

# **PETTAUGH PARISH COUNCIL**

MINUTES of meeting  
**TUESDAY 1 NOVEMBER 2022**  
at St Catherine's Church, Pettaugh

**Present:**

Councillors Belinda Bulsing, Margaret Marlow, Stephen Rowe and Esther Thornton

**1/11. APPOINTMENT OF PRESIDING CHAIRMAN**

**RESOLVED** that Councillor S Rowe be appointed presiding Chairman pending the election of a new Chairman of the Parish Council.

IN THE CHAIR : COUNCILLOR S ROWE

**2/11 APOLOGIES FOR ABSENCE**

It was noted that the Stuart Jennings, Clerk was absent due to illness

**3/11. RESIGNATION OF COUNCILLOR**

It was noted with regret that Councillor Andy Corrigan had resigned as a Parish Councillor and that not notice of the resulting casual vacancy would be published in due course.

**4/11. ELECTION OF CHAIRMAN OF PARISH COUNCIL**

Upon the proposition of Councillor Bulsing, seconded by Councillor Thornton, it was

**RESOLVED** that Councillor Stephen Rowe is elected Chairman of the Parish Council for the remainder of the municipal year.

Councillor Rowe then made the statutory Declaration of Acceptance of Office as Chairman of the Parish Council.

**5/11. MINUTES OF MEETING – 16 AUGUST 2022**

**RESOLVED** that the Minutes of the meeting of the Parish Council held on 16 August 2022 be approved and confirmed.

**6/11. DISCLOSABLE PECUNIARY INTERESTS, OTHER REGISTRABLE INTERESTS AND NON-REGISTRABLE INTERESTS**

No disclosures were made.

**7/11. PUBLIC PARTICIPATION SESSION AND PLANNING MATTER**

It was agreed that these two agenda items (8 and 10) be taken together to enable a member of the public present to comment on a planning application received. The application in question was for the construction of a single storey extension with glazed link following the demolition of existing porch at Step House, Debenham Road, Pettaugh (ref. DC/22/04797 HSE).

In discussion, the comment was made that it was important to ensure through any future sale of the property that it remained as a single dwellinghouse.

**RESOLVED** that the Parish Council raises no objection to the application.

**8/11. APPOINTMENT OF CLERK AND RESPONSIBLE FINANCIAL OFFICER**

**RESOLVED** that the appointment of Stuart Jennings as Clerk and Responsible Financial Officer be confirmed and that as Clerk he be designated as Proper Officer for the various purposes under the Local Government Act,1972.

**9/11. FINANCE**

**(a) Financial Statements**

The Financial Statement to the end of October 2022 was received and noted. This showed balances of £8,563.74 in the Business Continuity Account and£1,054.65 in the Business Premium Account.

**(b) Accounts for payment**

**RESOLVED** that the above following accounts be approved for payment:

Community Action Suffolk (insurance renewal)	£370.09
SALC (Clerk's training event)	£ 31.20
St Catherine's PCC (hire of Church for meeting)	£ 18:00
Mr S P Jennings (Clerk's payment and expenses)	£137.50

**9/11. (continued)**

### **(c) Budget and precept process**

It was agreed that a further meeting be arranged for late November/early December to consider the budget requirement for 2023/4 ahead of the January 2023 meeting when the budget would be finalised and the precept issued. It was suggested that expenditure around further highlighting the traffic speed problems through the village could be considered.

### **10/11. COUNCILLOR CODE OF CONDUCT**

Consideration was given to the adoption of a new model Code of Conduct Councillors published by the Local Government Association which was commended by the National and Suffolk Association of Local Councils.

**RESOLVED** that Parish Council adopts the updated and revised model Code of Conduct 2020.

### **11/11. PARISH WEBSITE**

The Parish Council reviewed the continuing and future arrangements for the day to day maintenance of the website together with possible training for Councillors and the Clerk.

Suffolk Cloud Administration (SCA) hosted and maintained the website for £120 per year, and this has been paid for the period to the end of March 2023. If SCA continued to do all the uploading of documents, Minutes, Agendas, Financial Statements and other notices etc., and to keep the site tidy throughout the year, that would be another £120, and from now to the year-end that sum would be pro-rata'd. The £70 paid in August was for some uploading of historical financial documents to update the site. As an alternative, training would be offered for up to three people for the sum of £60 so that they could undertake this work.

**RESOLVED** that Suffolk Cloud Administration be engage to continue with the day to day maintenance of the website, including the uploading of various documents, for the additional sum of £120 per annum.

### **12/11 MID SUFFOLK AREA FORUM MEETING 15 NOVEMBER 2022**

Details of the above meeting were received but no Councillor was available to attend.

### **72. OTHER URGENT BUSINESS**

The Parish Council recorded its gratitude and thanks to Mr Gordon Janson for continuing to assist with the change of positioning of the speed sign within the village.

The Chairman closed the meeting at 8.05 pm.

Chairman  
8 December 2022