

# PETTAUGH PARISH COUNCIL

MINUTES of meeting

**THURSDAY 19 JANUARY 2023**

at St Catherine's Church, Pettaugh (start time 6.30pm)

**Present:**

Councillors Stephen Rowe (Chairman), Belinda Bulsing and Margaret Marlow

**1/01 APOLOGY FOR ABSENCE**

An apology for absence was received from Councillor Esther Thornton.

**2/01 MINUTES OF MEETING – 12 DECEMBER 2022**

Further to Minute 5/12(b) – Budget and Precept Process, it was noted that Councillor Thornton had messaged to say that the reference to making budget provision for legal fees/planning disputes representation should have been more specific in relation to the Local Plan Review. After discussion it was agreed that the Minute was accurate and in the event of the Parish Council considering such a budget allocation this would cover it.

**RESOLVED** that the Minutes of the meeting of the Parish Council held on 12 December 2022 be approved and confirmed.

**3/01 DISCLOSABLE PECUNIARY INTERESTS, OTHER REGISTRABLE INTERESTS AND NON-REGISTRABLE INTERESTS**

No disclosures were made.

**4/01 CASUAL VACANCY**

It was noted that an advertisement had been placed on the noticeboard and website. It was agreed that consideration be given to producing a flyer for distribution to properties and the Clerk offered to draft this.

**5/01 FINANCE**

**(a) Financial Statements**

A financial statement was received showing transactions since the last meeting. Balances at 14 January 2023 showed £8,237.24 (£8,147.84, including cheques not presented) in the Business Continuity Account and £1,055.24 in the Business Premium Account. Councillors agreed with the

## **5/01 (continued)**

observation of the Clerk that there was a significant imbalance between the funds held in the Continuity Account, which operated as the current account, and the interest-paying Premium Account. The Clerk agreed to investigate the mechanics of transfers between the two accounts with a view to better financial management.

### **(b) Accounts for payment**

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

St. Catherine's Church PCC (hire of church Dec & Jan mtgs) £ 36.00  
Mr S P Jennings (Clerk's payment and expenses) £206.82

### **(c) Charitable and other donations**

As agreed at the last meeting, consideration was given to making use of this budget allocation. It was proposed and duly seconded that a donation be made to the local Citizens Advice Bureau, a charity operating with voluntary resources and financial support. It was agreed that this organisation provided a necessary and valuable service.

**RESOLVED** that a donation of £100.00 be made to the Mid Suffolk Citizens Advice Bureau (s137 exp.)

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

A discussion took place on elements of the current and future budgets with a view to setting the Precept. An up to date report on the existing budget was circulated. Areas for readjustment of individual budget heads in terms of overspend or underspend were identified, together with potential redefinition of certain budget heads in the future.

Estimated expenditure outturn for 2022/23 was £2,649 against a budget of £10,062.51. The obvious areas of savings were the Clerk's salary/expenses due to the absence of a Clerk for a lengthy period, and provision for a Jubilee event. It was clarified that the budget for churchyard maintenance was not linked to any statutory responsibility the Parish Council had.

The proposed budget for 2023/24 was £5,745 and agreed. This included a modest provision for election costs. It was agreed that no specific allocation needed to be made for legal fees/representation; should any unforeseen need arise this could be met out of balances. The Parish Council was mindful of its existing and potential balances to be carried forward and the need to either reduce these through planned expenditure, or otherwise identify an earmarked reserve to be held against those balances for inclusion in a future budget. To that end, the Parish Council confirmed its wish to commit future expenditure towards traffic speed

## **5/01 (continued)**

awareness through the village including the purchase and siting of a second speed indicator device, which would take some time to implement. It was agreed that an earmarked reserve of £3,000 against existing balances be included.

The Clerk then provided information to enable the Parish Council to consider the purchase of a new Asus Vivobook laptop from TDR Computers of Maldon, including the transfer of files/data from the old laptop and the inclusion of security and a Microsoft 365 subscription for the total sum of £489.98. It was agreed that this represented good value for money and an ideal solution.

The Parish Council also considered the re-appointment of the Suffolk Association of Local Councils internal audit service for 2023/24.

### **RESOLVED**

- (I) that the report on expenditure to date against the budget, and the estimated outturn for 2022/23 be accepted, and the proposed budget for 2023/24 as shown in the **Appendix** to these Minutes be agreed;
- (II) that in the light of the proposed budget, the existing balances and agreed earmarked reserve for future budget provision, the precept upon Mid Suffolk District Council as charging authority for 2023/24 be set at £2,750.00;
- (III) that the Clerk is authorised to proceed with the purchase of a new laptop from TDR Computers of Maldon in the sum of £489.98;
- (IV) that the Suffolk Association of Local Councils internal audit service for 2023/24 be re-appointed for 2023/4.

## **6/01 CORRESPONDENCE AND NOTIFICATIONS**

An approach had been received from the Rural Coffee Caravan enquiring as to the possibility of a visit to the village this year. It was agreed that this should be referred to the Parochial Church Council to co-ordinate.

## **7/01 NEXT MEETING**

It was agreed that the next meeting be fixed for Thursday 2 March 2023.

The Chairman closed the meeting at 8.04 pm

Chairman  
2 March 2023

