

# Pettaugh Parish Council

## Approved Minutes of the Annual General Meeting on Wednesday 15 May 2019 at 7.00pm at St Catherine's Church

**Present:** Cllr Malcolm Owers (Chair), Cllr Gordon Janson (Vice-Chair), Cllr Belinda Bulsing and Cllr Stephen Rowe

**Attendance:** Cllr Suzie Morley (District Councillor), Simon Ashton (Parish Clerk) and two Members of the Public

**1. Election of Chair and Signing of the Declaration of the Chair's Acceptance**

The meeting started at 7.30pm following the conclusion of the Annual Parish Meeting. Cllr Owers confirmed that he would stand for election as Chair. There were no other contenders declared by the Members present, or in advance by those not present. Members then voted in Cllr Owers' favour who was then appointed as Chair until the Annual General Meeting in May 2020. Cllr Owers signed the Declaration of the Chair's Acceptance.

**2. Election of Vice-Chair and Signing of the Declaration of the Vice-Chair's Acceptance**

Cllr Janson confirmed that he would stand for election as Vice-Chair. There were no other contenders declared by the Members present, or in advance by those not present. Members then voted in Cllr Janson's favour who was then appointed as Vice-Chair until the Annual General Meeting in May 2020. Cllr Janson signed the Declaration of the Vice-Chair's Acceptance.

**3. Apologies and Approval of Absences**

(a) Apologies were received from Cllr Esther Thornton.

(b) The Parish Clerk presented a SALC briefing note on apologies and non-attendance at meetings. Members were requested to advise the Parish Clerk of an absence in advance of any future meetings with sufficient information to enable Members to consider approval of their absence at the start of the meeting. Members also understood that they would be disqualified, without any discretion, following a six-month period of unapproved absence.

**4. Declarations of Pecuniary or Non-Pecuniary Interests by Members**

There were no interests declared by any of the Members.

**5. Approval of Minutes of the Previous Meeting on 6 March 2019**

Minutes of the previous meeting of the Parish Council on 6 March 2019 were received and approved as a true record and signed by the Chair.

**6. Contributions by Members of the Public**

Cllr Morley introduced herself as the parish's new District Councillor, presented her report and confirmed that she would be happy to attend the Council's future meetings.

**7. Consideration of Planning Applications and Decision Notices**

(a) MSDC DC/19/01758: Application Received (Comments Due 16 May 2019)  
21 Debenham Way, Pettaugh, IP14 6AZ

Members agreed to support this planning application.

**8. Finance**

(a) Members noted the receipt of the MSDC Precept (1/2) of £1,312.50 in April 2019.

(b) The Parish Clerk confirmed that the Council's Internal Audit (2018/19) had been booked with SALC for the week commencing 3 June 2019.

(c) As the Council's receipts and payments were not expected to exceed £25,000, the Parish Clerk sought agreement to submit an exemption certificate to the external auditors (2018/19) which would not attract any costs. Approval of exemption status was then agreed by Members.

(d) Approval of the Parish Clerk as the Responsible Financial Officer (2019/20) was agreed by Members.

(e) Members agreed to postpone the consideration of a donation request received from East Anglia's Children's Hospices until the next meeting.

(f) Payments were authorised in favour of Suffolkbiz for the Suffolk Cloud web site hosting service (2019/20) (£100.00), Suffolk Association of Local Councils for an annual subscription (2019/20) (£136.02) and St Catherine's Church Pettaugh PCC for venue hire (May to June 2019) (£30.00). Approval of these payments was agreed by Members.

**9. Governance**

(a) The Parish Clerk confirmed that Members attending the meeting had completed a Declaration of Acceptance Form in advance of the meeting.

(b) Members agreed that Cllr Thornton would need to sign a Declaration of Acceptance Form before her next attendance at a meeting.

(c) The Parish Clerk confirmed that he would circulate details to Members regarding a requirement to complete the MSDC Register of Interests following the recent election.

(d) The subject of members' responsibilities was presented by the Parish Clerk and discussed by Members who agreed to approve a final list for 2019/20 following Cllr Thornton's attendance at the next meeting.

(e) Members agreed that there were no further issues for discussion relating to the lack of a polling station in Pettaugh at the time of the recent elections.

(f) Members agreed to hold the Council's quarterly meetings at 6.30pm on third Wednesday evenings in 2019/20. Draft routine agendas for the meetings in 2019/20 presented by the Parish Clerk were agreed by Members.

(g) Members agreed to consider inviting the District Councillor and County Councillor to future meetings on a meeting by meeting basis commencing from the next meeting.

**10. Highways**

- (a) Members noted that there was nothing further to discuss regarding the attention to the public right of way signpost.
- (b) Members noted that there was nothing further to discuss regarding the water leak on A1120 opposite the stop sign.
- (c) There were no further Highways issues for consideration by Members.

**11. Matters for Future Consideration**

- (a) Review & Approval of the Council's Internal Audit (2018/19) Report by SALC
- (b) Review & Approval of Statement of Accounts, Receipts & Payments (2018/19)
- (c) Review & Approval of the Council's Bank Reconciliation (2018/19)
- (d) Review & Approval of the Council's Asset Register (2018/19)
- (e) Review & Approval of AGAR Section 1 Annual Governance Statement (2018/19)
- (f) Review & Approval of AGAR Section 2 Accounting Statements & Variances (2018/19)
- (g) Review & Approval of AGAR Part 2 Certificate of Exemption (2018/19)

**12. Dates of the Next Meetings**

- (a) 19 June 2019 (Agenda Items & Documents Received by 11 June 2019)
- (b) 18 September 2019
- (c) 18 December 2019
- (d) The meeting finished at 8.50pm.

Simon Ashton, Parish Clerk  
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19 June 2019