

PETTAUGH PARISH COUNCIL

MINUTES of meeting

TUESDAY 25 JULY 2023

at St Catherine's Church, Pettaugh (start time 6.30pm)

Present:

Councillors Belinda Bulsing, Margaret Marlow, Stephen Rowe (Chairman) and Esther Thornton

1/07 APOLOGIES FOR ABSENCE

None.

2/07 MINUTES OF STATUTORY ANNUAL MEETING – 16 MAY 2023

RESOLVED that the Minutes of the statutory annual meeting of the Parish Council held on 16 May 2023, together with the three appendices referred to, be approved and confirmed.

3/07 DISCLOSABLE PECUNIARY INTERESTS, OTHER REGISTRABLE INTERESTS AND NON-REGISTRABLE INTERESTS

Councillor Marlow declared an interest as a member of the Parochial Church Council and said that she wished to speak in that capacity in the public participation session.

4/07 PUBLIC PARTICIPATION SESSION

Margaret Marlow, on behalf of the Parochial Church Council (PCC), referred to the wish of the PCC to see the church meadow made attractive and accessible, and that at its last meeting the PCC had resolved to request the Parish Council to pursue having the church meadow designated as a Local Green Space. For a variety of reasons, this would give it some added protection and ensure the involvement of the community for the future.

Councillor Nick Hardingham, the Ward District Councillor, was also present and provided a report on District Council matters. He expressed an interest in the church meadow matter and said that he would follow this up and assist if possible. Councillors then raised with him the matter of the latest resubmission of a planning application, previously refused, at the Stonham Barns site. He said that he had already raised this with the Planning Officer and the Cabinet Member for Planning and had identified the need for a proper strategy for this site including a clear understanding of the operative, extant and expired planning consents.

5/07 **FINANCE**

The Parish Council considered the following matters:

(a) Financial Statement and Bank Reconciliation

A statement and bank reconciliation as at 21 July 2023 had been produced by the Clerk and was circulated at the meeting. This showed balances of £7,122.56 in the Community Account and £1,058.75 in the Business Premium Account. Total expenditure to date was £1,176.07.

(b) Accounts for payment

The following accounts were received for payment:

Suffolk Association of Local Councils (Internal Audit Fee) - £138.00
Mr S P Jennings (Clerk's claim for hours and expenses) - £326.85

It was noted that the annual data protection registration fee payable to the Information Commissioner's Office (£40 or £35 if Direct Debit) was due in August and a Direct Debit was set up.

RESOLVED that the above accounts be approved for payment.

(c) Internal Audit 2022/23

The Internal Auditor's Certificate had been received and recommended the review or putting into place of risk management documentation and the setting up of a PAYE system. It was noted that risk management was due to be considered later in the meeting and agreed that matters relating to a PAYE system be explored. On the latter point, it was noted that the Suffolk Association of Local Councils operated a support service.

Brief discussion took place on suitable internal audit arrangements in the future and the Clerk supplied information on Heelis and Lodge, a firm of local council internal auditors operating within Suffolk. There was support for using this firm in the future but it was agreed that their details and services be looked at by Councillors and considered at the next meeting.

(d) Review of banking arrangements

This was reviewed again, and Councillor Bulsing agreed to explore with the bank the possibility of increasing the amount held in the interest-bearing account, arrangements for transfers between the two accounts, and on-line transactions.

6/07 TRAFFIC SPEED THROUGH THE VILLAGE AND OTHER RELATED MATTERS

The Clerk had previously circulated an advice/information note issued by Suffolk County Council on the various initiatives including the Temporary Vehicle Activated Signs (TVAS) mentioned by Councillor Hicks at the last meeting. It appeared from the note that these devices could be set according to the relevant speed limit.

Discussion then took place on the possible purchase of another speed indicator device, for which an earmarked reserve out of existing balances had been identified, to utilise the alternative location for the existing device.

RESOLVED that the Parish Council applies to be added to the list for a site suitability check and potential deployment of a TVAS when next available in this locality, and that information/prices be obtained regarding a second Speed Indicator Device.

7/07 REVIEW OF CONSTITUTIONAL DOCUMENTS

The Parish Council considered updated Risk Management Assessment and Asset Register documentation.

RESOLVED that the Risk Management Assessment be approved, and that the updated Asset Register be considered at the next meeting.

8/07 URGENT BUSINESS – PLANNING APPLICATION CONSULTATION

The Chairman agreed that this matter be considered in view of the need to return comments to the District Council by 14 August 2023. Notification of the following planning application had been received the day before the meeting:

Application DC/23/03260 – Full Planning Application – Change of use from livery and agricultural land to use as touring caravan and camping site and for storage of caravans, siting of caravan for use as reception/site office, erection of 4 No. toilet/shower blocks. (Resubmission of refused application DC/20/01547) at Stonham Barns, Pettaugh Road, Stonham Aspal.

RESOLVED that the Parish Council maintains its previous objection, and that its letter of representation on application DC/20/01547 be circulated to Councillors for further observations/emphasis to be identified.

The Chairman closed the meeting at 8.35 pm.

Chairman
26 September 2023