

**APPROVED MINUTES OF MEETING OF PETTAUGH PARISH COUNCIL  
HELD ON 6<sup>th</sup> MARCH 2019 IN ST CATHERINE'S CHURCH AT 6.30 p.m.**

Those present: Councillor Malcolm Owers (Chairman), Councillor Belinda Bulsing, Councillor Gordon Janson, Councillor Stephen Rowe and Councillor Esther Thornton. Mrs Margaret Marlow was Acting Clerk. One parishioner was also present.

1. **Welcome by the Chairman.** Councillor Owers welcomed all to the meeting.
2. **Apologies for Absence.** There were no apologies, all Councillors being present.
3. **To receive any Declarations of Interest.** There were no interests to be declared.
4. **To approve the Minutes of Parish Council Meeting – 10<sup>th</sup> January 2019.** Councillors voted to approve the Minutes. The Minutes were accepted and signed as a true record.
5. **Matters arising from the Minutes.** Item 10. MSDC Review of Polling Places and Polling Stations. Cllr Thornton was most unhappy with the response from MSDC to the Parish Council request for a polling station to be retained in Pettaugh. The MSDC response was dismissive following MSDC Full Council meeting. Cllr Thornton suggested the Parish Council write direct to the Returning Officer expressing the Parish Councils extreme disquiet at the arbitrary decision for the residents of Pettaugh. It was considered appropriate to try to take the matter further.

**PUBLIC FORUM.** There were no questions from the floor.

6. **To discuss further and agree the proposed budget for 2019/20.** The Acting Clerk had prepared final figures for the budget for 2019/20. The budget included a projected estimated figure for the costs of clerking, and also election costs for the May elections. The proposed figure is £3,165.00. After consideration all Councillors were in agreement with this figure and the budget was signed.

(i) To appoint an Auditor for the 2018/19 Audit. The Clerk asked the Councillors to approve the appointment of SALC as internal auditors for the 2018/19 year-end audit. Councillors voted unanimously to ask SALC to undertake the audit.

(ii) Charitable Donations. Councillors wished to make donations before the end of the financial year. The chosen charities receiving £50 each were the Debenham First Responders and the East Anglian Air Ambulance. Both the Air Ambulance and the First Responders had been called to the village in the past eighteen months. This was agreed by all Councillors.

7. **To review and adopt updated documents.**

(i) Standing Orders. The Standing Orders had been reviewed. It was necessary to add a Policy and Procedure note on Handling Staff Matters – Disciplinary and Grievance Procedure. Inclusion of the procedure note brings the Parish Council in line with necessary statutory guidelines. All Councillors agreed to this adoption.

M. J. O.  
M. C. OWERS



(ii) Asset Register. The Parish Council Asset Register had been revised and updated. This was agreed and signed by the Chairman.

(iii) Financial Risk Assessment Document. The Financial Risk Assessment document and the Financial Regulations had been reviewed. This document was agreed and signed by the Chairman.

**8. To discuss the appointment of a new Parish Clerk.** The Councillors had a lengthy discussion on the item. Councillors had met and spoken with Mr Ashton regarding the position of Parish Clerk. Cllr Janson had been instrumental in liaising with Mr Ashton. A Proposal was made to appoint Mr Ashton to the position of Parish Clerk for a six-month probationary period, subject to satisfactory references. This proposal was agreed by all Councillors.

**9. To receive a report by the Acting Clerk and to authorise cheque payments.** The Acting Clerk was in receipt of paperwork and information relating to the forthcoming local elections to take place on the 2<sup>nd</sup> May. Explanation was given of the time-frame and procedures necessary to submit nomination papers for election to the parish council. All Councillors were given a nomination pack.

(i) To authorise cheque payments. Councillors were asked to authorise payment of cheque no: 100400 for £15.00 to St Catherine's PCC for the use of the Church for this evening's meeting.

Councillors also authorised cheque no: 100401 for £50.00 to Debenham First Responders, and cheque no: 100402 for £50.00 to the East Anglian Air Ambulance.

**10 Any Other Business.** The Footpath Post with attached Dog Litter Bin has rotted and is currently laid on the ground making it useless". Its location is north of the sewer treatment plant on Debenham Way on the east verge.

The Parish Council will write to Anglian Water regarding the on-going water leak on the corner of the A1120 opposite the Stop sign.

**11. Date and time of next meeting.** The next meeting will be the Annual Parish Council meeting and is scheduled for the 15<sup>th</sup> May 2019 at 6.30 p.m. in the Church.

The meeting closed at 7.55 p.m.

