



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

**HELD ON 9 JANUARY 2025 AT 7PM AT THE VILLAGE HALL,
PETTISTREE**

79/24-25 PRESENT AND APOLOGIES

Present: Cllr Jones (Chair), Cllr Chilvers, Cllr Cook, Cllr Harrison and Cllr Smith. **In attendance:** District Cllr Noble, S. Ashton (RFO) and A Staples (Clerk). Apologies received from Cllrs Hayward and Over. These absences were approved. Apologies received from County Councillor Nicoll.

**80/24-25 COMMENTS FROM MEMBERS OF THE PUBLIC ON AGENDA ITEMS AND TO
RAISE ISSUES FOR FUTURE MEETINGS**

No members of the public attended.

81/24-25 RECEIVE REPORTS FROM DISTRICT AND COUNTY COUNCILLORS

District Cllr Noble presented a report covering; the rationale behind ESC increasing car parking fees; the devolution vote earlier today in favour of the fast-track devolution option; the 'nature at work' re-wilding initiative expanding to include land held by parish and district councils; and the 2026 changes to refuse and recycling collection, to include food waste and glass collection.

82/24-25 RECEIVE ANY CHANGES TO MEMBERS' INTERESTS

No changes received.

**83/24-25 RECEIVE ANY DECLARATION OF INTEREST IN RELATION TO ITEMS ON THE
AGENDA**

No declarations received.

84/24-25 APPROVE THE MINUTES OF THE MEETING ON 28 NOVEMBER 2024

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

85/24-25 FINANCE MATTERS:

85/24-25.1 Confirmation of Bank Account Balances (£25,782.56 & £12,393.24) (29 Dec 24)

The above-mentioned bank account balances were confirmed.

85/24-25.2 Confirmation of Receipt of Bank Interest (£46.17) (2 Dec 24)

The above-mentioned receipt was confirmed.

85/24-25.3 Review of Receipts/Budget & Payments/Budget Reports (29 Dec 2024)

These reports were reviewed and approved.

85/24-25.4 Review & Approval of Bank Reconciliation (29 Dec 24)

The bank reconciliation was reviewed, approved and signed.

85/24-25.5 Review & Approval of Budget, Precept & Reserves (2025/26)

The draft budget for 2025-2026 was presented by the RFO and discussed, having been amended since the last meeting to include the cost of gov.uk email inboxes (£200) and a replacement battery for the SID (£92). The budget, as amended, was approved.

85/24-25.6 Consideration of Precept Request Form Submission (27 Jan 25)

It was agreed that the precept request for 2025-26 would be £7,740.00. On this basis, the charge per Band D equivalent property would be £57.54, which should show as a 3.62% increase against the parish element on 2025-26 Council Tax bills.

85/24-25.7 Collection of Lloyds Online Banking Signatures & Movement of Funds

The remaining Lloyds Online Banking forms were signed as required. It was agreed that £20.00 be moved from the Barclay's account to the new Lloyds account to cover account fees.

85/24-25.8 Review & Approval of Internal Controls Checklist (2024/25) & Lead Appointment

The Internal Controls Checklist presented by the RFO was approved for 2024/25. It was agreed that Cllr Over be asked if he would complete the internal control checks and complete the checklist prior to the March 2025 meeting. Cllr Harrison offered to complete the checklist if Cllr Over is not available.

Action: Clerk to contact Cllr Over to confirm his agreement.

85/24-25.9 Review & Approval of Payments & Signing of Cheques

The following payments were reviewed, approved, and cheques signed: staff payments of £362.61 to A V Staples (which comprises of staff salaries £308.36, staff expenses £2.25 and office expenses £52.00) and £421.92 to S E J Ashton (which comprises of staff salaries £354.02, staff expenses £10.80 and office expenses £57.10); £0.40 to HMRC for income tax and NI (Oct – Dec 24); and £76.80 to SALC for councillor training sessions.

86/24-25 UPDATE ON ACTIONS FROM THE PREVIOUS MEETING:

86/24-25.1 Solar Park – consider correspondence received 19 December 2024

The Chair and District Cllr Noble reported having met a representative from BSR Energy Ltd earlier today. Cllr Harrison also reported on a recent meeting he had also had with their representative. BSR has been asked to improve engagement with the four parishes and residents affected by the proposed development and give



further consideration to objections to the scheme. A new Heritage Assessment is due to be completed by BSR.

86/24-25.2 Village Green update

The application submitted to ESC for work on trees in the conservation area was not objected to. County Cllr Nicoll has submitted the paperwork for the locality budget grant to fully fund the works, the council having decided at the last meeting that Shaun Wright Tree Services should be engaged to carry out the works as per his quote of £1,700.00 dated 7 October 2024.

Action: Clerk to write to Mr Wright to request him to carry out the works and confirm the start date.

86/24-25.3 Footpaths update

No update.

86/24-25.4 Parish Room update

The Chair reported the renovations works have not yet started. £23k in funding has been collected. The PCC are in the process of obtaining an architect spec and will formally tender for the work thereafter.

86/24-25.5 Kennels update

The Chair reported meeting with the owners to discuss the noise concerns raised. They reported plans to renovate the kennels, which should reduce some of the noise.

86/24-25.6 Roads update

Cllr Harrison noted a few potholes have recently been reported on the SCC portal. The SID device was re-located before Christmas. A download of speed data is required or presentation at a future meeting.

87/24-25 REVIEW AND UPDATE COUNCIL POLICIES:

87/24-25.1 Reserves Policy

The draft Reserves Policy for 2024/25 presented by the Clerk was discussed and approved.

87/24-25.2 Financial Regulations 24-25 - amendments to match the 2024 NALC template

The draft Financial Regulations for 2024/25, as amended to reflect the new template issued by NALC, was discussed and approved.

88/24-25 PLANNING MATTERS

88/24-25.1 To note ESC consultation request on DC/24/4350/FUL; Low Farm, Byng Lane, Pettistree, IP13 0JE; construction of residential annexe and installation of private package sewage treatment plant

The above consultation was noted without response.

88/24-25.2 To discuss and decide whether to make representations on DC/24/4217/CLP; land parcel at Melton Lodge Farm, East of Lower Ufford, Road Pettistree IP13 0NJ; certificate of lawful use (Proposed) - use of the land for Class BC - temporary recreational campsites up to 50 pitches over 60 days per calendar year

Notwithstanding there being no on-going consultation, it was decided that comment should be submitted to the planning officer. It was agreed comments should

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express concern about: the certificate being extended in subsequent years until the site is, in effect, permanent; and concern about the number of vehicle movements along unsuitable access roads and tracks.

89/24-25 CONSIDER AGENDA ITEMS FOR FUTURE MEETINGS

No further agenda items were suggested.

90/24-25 CONFIRM DATES OF NEXT MEETING

The next meeting is on 13 March 2025.

Action: Clerk to enquire as to availability of Parish Room.

91/24-25 FIX DATES FOR THE ANNUAL PARISH MEETING AND AGM 2025

It was agreed the 2025 Annual Parish Meeting should take place on 24 April 2024 at 7pm. The Annual General Meeting for the Parish Council take place on 15 May 2025 at 7pm. Both meetings will take place in the village hall.

Meeting closed at 20:17

Signed:

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

Cllr S Jones (Chair)
13 March 2025