oral report covering the following topics: the gas mains roadworks in Ufford, and the successful lobbying that resulted in Cadent revising their plans; the level crossing works at Melton being carried out due to Sizewell related rail upgrades; that the Sizewell transport groups are now meeting, the main issues in this area being the Wickham Market Park and Ride and upgrades to the A12; and the impacts of the extra HGV and other traffic generated by Sizewell, and ensuing professional drivers are complying with agreements reached with the developers.

52/24-25 RECEIVE ANY CHANGES TO MEMBERS' INTERESTS

No changes were received.

**53/24-25 RECEIVE ANY DECLARATION OF INTEREST IN RELATION TO ITEMS ON THE
AGENDA**

Cllr Over declared an interest in relation to agenda item 57/24-25.2 and took no part in discussing that item.

54/24-25 APPROVE THE MINUTES OF THE MEETING ON 18 JULY 2024

The minutes were approved and signed as a true and accurate record.

55/24-25 FINANCE MATTERS:

55/24-25.1 Confirmation of Bank Account Balances (£17,965.15 & £12,301.07) (31 August 2024)

The above-mentioned bank balances were confirmed by the RFO.

55/24-25.2 Confirmation of Receipt of Bank Interest (£46.00) (2 September 2024)

The above receipt was confirmed by the RFO.

55/24-25.3 Review of Receipts/Budget & Payments/Budget Reports (31 August 2024)

The above-mentioned reports were reviewed.

55/24-25.4 Review & Approval of Bank Reconciliation (31 August 2024)

The Bank Reconciliation was reviewed, approved and signed.

55/24-25.5 Lloyds Bank Online for Business Forms Submission Update

Cllr Cook's on-line application has been processed successfully. Of the other three applications submitted, one has time-expired, and Lloyds are denying receipt of the other two. The RFO presented renewed forms, which were signed.

55/24-25.6 Review & Approval of Annual Insurance Cover (1 October 2024)

The RFO reported that there had been only one movement on the Asset Register in relation to the blind spot mirror. The proposed annual insurance cover was reviewed and approved.

55/24-25.7 Review & Approval of Payments & Signing of Cheques

The following payments were reviewed, approved, and cheques signed: staff payments of £354.00 to A V Staples (which comprises of staff salaries £297.50, staff expenses £4.50 and office expenses £52.00) and £420.26 to S E J Ashton (which comprises of staff salaries £342.06, staff expenses £21.60 and office expenses £56.60); £15.00 reimbursement to Cllr Cook for purchase of defibrillator wall light; £110.75 Parish Magazine Printing for Newsletter Printing Costs (Sept 2024); £46.08 Society of Local Council Clerks for Annual Membership subscription (RFO); £699.99 to Xylem Holdings Ltd for purchase of table-tennis-table using for donation to village hall; £363.21 Business Services at CAS Ltd for annual insurance; and £35.00 Information Commission for annual registration (direct debit on 16 September 2024).

56/24-25 REVIEW COUNCILLORS' ROLES AND RESPONSIBILITIES

The roles and responsibilities of Councillors was reviewed. It was agreed these should be assigned as follows:

Village Hall representative on Parish Council – Cllr Cook
Landscape and Tree Warden – Cllr Hayward
Roads / SID – Cllr Harrison
GDPR Data Controller – Cllr Hayward
Safeguarding – Cllr Chilvers
Environment and Drainage – Cllr Smith
Planning overview – Cllr Over



57/24-25 UPDATE ON ACTIONS FROM THE PREVIOUS MEETING:

57/24-25.1 HGV movements in the village

The Chair reported contacting District Cllr Noble to query whether KindWater Ltd's previous planning grant included any restriction on the number of HGV movements. Cllr Noble replied to say she had spoken to planning officers who took the view that there was no breach of planning conditions.

57/24-25.2 BSR Energy - signing of CBA

BSR Energy have provided an executable copy of the document for signature by the Chair, the parish council having agreed at the previous meeting to enter into a CBA.

57/24-25.3 CIL monies – refurbishment of Church Room

A quote provided to the Church by a prospective contractor has been copied to the parish council, and it is understood that a second contractor's quote has been received. A steering group has been set up by the Church. They need to raise up to £10,000 from people in the village, which will then be matched by the Church. There is agreement that the refurbished room will be called the Parish Room, and that it will be considered a community resource. It was agreed in principle that the Parish Council would provide a contribution to the project, the infrastructure officer at East Suffolk having confirmed that it was a suitable project for the use of CIL funds.

57/24-25.4 Progress on website creation by Suffolk Cloud

It was reported that the new website is in the process of being set up by Suffolk Cloud and should be online in the next few weeks.

58/24-25 DISCUSS TREES ON THE VILLAGE GREEN AND DECIDE IF A TREE SAFETY REPORT SHOULD BE COMMISSIONED

Concerns have been raised about the poplar tree on the village green. Ann Westover has looked at the tree and thought it might need to be reduced in height. Cllr Hayward agreed to arrange for a quote, or report, (at no cost to the council), for consideration at the next meeting. It was noted that permission may be required from East Suffolk Council as the tree is in a Conservation Area.

59/24-25 DISCUSS MAINTENANCE OF BUS SHELTERS

The bus shelter owned by the Parish Council on Main Road, near the Tree Tuns, was reported to be in a shabby condition. The perspex shelter on the other side of the road, which is now owned by the Parish Council, also needs tidying up. Cllr Harrison volunteer to clean up both bus shelters.

60/24-25 DISCUSS WHETHER "PETTISTREE PEOPLE" SHOULD BE PUBLISHED IN PAPER AND / OR WEBSITE EDITIONS

It was agreed that Pettistree People should continue to be published in paper copy and delivered to households in the village.

61/24-25 PLANNING MATTERS – to note ESC consultation request on:



61/24-25.1 DC/24/2807/TCA; Home Farm Barn, Grove Road, Pettistree, IP13 0HY; 1no. Oak (in back garden) - Crown reduce to 3.5 metres in height and width.

No observations made.

61/24-25.2 DC/24/2955/LBC; Pettistree Lodge, The Street, Pettistree, IP13 0HX; Listed Building Consent - Replacement of 2 No first floor windows in the South Elevation of Pettistree Lodge with new/replacement windows.

No observations made.

62/24-25 CONSIDER AGENDA ITEMS FOR FUTURE MEETINGS

Cllr Smith reported that the parish has been accepted for the East Suffolk in Bloom provision of spring bulbs. Cllr Smith will receive the bulbs and raise planting arrangements at the next meeting.

63/24-25 TO CONFIRM DATES OF FUTURE MEETING(S)

28 November 2024, (note: date has changed from 7 November 2024); 9 January 2025; and 13 March 2025.

Meeting close 20:10

Signed

A handwritten signature in black ink, appearing to read 'S Jones', written in a cursive style.

**Cllr S Jones (Chair)
28 November 2024**