

# MINUTES OF MEETING OF PETTAUGH PARISH COUNCIL HELD ON

**2<sup>nd</sup> DECEMBER 2015 IN ST CATHERINE'S CHURCH AT 6.40 p.m.**

Those present: Councillor Andy Corrigan (Chairman), Councillor Belinda Bulsing, Councillor Gordon Janson, and Councillor Malcolm Owers. 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.** Apologies had been received from Cllr S Rowe due to work schedules.
3. **To receive Declarations of Interest.** No interests were declared.
4. **To approve the Minutes of Parish Council Meeting of the 16<sup>th</sup> September 2015.** Councillors voted to approve the Minutes. The Minutes were accepted and signed by the Chairman as a true record.
5. **Matters arising from the Minutes.** Item 6. To discuss the possibility of any future community facility. Following the last meeting Councillors had all had an opportunity to view the shop. Cllr Corrigan had put forward suggestions for its use, a list already of eight possible uses. Cllr Corrigan had also tentatively looked at possible grant funding. It was agreed that a flyer would be circulated to all parishioners. Prior to this Councillors would meet with Mr and Mrs Thornton to establish the terms and to talk about a time frame. A Committee would also need to be formed as soon as practicable.  
Item 8. Update on the VAS sign and its use. Following the last meeting the Parish Council had contacted SCC re further use of the VAS sign at other sites. SCC agreed Debenham Way a possible suitable site, if the sign could be suitably aligned. Cllr Janson had contacted Westotec who had assured him there would be no problem with alignment. Councillors agreed that the Parish Council ask SCC to erect a suitable pole.  
Item 10. To receive a report by the Acting Clerk. At the last meeting Cllr Corrigan had agreed to look at the possibility of changing the Parish Council banking arrangements from Barclays to a bank more suited to the Parish Council's requirements. [At this point Cllr Bulsing declared an interest]. The bank offering the best facilities is the Co-op Bank. Councillors present voted to agree to this change, with Cllr Bulsing abstaining.

**PUBLIC FORUM:** There were no points raised.

6. **To review the expenditure and budget for 2015/16 to date.** The Acting Clerk presented the figures for the year to date. So far of the budgeted amount of £2,400 the Parish Council had spent £733.99. This was lower than anticipated due to lower election expenses. There had so far been no request for Churchyard support, and no Charitable donations had been made. The Parish Council has spent a total of £4,183.99 using all the allocated funds for Village Road Safety on the purchase of the VAS sign. A VAT repayment for this year has still to be claimed. Councillors discussed donations and agreed to again make a donation to Debenham First Responders of £100.00; their response to parishioners in need of medical help was noted with thanks. This was proposed by Cllr Janson, seconded by Cllr Owers and agreed.
7. **To consider the proposed budget for the financial year 2016/17.** The Councillors considered the preliminary budget proposals for next year. After discussion it was agreed that the charitable donations figure would be increased, and a sum would be added towards a possible Community Facility. A final budget will be prepared for agreement at the January meeting.
8. **To adopt additional Policies and Procedures on 'The Transparency Code for Smaller Councils' and 'The Electronic Summons' as part of the Parish Council Standing Orders.** The Parish Council considered the policies as specified, following implementation by Government and advice from SALC. A motion to adopt these Policies and Procedures was proposed by Cllr Janson, seconded by Cllr Corrigan and agreed.

**9. 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 had come in the form of SALC LAIS information updates and from SALC administration on Parish Council's Right of Appeal in the Planning Process and the Procurement of Audit for Smaller Authorities. Correspondence is listed under item 13.

**i) To authorise any necessary cheque payments.** The Councillors had a copy of the statement of accounts from 16<sup>th</sup> September to 2<sup>nd</sup> December 2015. The Parish Council has a balance of £3,132.80 in the current account and a balance of £1,048.27 in the Business Saver account. Councillors were asked to authorise the payment of cheque no. 100355 for £15.00 to St Catherine's PCC for use of the church on 2/12/2015, and cheque no. 100356 for £21.90 to Cllr Janson for reimbursement of expenses for the VAS sign.

**10. To receive a report from Cllr Janson on the Stonham Barns Community Liaison Group Meeting 4<sup>th</sup> November 2015.** Cllr Janson had attended the meeting on behalf of the Parish Council with a parishioner. Cllr Janson had produced a comprehensive and positive report on the progress on the site improvements and the management of the facilities and activities. Cllr Janson felt the management were anxious to maintain a good relationship with the Community, and were responding promptly to any complaints. Cllr Corrigan thanked Cllr Janson for attending the meeting.

**11. To record correspondence received.** A list of correspondence received between 16<sup>th</sup> September and 2<sup>nd</sup> December 2015 was accepted for the record.

Letter 17<sup>th</sup> September to Treasurer St Catherine PCC with cheque for church use 12/9/2015.

Acknowledgement received.

Letter 28<sup>th</sup> September to Community Action Suffolk enclosing cheque for insurance renewal.

Confirmation of insurance cover and receipt received .

10/9/2015. MSDC Remittance Advice notice of payment of second half of Precept

SALC LAIS 1376 and 1372 Transparency code for Smaller Authorities.

SALC LAIS 1375 The Electronic Summons.

SALC Administration. Parish Councils: the case for the Right of Appeal in the Planning Process.

SALC Administration. Fact Sheet – Procurement of Audit for Smaller Authorities.

SALC LAIS 1383 Cities and Local Government Devolution Bill.

SALC Administration. HM The Queen's 90<sup>th</sup> Birthday Celebrations.

Community Action Suffolk – Annual Review April 2014 – March 2015.

Letter from Headway Suffolk dated 28<sup>th</sup> October 2015 requesting financial support.

Letter 18/11/15 MSDC Waste Services 2015 Christmas collections and 2016 calendar

October and November 2015 reports for Thredling Division from Councillor Hicks.

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

**12. Any Other Business.** Cllr Janson asked all Councillors to make sure they read the Police Connect e-mails which he is forwarding. Cllr Janson recently attended a Police Liaison meeting which he found useful. He reported that the Police are happy to visit and assess the vulnerability of properties, and they urge people not to be complacent.

Cllr Corrigan had been seeking further information and possibilities for improving the Broadband speed in the area. At the moment fibre optic cabling has reached Henley and Otley, but any means of getting it to Pettaugh was prohibitively expensive.

**13. Date and time of next meeting.** The next meeting was arranged for Wednesday 20<sup>th</sup> January 2016 at 6.30 p.m. in the Church.

The meeting closed at 7.55 p.m.