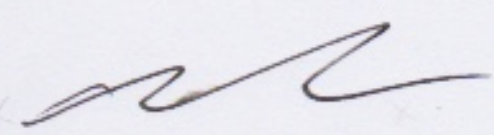


**MINUTES OF MEETING OF PETTAUGH PARISH COUNCIL HELD ON
26 MAY 2021 AT 7.00 p.m. AT ST. CATHERINE'S CHURCH PETTAUGH**

Those present: Councillor Belinda Bulsing, Councillor Andy Corrigan and Councillor Esther Thornton.

1. **Apologies and note of Absences.** Apologies were received from Councillor Stephen Rowe and his absence was approved.
2. **To receive any Declarations of Interest, Pecuniary and Non-Pecuniary.**
None.
3. **To consider and agree the Minutes of Parish Council Meeting - 5 May 2021.**
Councillors voted to accept the resolution to approve the Minutes. The Minutes were approved as a true and correct record.
4. **Public participation session - None.**
5. **To discuss and agree formal appointment of RFO, back-dated from 2 September 2020 -** The Councillors noted that there was no record in the Minutes of the re-appointment of a RFO after the meeting on 20 January 2021 (although it was always intended that the former RFO would continue on a meeting to meeting basis, as was the case with the Interim Clerks, as noted at item 3, Minutes of 20 January 2020). To formalize and record the arrangements in place Councillor Andy Corrigan (Chair) proposed and Councillor Esther Thornton seconded to appoint Councillor Belinda Bulsing as the Responsible Financial Officer with effect from 2 September 2020.
6. **To review and sign Financial Statements to 31 March 2021 and current Financial Statements -** The Councillors reviewed the Receipts and Payments Summary 2020/2021 and Bank Reconciliation to 31 March 2021 and formally approved the accounts. The RFO and Councillor Andy Corrigan (Chair) agreed to sign the Financial Statement to 31 March 2021 as approved. The Councillors also reviewed the latest financial information available and considered the most up to date balances. The Councillors noted £5916.30 as the balance in the Barclays Business Community Account as at 24 May 2021, less three presented cheques in the sum of £544.53 and income received in the sum of £1566.94, resulting in a balance of £6,938.71. The Councillors also confirmed £1,054.13 as the balance in the Barclays Business Premium Account as at 24 May 2021
7. **To review and complete form for exemption 2020-2021 from External Audit -** The Councillors considered the Certificate of Exemption form and

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confirmed that the relevant statements applied and that neither the Council's gross income nor its gross expenditure exceeded £25,000. Accordingly the Councillors approved the Certificate of Exemption form.

8. To consider current requests for payment - The Councillors considered the additional information received from Pettaugh Church Council providing further details about the urgent tree safety work in and around the footpaths, churchyard and meadow which was carried out in early 2021. Following detailed discussions Councillor Andy Corrigan (Chair) proposed the payment of £240 towards the works carried out in the churchyard and Councillor Esther Thornton seconded it. It was carried unanimously. The Councillors also considered the invoice received from MSDC for the emptying of dog bins [invoice number:2000120288]. It was noted that £130.47 was included in the Council's budget for this purpose. The Councillors agreed that the VAT element of the invoice (£26.09) would be covered by the Council's contingency funds. Councillor Andy Corrigan (Chair) proposed payment and Councillor Esther Thornton seconded it. It was carried unanimously.

9. To re-consider and re-approve Internal Control Statement for year ending 31 March 2021 - The Councillors considered the document and approved it and agreed to re-adopt it. Councillor Andy Corrigan (Chair) and Councillor Belinda Bulsing (RFO) duly signed the approved and adopted Statement.

10. To report on bank mandates - The necessary forms have been distributed and Councillor Andy Corrigan (Chair) and Councillor Esther Thornton agreed to return the completed forms as soon as possible.

11. To consider and agree Section 1, Annual Governance Statement 2020-2021 - The Councillors agreed to defer this item to the Council's next meeting.

12. To consider and agree Section 2, Annual Governance Statement 2020-2021 - The Councillors agreed to defer this item to the Council's next meeting.

13. Parish Clerk advertisement response and next steps- Councillor Belinda Bulsing reported that two applications have been received. The Councillors were provided with redacted copies of the CVs of applicant A and B respectively. It was agreed that it was not possible to make a decision based on paper only but that the recruitment process should be taken forward to its next phase.

14. The damage to 30mph sign on A1120 at entrance to village near Church. Clerk's report on progress of repair - Councillor Belinda Bulsing provided an update that, disappointingly, there was nothing to report, no response was received from Suffolk County Council. The Councillors requested that the issue was followed up with Suffolk County Council. An update will be provided at the Council's next meeting.

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15. Highway safety issues along the A1120. Clerk's report - Councillor Esther Thornton confirmed that there has still been no response from SCC in relation to the unsafe crossing on the A1120. Councillor Belinda Bulsing reported that she contacted the police about the speeding problem at Townhouse Corner. The police were aware of the issue. She was advised that the first step was data collection or to find out if there is already data available. There is also the possibility of a loan from SCC to purchase a [SID] device. The Councillors agreed that they will raise all these issues with County Councillor Matthew Hicks at the Meeting of the Parish.

16. Summer Event - The Councillors agreed to contact Pettaugh Church Council to discuss the possible use of the Church Meadow for a village event to take place after 21 June 2021 (subject to any Covid 19 restrictions).

17. Coffee Caravan - Councillor Andy Corrigan (Chair) and Councillor Belinda Bulsing have been successful to invite the Coffee Caravan to Pettaugh. The first visit will take place on 2 June 2021. Leaflets have been distributed by the Councillors and they also agreed to provide further assistance to make the event a success.

18. Litter pick - The Parish Council received correspondence from MSDC regarding the 'Spring Clean Suffolk' initiative. The Councillors agreed that a litter pick event at Pettaugh can only be arranged to take place after 13 June, outside the official period for the Spring Clean campaign but that the Council would follow up with MSDC about the support they may be able to provide. The Councillors agreed to arrange such an event later in the year.

19. Casual Vacancy - The Councillors noted the position.

20. Any other business - Councillor Belinda Bulsing reported about the cyber risk insurance proposal available to the Council. The Councillors agreed to consider this issue at the next Council meeting.

21. Date and time of next meeting. 3 June 2021 at 6.00 p.m. at St Catherine's Church, Pettaugh.

The meeting closed at 7.58 p.m.

 3.06.21