

## MINUTES OF MEETING OF PETTAUGH PARISH COUNCIL HELD

**3<sup>rd</sup> NOVEMBER 2014 IN ST CATHERINE'S CHURCH AT 6.30 p.m.**

Those present: Councillor Belinda Bulsing (Chairman), Councillor Andy Corrigan, Councillor Michael Hook (Vice-Chairman), and Councillor Gordon Janson. Mrs Margaret Marlow was Acting Clerk. Two parishioners were also present.

- 1. Welcome by the Chairman.** The Chairman welcomed those present to the meeting and thanked them for their support.
- 2. Apologies for Absence.** The Clerk had received apologies from Cllr Rowe due to work commitments.
- 3. To receive Declarations of Interest.** There were no declarations of interest.
- 4. To approve the Minutes of Parish Council Meeting of the 9<sup>th</sup> September 2014.** Councillors voted to approve the minutes of the meeting 9<sup>th</sup> September 2014. This was proposed Cllr Hook, seconded by Cllr Janson and agreed. The minutes were accepted and signed as a true record.
- 5. Matters arising from the Minutes.** There were no matters arising from the minutes.

**Public Forum:** A parishioner commented that the County Council was no longer responsible for signs in the road for events i.e. funerals, and though their contractor Keir had liability insurance, but it did not cover private events.

A parishioner spoke of a radio interview in which Cllr Newman the County Councillor with responsibility for highways had talked about the maintenance of road signs in villages, suggesting that parishioners accept as a responsibility the task of keeping them clean and visible.

A parishioner spoke about Stonham Barns. The parishioner was driving along the A1120 at the time vehicles were leaving the site after the fireworks display. The parishioner considered it to be very dangerous. Cars were streaming out of three exits, including two farm exits, onto the A1120 with no supervision (no marshals wearing high-visibility jackets were seen) and travelling at some speed.

The question of Broadband speed was highlighted by parishioners, and Councillors attention was drawn to a report in the East Anglian Daily Times of an initiative in the Framlingham area to place aerials on tall buildings to improve broadband speeds. Could this be of benefit to Pettaugh?

- 6. To discuss the current position on the provision of VAS signs for Pettaugh and to approve as necessary any actions to be taken.** Following on from the last Parish Council meeting the Council had received confirmation from Highways that only one site (on Ipswich Way) had been approved. The reason for the rejection of the other two signs was due to changes of County Council guidance i.e. their locations were no longer practicable for Health and Safety reasons. Signs could no longer be installed at heights of over 1.5 metres. The sign that was agreed would be limited to 1.3 metres. Councillors accepted that by signing the 'Memorandum of Understanding for Temporary Vehicle Activated Signs and Speed Indicator Devices', the Parish Council was accepting liability for that sign. A risk assessment would need to be undertaken. The Councillors agreed to a resolution. Resolution: The Parish Council will proceed with one sign and sign the Memorandum of Understanding as required by Suffolk County Council. This resolution was proposed by Cllr Corrigan, seconded by Cllr Hook and agreed.

Councillors looked at the approved signs, and will now seek a firm costing. The Suffolk Police and Crime Commissioner would be approached regarding his promise of support towards the funding of the sign.

**7. To further review and discuss the new NALC Standing Orders.** Councillors considered in detail the new NALC Standing Orders. Each order was considered individually. Amendments were made to the NALC proposed orders to make the Standing Orders more applicable to Pettaugh's small Parish Council. The document will be reformatted to be ready for adoption at the next parish council meeting.

**8. To review and discuss the Parish Council's additional standing orders on Policies and Procedures.** These policies and procedures are also being prepared for adoption at the next parish council meeting.

**9. To review the budget and expenditure for 2014 to date.** Councillors reviewed the prepared budget update. The Acting Clerk confirmed that to date, council expenditure for the year was £1,102.43. The allocated budget was £2,000 and it was most unlikely there would be any overspend on the budgeted figure.

**10. To accept the 2013/14 completed Audit Return from BDO.** The Parish Council had received the completed annual return from BDO. The auditors had made minor comments, which were brought to the attention of the councillors. The 'Notice of Conclusion of Audit' had been displayed as required from the 18<sup>th</sup> September to the 8<sup>th</sup> October 2014. Councillors voted to accept the completed annual return. Proposed by Cllr Janson, seconded by Cllr Hook and agreed.

**11. To receive a report by the Acting Clerk and action and minute as necessary.** The Acting Clerk reviewed the correspondence since September. The Parish Council had received further information from MSDC Licensing Team about the new Premises License Application for Stonham Barns. This is discussed under item 11. Other correspondence is listed under item 13.

**i) To authorise any necessary cheque payments.** The Councillors had a copy of the statement of accounts which showed a balance of £5,674.36 in the current account. The Business Saver account has a balance of £1,047.75, giving a total balance of £6,722.11. Of this balance £2,288.54 is allocated funds for Village Traffic Safety. Councillors were asked to authorise cheque no: 100338 - £169.03 payment to Community Action Suffolk for the parish council insurance. Cheque no: 100339 - £120.00 SALC subscription renewal, and cheque no. 100340 to St Catherine's PCC for use of the church on 3/11/2014.

**12. To discuss the Premises Licence Application for Stonham Barns.** Councillors discussed the Decision Notice on the licence granted to Stonham Barns. Although the licence had been granted with restrictions there was concern that the restrictions were not sufficiently comprehensive, and some specific issues had not been addressed. Cllr Corrigan was concerned that there was no mention of noise regulations and the volume and distance of travel of noise. Traffic safety was a major concern, as the evidence of parishioners during the public forum had shown. This concern was shared by Stonham Aspal Parish Council and Cllr Hicks was seeking a meeting with interested parties and the Chief Executive of MSDC in the expectation that action can be taken to address these road safety and other issues connected with Stonham Barns. This meeting is scheduled to take place in early December. Cllr Corrigan will contact the Licensing Corporate Manager at MSDC and seek clarification, if possible, on the points raised by councillors. Stonham Aspal PC was not going to appeal the licence decision. Pettaugh Councillors decided likewise, although they were not happy with the terms of the decision. The site was outside the boundaries of the parish, and the Parish Council is not in a position to appeal if this could result in a legal liability.

**13. To record correspondence received.** The list of correspondence was received for the record. Letter 10<sup>th</sup> September to Treasurer St Catherine PCC with cheque for church use 9/9/2014. Acknowledgement received.  
Letter 26<sup>th</sup> September to Treasurer St Catherine PCC with cheque for payment of new mower. Acknowledgement received.

Letter 27<sup>th</sup> September to Community Action Suffolk with cheque for parish council insurance renewal.  
Letter 1<sup>st</sup> October from Suffolk Police & Crime Commissioner re Speed Enforcement and Community Speed Watch.  
Letter 29<sup>th</sup> October from Suffolk Joint Emergency Planning Unit (SCC & MSDC) – re Community Emergency Planning.  
Letters and information from MSDC Place Directorate Licensing Team re Premises Licence for Stonham Barns.  
Letters dated 10<sup>th</sup> October from MSDC Place Directorate Licensing Team with the Notification of Decision re Premises Licence for Stonham Barns.  
e-mail from Parishioner 25<sup>th</sup> October with further information on the implementation of Broadband.  
Letter 24<sup>th</sup> October from MSDC People Directorate re Parish Liaison meeting 4<sup>th</sup> November 2014.  
Letter 31<sup>st</sup> October from MSDC Corporate Directorate re 2015/16 Precepts, Taxbase and Grants.  
MSDC Community newsletter.  
LAIS 1370 – Development Benefits Pilot  
e-mail from SALC re *'The Openness of Local Government Bodies Regulations 2014'* enacted on 5<sup>th</sup> August.  
September and October reports for Thredling Division from Councillor Hicks.  
Additional e-mails include weekly planning lists, and Rural Services Network bulletins.

**14. Any Other Business.** There was no further business.

**15. Date of next meeting.** The next meeting will be held on Monday 19<sup>th</sup> January 2015 at 6.30 p.m. in the Church.

The meeting closed at 8.45 p.m.