

# MINUTES OF MEETING OF PETTAUGH PARISH COUNCIL HELD ON 16<sup>TH</sup> SEPTEMBER 2015 IN ST CATHERINE'S CHURCH AT 6.30 p.m.

Those present: Councillor Andy Corrigan (Chairman), Councillor Belinda Bulsing, Councillor Gordon Janson, Councillor Malcolm Owers, and Councillor Stephen Rowe. Mrs Margaret Marlow was Acting Clerk. Two parishioners were also present.

1. **Welcome by the Chairman.** The Chairman welcomed those present at the meeting.
  2. **Apologies for Absence.** There were no apologies all Councillors being present.
  3. **To receive Declarations of Interest.** Cllr Bulsing declared an interest in item 6.
  4. **To approve the Minutes of Parish Council Meeting of the 19<sup>th</sup> May 2015.** Councillors voted to approve the Minutes. This was proposed Cllr Janson, seconded by Cllr Rowe and agreed. The Minutes were accepted and signed as a true record.
  5. **Matters arising from the Minutes.** Item 10. Cllr Corrigan had met with the Metcalf Education Foundation Representative to discuss ways in which the Parish Council could support the Foundation. It was decided a flyer was not necessary as the Metcalf Committee had regular meetings and could consider any application at the next meeting. Cllr Corrigan will continue to liaise with the Metcalf Representative. Item 12. The Parish Council is still trying to arrange for another cheque signatory. Item 14. The Parish Council is still trying to ascertain whether it is able to adopt the telephone kiosk. The council has received an offer of help with the maintenance of the kiosk should it be available to 'adopt'. Cllr Corrigan is still researching any available options for ways of improving Broadband within the village.
- PUBLIC FORUM:** A parishioner spoke of recent publicity of a recently adopted kiosk, and the fact that it was being used to house a defibrillator. A parishioner had recently attended a meeting at Stonham Barns to discuss with the management the latest position regarding its planning application and redevelopment.
6. **To discuss the possibility of any future community facility.** The Parish Council has received an offer to use the premises of what was 'Jan's shop' for community use at a peppercorn rent. Cllr Corrigan warmly thanked Mr Thornton on behalf of the Councillors for this very kind and generous offer. It was agreed that Councillors would view the premises and discuss the possibilities. Considerable remedial work is necessary in the shop and it is unlikely that it would be ready for any use for at least a year. In that time the Parish Council will be able to seek the views of all parishioners regarding the support the village would give to this facility. It could be a meeting-place or venue for various activities. A flyer will be prepared for distribution seeking the views of parishioners. A feasibility plan will also need to be prepared.
  7. **To discuss plans for a Community Autumn Event.** The Parish Council was informed that the Parochial Church Council is planning to hold a Harvest Supper on Saturday 26<sup>th</sup> September to which all parishioners are warmly invited.
  8. **Update on the VAS sign and its use.** Cllrs Janson and Bulsing are taking responsibility for the sign. It is being erected and operational for four weeks and then removed for two weeks, this coincides with the suggested time period for its most effective use and battery life. The battery life was dependent on the number of vehicles passing and activating the display, usually about one month. Cllrs Janson and Bulsing have received one negative comment from a passer-by as it was being removed that it should "be thrown

in the river". The Parish Council has received complimentary comments on the sign. The Clerk has responded to three requests for information on the sign from Crowfield, Stonham Aspal and Wetheringsett. Councillors were of the opinion that it is having a positive effect. Cllr Corrigan thought it was now time for the Parish Council to pursue again with Josh White the possibility of the sign being placed at other positions within the village. Cllr Corrigan thanked Cllr Janson and Cllr Bulsing for their oversight of the sign.

**9. To accept the completed Audited accounts and report for 2014/15 from BDO.** The Parish Council had received the completed Annual Return from BDO. The auditors had made a minor comment, which was brought to the attention of the councillors. The 'Notice of Conclusion of Audit' had been displayed as required from the 25<sup>th</sup> June until the 20<sup>th</sup> July. Councillors voted to accept the completed Annual Return which was proposed by Cllr Owers, seconded by Cllr Janson and agreed.

**10. To receive a report by the Acting Clerk and discuss and minute as necessary.** The Acting Clerk reviewed the work and correspondence since the last meeting. Information and correspondence from MSDC, SALC etc., is increasingly being sent via the parish council e-mail with little coming via Royal Mail. Notification had been received of the renewal of the ICO Data Protection, and the payment of the second half of the precept had been received. The renewal of the Parish Council insurance is due at the end of September. The difficulty in trying to change the cheque signatories could become a problem and it was suggested that the Parish Council look at alternative banks to Barclays.

**i) To authorise any necessary cheque payments.** The Councillors had a copy of the statement of accounts from 20<sup>th</sup> May to 15<sup>th</sup> September. The Parish Council has a balance of £3,372.92 in the current account and a balance of £1,048.27 in the Business Saver account. Payments had been made of £87.50 to MSDC for election expenses and a Direct Debit payment of £35.00 for the Data Protection Registration renewal. Councillors were asked to authorise the payment of cheque no. 100353 to St Catherine's PCC for use of the church on 16/9/2015. Authorisation was also given for the payment of the insurance renewal before the next meeting.

**11. To record correspondence received.**

e-mails from Crowfield, Stonham Aspal and Wetheringsett Parish Councils requesting information re VAS sign.

Letter 25<sup>th</sup> May to Treasurer St Catherine's PCC with cheque for church use 19/5/2015. Acknowledgement received.

Letter 25<sup>th</sup> May to SALC with payment for internal audit and copies of The Good Councillors Guide.

Letter 25<sup>th</sup> May to MSDC with payment for Dog Bin Emptying.

Notification from ICO re Data Protection Renewal.

Notification from MSDC re payment of second half of the precept for 2015/16.

July and August reports for Thredling Division from Councillor Hicks.

Additional e-mails include weekly planning lists, Rural Services Network bulletins and information from SALC, Community Action Suffolk and other agencies.

**12. Any Other Business.** Cllr Janson had attended the Stonham Barns Community Liaison Group Meeting on behalf of the Parish Council. He reported that the management had modified their planning. Their plans were all very family based, and they were monitoring noise levels at events.

**13. Date of next meeting.** The next meeting will be held on Wednesday 2<sup>nd</sup> December 2015 at 6.30 p.m. in the Church.

The meeting closed at 7.45 p.m.