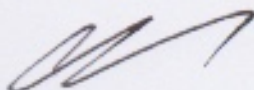


Minutes of the meeting of Pettaugh Parish Council held on  
15<sup>th</sup> December 2021 at 6.30pm at St Catherine's Church, Pettaugh.

Those present; Councillor Andy Corrigan, Councillor Belinda Bulsing, Councillor Stephen Rowe, Councillor Esther Thornton, and Councillor Margaret Marlow.

1. **Apologies and note of Absences.** None recorded, all present.
2. **To receive any Declaration of interest, Pecuniary, and Non-Pecuniary.** Margaret Marlow declared a non-Pecuniary interest on item 17 and Belinda Bulsing declared a non- Pecuniary on Item 9.
3. **To consider and agree the Minutes of Parish Council Meeting - 29<sup>th</sup> July 2021.** The Councillors voted to accept the resolution to approve the Minutes. The minutes were approved as a true and correct record.
4. **Public Participation session - None.**
5. **Consideration of current financial statements;** The Councillors noted the financial statements provided and the figures as at 9<sup>th</sup> December 2021 of £6542.15 as the balance of the Barclays Business Community Account, less three presented cheques to the sum of £288.40 plus direct debit to the sum of £35. In total, £323.40. Adding income of £1470.00 (it was suggested that detail of income should be on the statement, this was noted by the clerk, explaining that this payment was a precept payment). To summarise the final balance of £7688.75 was agreed. The Councillors also agreed the balance of the Barclays Business Premium Account to the sum of £1054.22. It was also noted that a draft budget for 2022 - 2023 is being worked on at present by the clerk, and as an ongoing exercise will be updated and brought along to the next meeting for further discussion.
6. **Parish Clerk - discuss and approve a new Responsible Finance Officer.** There was a lengthy discussion about this role and was agreed that in most councils the clerk has responsibility for this role and it was agreed that this would be the case for Pettaugh Parish Council. However, it was also agreed that the clerk would keep a note of hours actually worked, at present 5 hours per week are budgeted for, but this role may call for a greater number of hours to be used. Andy Corrigan proposed and Belinda Bulsing seconded the appointment of the parish clerk for Responsible Finance Officer.
7. **Casual Vacancy -** It was agreed there is no vacancy at present.
8. **Request for payment;**
  - (i) Parish Council Insurance - approved
  - (ii) SALC Membership - annual - approved

x 

x x 21<sup>01</sup> 22 x

(iii) SALC Parish Clerk Training - approved

(iv) Purchase of a new laptop - The parish clerk shared information about costs for a variety of laptops. A discussion took place about looking into purchasing an Apple Book Air type of laptop. Parish clerk agreed to look into this.

(v) Purchase of a hard drive for back up operations - parish clerk had looked into a variety of types and shared the information. The purchase of a new laptop is the first priority and this might include back up support.

(vi) Purchase of a cyber protection for the laptop. A discussion took place and (need input to this?)

(vii) Cyber attack insurance. The parish clerk advised that a recent cyber training session that she attended advised that more councils are being targeted for attack. Cllr Belinda Bulsing advised that a recent quote for insurance was over £300 per annum. Cllr Margaret Marlow suggested that the information that we keep is in the public arena, so there is nothing that we could not retrieve. It was agreed that if an Apple laptop was purchased then this is probably not needed and therefore a potential saving.

(viii) Training for councillors on the website - silverstripe. Parish clerk advised that Richard Clark, the volunteer who supports the parish council's website advised that sometime ago he and others went on the training. The parish clerk advised that the cost of re-training for three people from Suffolk Cloud would be £60 for an hours training. A discussion took place about how this website is out of date and the parish clerk agreed to source a more up to date type of system and bring it back to the next meeting.

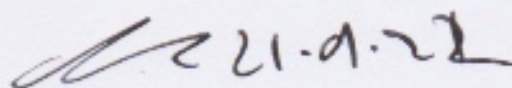
(ix) Parish Clerk hours payment - the hours are from the beginning of September until the middle of December = 20 hours per month- September, October, and November and half of December (15<sup>th</sup> December 2021) Budgeted for 70 hours, actual claimed= 60.30 hours = £657. Within budget. - Andy Corrigan proposed and Belinda Bulsing seconded to approve the payment.

9. To consider application for planning permission without compliance of condition(s) - DC/21/04775 Feoffee Farm - Cllr Margaret Marlow advised the meeting that Stonham Aspal Parish Council have already discussed and approved the plans.

9a - To consider application for planning permissions without compliance of condition(s) - DC/21/076733 - The Wytchwoods, Pettaugh, Suffolk, IP14 6TB. As this had only been received from the council on 14<sup>th</sup> December it was too late to add this to today's meeting and therefore the chair asked the clerk to seek an extension to the end date of 4<sup>th</sup> January 2022, in order to be able to discuss at the next meeting of the parish council in January 2022.


10. Coffee Caravan - The rural coffee caravan had requested setting up on each month in 2022, for one day, from May - September 2022. After discussion it was decided that due to so many other events taking place, including the Queens Platinum Jubilee, that three dates would be offered to them; 3<sup>rd</sup> May, 5<sup>th</sup> July and 6<sup>th</sup> September 2022. The parish clerk was asked to reply to this.

11. To consider the damage to the 30mph sign on the A1120 at entrance to the

 21.1.22

- village near the church - parish clerk was asked to follow this up to establish when it would be repaired.
12. Highway Safety issue along the All20. The parish clerk had been in touch with Steve Chappell, who lives in the village close to the area of speeding. Steve informed her that there is no change to the speeding in the area. The parish clerk also advised the meeting the Matthew Hicks had suggested getting a speed van in place. This will be discussed further in the January meeting.
  13. To consider who will take responsibility for the Lorry Route consultation. Cllr Esther Thornton agreed that she will respond on behalf of the parish council.
  14. To consider Draft B&MSDC housing land supply position statement consultation. Cllr Esther Thornton agreed to monitor this.
  15. To consider the Summer Event. Queen's Platinum Jubilee. A discussion took place as to how this could be held. The parish clerk advised that she was collating quotes for food, but the difficulty was that nobody would be able to supply the food on the day, as they will all be closed, and they would be unwilling to deliver the day before. The parish clerk also agreed to send a document that she had found; Guidance for outdoor catering. It was agreed that this would be discussed further in the January 2022 meeting, as the budget for holding this event would have to be considered and a decision as to where the budget for this event would be taken from. In line with discussing the precept setting for this coming year.
  16. To consider Report of Internal Audit. The clerk was asked to record in the minutes the councillors' thanks to Cllr Belinda Bulsing for her exceptionally hard work reflected in the very good internal audit report which the Councillors reviewed.
  17. To consider asking the Parochial Church Council of St Catherine's to apply for the Church Meadow to be a village green under the Commons Act 2006. The parish clerk agreed to forward the document that refers to this, to all of the councillors, for further discussion. Andy Corrigan proposing and Belinda Bulsing seconded to take this further.
  18. AOB - none
  19. The next parish council meeting was agreed to be on Wednesday 12<sup>th</sup> January 2022 at 6.30pm, at St Catherine's Church, Pettaugh.

The meeting ended at 20.12pm.

 22-1-22