

# MINUTES OF THE ANNUAL MEETING OF PETTAUGH PARISH COUNCIL HELD 19<sup>th</sup> MAY 2014 IN ST CATHERINE'S CHURCH AT 6.00 p.m.

Those present: Councillor Belinda Bulsing (Chairman), Councillor Andy Corrigan, Councillor Michael Hook, Councillor Gordon Janson, and Councillor Stephen Rowe. Mrs Margaret Marlow was Acting Clerk. Eight parishioners were also present. Cllr Matthew Hicks, SCC, and Cllr Tim Passmore, MSDC and Suffolk Police and Crime Commissioner also attended the meeting.

- 1. Welcome by the Chairman.** The Chairman welcomed Parishioners to the meeting, and thanked them for their support in attending.
- 2. To Elect a Chairman and Vice-Chairman.** This being the Annual meeting the Chairman stood down, and asked for nominations for the position of Chairman for the coming year. Cllr Bulsing was proposed for the position by Cllr Hook and seconded by Cllr Janson, and unanimously agreed by Councillors. Cllr Bulsing accepted the position. Cllr Hook was nominated for the position of Vice-Chairman, proposed by Cllr Corrigan, seconded by Cllr Bulsing and agreed by Councillors.
- 3. For Chairman and Vice-Chairman to make and sign their Declaration of Acceptance of Office.** Cllr Bulsing and Cllr Hook signed the Declarations of Acceptance of Office.
- 4. Apologies for Absence.** There were no apologies for absence, all councillors being present.
- 5. To receive Declarations of interest.** Cllr Janson wished it known in relation to item 9 that he was employed by SCC, but had no connection with Traffic or Highways divisions.
- 6. To approve the Minutes of Parish Council Meeting – 7<sup>th</sup> April 2014.** All Councillors voted to approve the minutes, proposed by Cllr Hook, seconded by Cllr Rowe. The minutes were accepted and signed as a true record.
- 7. Matters arising from the Minutes.** Following on from the Public Forum of the meeting, the Parish Council had contacted SCC Highways. The white lines had been re-done, and a patch repair on the potholes has been done recently. The Parish Council was informed that major repairs could not be undertaken until 2016/17.
- 8. To hear Parish Council report on the past year.** A comprehensive report was presented by Cllr Bulsing on the work of the Parish Council over the past year. The Chairman briefly outlined the main points of the report, including road safety. The report included the figures obtained from the traffic survey undertaken by the police in April 2013. Other points the Chairman highlighted were last year's Summer Fair, on which half the proceeds (£247.50) were placed in the funding allocated to Village Road Safety. The questionnaire and newsletter had been delivered to all houses in the village, seeking parishioners' views on Speedwatch, Flashing signs and Broadband. The Chairman also reported that the Parish Council had objected to the construction of the proposed Mendlesham Biomass electricity generation plant, on the grounds of village safety with the likely movement of straw/wood-chip carrying vehicles along the A1120 and through the village. The report will be made widely available to parishioners.

**9. To further consider Village Road Safety measures, with particular reference to 'Flashing Signs', including appropriate approval and funding.** The Chairman thanked Cllr Hicks and Cllr Passmore for attending the meeting. All Cllrs had been given a copy of the Chairman's report with the traffic survey figures, and all figures were available to the meeting. Councillors were of the opinion that responses to the questionnaire indicated that most parishioners would like to see flashing speed indicator signs in the parish. Following an e-mail to SCC, the Parish Council received definitive answers to the questions raised, and have now accessed the necessary paperwork to proceed. The Parish Council was grateful to the positive responses and offers of help received from Cllr Hicks and Cllr Passmore. The Suffolk Police and Crime Commissioner said there was Police funding for road safety, and the A1120 can be considered as a priority. He also promised to place Pettaugh on the enforceable speed list of Suffolk Constabulary and increase police patrolling of the village, through increasing enforceable random speed checks. Cllr Hicks said within his locality budget there was an allocation for highways funding, but this was spread over 120 parishes. He spoke about signs at the four entry points in the village. Cllr Hicks will arrange for Josh White from SCC Highways to be present with himself for a site visit to view possible sites for signs. The discussion included some of the comments from those present at the meeting. During the discussion Cllr Hicks advised it was best to have a list of three or so matters which were requested as top priority on road safety to discuss with the Site Engineer. He said that a re-engineering of the junction between the A1120 and the C477 was not a realistic request. Moving the 30 mph signs was very difficult as it needed a Court order for the Council to do this.

**10. To hear report from St Catherine's Parochial Church Council.** One of the St Catherine's Churchwardens presented a report on the past year's work in the parish and highlighting the events that had taken place. Services had been held on a regular basis, with the first Sunday in the month being a rotating service with Helmingham, Framsdon and Winston. The service of evensong continued to be held on a regular basis on the third Saturday of the month. The Summer Fair held on the Church Meadow had been a community event with the Parish Council and the proceeds had been equally shared between the Church for maintenance, and the Parish Council towards its funding for road signs. The Parish Council was thanked for supporting the PCC with a contribution towards churchyard maintenance and an additional contribution towards the removal of dead trees on the public footpath through the Churchyard. A copy of this report and the accounts had been placed on the PCC notice-boards. A copy of the report will be appended to these minutes.

**11. To receive and accept the Internal Audit for 2013/14.** The internal audit which had been undertaken for the Parish Council by SALC was presented to Councillors. SALC made no recommendation or comments in their report. It was proposed by Cllr Bulsing, seconded by Cllr Janson that the Internal Audit be accepted. This was agreed by all Councillors.

**12. To complete and sign the Parish Council Audit return for 2013/14.** Following the completion of the internal auditors' section of the audit return and the acceptance of the internal audit report, the Parish Council agreed to the signing of the Audit return. In line with statutory requirements, the form was then signed and minuted at the meeting.

**13. To hear a Financial Report and to authorise cheque payments.** The Acting Clerk reported that reconciliation with the cash book at the 19<sup>th</sup> May 2014 showed the Parish Council had a current account balance of £4,718.89 of which £2,288.54 was allocated funds for Village Safety. Councillors authorised the following cheque payments.

i) St Catherine PCC for hire of Church – 19 <sup>th</sup> May 2014 cheque no: 100335	£15.00
ii) MSDC Dog bin emptying cheque no: 100333	£90.00
iii) SALC Internal Audit fee cheque no: 100334	£98.40
iv) Community Action Suffolk membership renewal – direct debit	£30.00

The Business Saver Account stands at £1,047.48

**14. To record correspondence received.** A list of correspondence received and sent for the period 8<sup>th</sup> April – 17<sup>th</sup> May 2014 is below, and was accepted for the record.

Letter 30<sup>th</sup> April to Treasurer St Catherine PCC with cheque for church use 7/4/2014. Acknowledgement received.

Letter received 11<sup>th</sup> April from Mid Suffolk Citizens Advice Bureau acknowledging donation.

Letter received dated 13<sup>th</sup> May from Winston Parish Council replying to Parish Council letter of 13<sup>th</sup> February re collaboration on traffic safety matters.

Membership renewal confirmation from Community Action Suffolk for 2014/15.

Invoice received from MSDC for Dog Bin Emptying.

Additional e-mails include weekly planning lists, and Rural Services Network bulletins.

**The meeting adjourned to take the PUBLIC FORUM.**

A parishioner continued the discussion on village safety. The issue was again expressed by some present that the 30 mph signs were poorly positioned, and that if a smaller 30 mph area was created it would be respected by drivers. Cllr Bulsing spoke about the safety of children crossing the roads and the fact there were no pavements in much of the village. It was suggested these dangers may increase if the Mendlesham Biomass construction was approved and there was an increase in heavy traffic through the village.

A parishioner again raised the matter of the Broadband speed. It was stated that none of the BT promotion was as yet filtering down to Pettaugh, although 95% rural coverage of increased speed was promised.

**18. Any other business.** There was no further business.

**19. Date of the next meeting.** The Parish Council set a date for the Annual Parish Meeting for the 30<sup>th</sup> May 2014 at 6.30 p.m. in St Catherine's Church.

The meeting closed at 7.10 p.m.