

**MINUTES OF MEETING OF PETTAUGH PARISH COUNCIL HELD ON
23 MARCH 2022 AT 6.30 p.m. AT ST CATHERINE'S CHURCH
PETTAUGH**

Those present: Councillor Belinda Bulsing, Councillor Stephen Rowe and Councillor Esther Thornton.

1. **Apologies and note of Absences.** Apologies were received from Councillor Margaret Marlow and Councillor Andy Corrigan. Their absence was approved. Councillor Stephen Rowe was elected as chairperson for the meeting.
2. **To receive any Declarations of Interest, Pecuniary and Non-Pecuniary.** Councillor Belinda Bulsing and Councillor Esther Thornton declared a non-pecuniary interest in item 6 on the agenda.
3. **To consider and agree the Minutes of Parish Council Meeting – 21st January 2022.** Councillors voted to accept the resolution to approve the Minutes. The Minutes were approved as a true and correct record.
4. **Public participation session -** There were no issues raised by members of the public.
5. **To accept resignation of Parish Clerk –** The Councillors noted the resignation of Stella Houlihan due to personal circumstances, received on 14 January 2022. The Councillors formally accepted the termination of her employment.
6. **To appoint interim acting parish clerks –** Councillor Belinda Bulsing and Councillor Esther Thornton agreed to act as interim parish clerks until 1 September 2022 and they were appointed as acting interim parish clerks accordingly.
7. **To appoint a Responsible Financial Officer –** Councillor Esther Thornton proposed and Councillor Stephen Rowe (Chair) seconded the appointment of Councillor Belinda Bulsing as RFO.
8. **To review Financial Statements -** The Councillors reviewed the latest financial information available and considered the most up to date balances. The Councillors also reviewed the latest 2021-22 budget figures and the actual expenditure as at 23 March 2022. The Councillors noted the budget figures left until 31 March 2022 and confirmed the remaining budget figure as £993.25. Councillor Stephen Rowe (Chair) agreed to sign the Financial Statement as approved.

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9. To consider current requests for payment – The Councillors considered an invoice received from St Catherine's Church PCC for the hire of the church for the parish council's meetings on 15 December 2021 and 21 January, 23 March and 24 March 2022 in the sum of £60. Councillor Stephen Rowe (Chair) proposed payment and Councillor Esther Thornton seconded it. It was carried unanimously. The authorisation of payments form was duly signed and dated.

10. To consider and agree expenditure on a new Parish Council laptop and to consider and agree expenditure on a new Parish Council hard drive - The Councillors considered the purchase of a new laptop for the parish council. The various options available were discussed in detail. The Councillors noted that input from Councillors Margaret Marlow and Andy Corrigan would also be helpful. The decision on this item was deferred until the new financial year.

11. To consider and agree expenditure on Councillor training in order to place documents on the Parish Council Website – The Councillors considered the information provided by Ro Williams at Suffolk Cloud and noted that a maximum of three persons would get the most out of the training and that a venue can no longer be provided by the trainer. The quote for training up to three people using equipment and venue provided by the parish council for two hours was £50. The Councillors noted the figure allocated in the budget for training (£120). Councillor Esther Thornton proposed the approval of the above quote and Councillor Belinda Bulsing seconded it. The Councillors will identify the three members of who will attend the training.

12. To report on bank mandates –Councillor Belinda Bulsing reported that the forms have been approved by Barclays and Councillor Andy Corrigan and Councillor Esther Thornton are now authorised to sign cheques on behalf of the Parish Council. The Councillors would like to minute their thanks to Councillor Belinda Bulsing for her resolve and patience dealing with this issue.

13. To appoint an internal auditor – Councillors discussed the appointment of an internal auditor and the various options available. The Councillors noted the benefits of continuity of service by SALC and their fee quote of £109 plus VAT. Councillor Stephen Rowe (Chair) proposed and Councillor Esther Thornton seconded the appointment of SALC as internal auditor. Carried unanimously.

14. To consider progress on and agree steps to take forward planning for Queen's Platinum Jubilee Event - The Councillors discussed in detail the limited feedback received following the distribution of the flyers in the parish. Two initiatives emerged such as 50s themed tea party and planting a jubilee rose. The Councillors considered both. Councillor

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Esther Thornton agreed to contact the Parochial Council to seek their permission to plant a special rose in the Church Meadow.

15. To consider the damage to 30mph sign on A1120 at entrance to village near church and the damage to the village and 30mph sign on Debenham Way. Also, highway safety and speed issues along the A1120. Progress report – Councillor Belinda Bulsing reported that the damaged sign on Debenham Way has been repaired. The damaged sign at the entrance to the village near the church has been reported to the County Council again. However, no action was taken by the County Council. Similarly, despite repeatedly reporting the safety and speeding issues to the relevant authorities including Tim Passmore Suffolk Police and Crime Commissioner no progress has been made. The Councillors agreed to follow up these concerning issues and invite both County Councillor Matthew Hicks and Suffolk Police and Crime Commissioner Tim Passmore to the Parish Council's annual meeting.

16. Report on progress on 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 – Councillor Belinda Bulsing reported that the Parochial Council confirmed that the PPC are actively progressing this matter. The Councillors noted the position.

17. The Coffee Caravan Dates 2022 – The following three dates have been agreed: Wednesday 4 May, 6 July and 7 September. The coffee caravan will visit the village between 10am and 12 pm on these dates. The Councillors welcomed the confirmed dates.

18. To review current Standing Orders and agree any necessary updates – The Councillors reviewed the current Standing Orders in detail and considered that no changes were necessary. Councillor Belinda Bulsing proposed and Councillor Stephen Rowe (Chair) seconded the motion not to update the current Standing Orders. It was carried unanimously.

19. To review the current Financial Regulations and agree any necessary updates- The Councillors reviewed the current Financial Regulations in detail and considered that no changes were necessary. Councillor Stephen Rowe (Chair) proposed and Councillor Belinda Bulsing seconded the motion to leave the current Financial Regulations unamended. It was carried unanimously.

20. To consider and agree internal control document – The Councillors considered the Internal Control Statement. Following detailed discussion, a small drafting change was agreed, to define Pettaugh Parish Council as 'the Council' in the document for clarity. The updated Internal Control Statement was duly signed by the Chairman and the RFO as re-approved and re-adopted by the Parish Council.

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21. To report on steps taken to find new Parish Clerk and discuss and agree new steps to be taken to achieve this – Councillor Belinda Bulsing reported that Councillor Andy Corrigan will take this matter forward making use of various social media platforms in addition to the more traditional avenues.

16. Date and time of next meeting. 24 March 2021 at 6.30 p.m.

The meeting closed at 8.00 p.m.

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