

PETTAUGH PARISH COUNCIL

MINUTES of meeting

TUESDAY 6 AUGUST 2024

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

Present:

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

1/08 APOLOGIES FOR ABSENCE

None.

2/08 MINUTES OF STATUTORY ANNUAL MEETING – 7 MAY 2024

RESOLVED that the Minutes of the statutory annual meeting of the Parish Council held on 7 May 2024 be approved and confirmed.

It was noted that the meeting previously scheduled for 2 July 2024 was unable to take place due to the lack of a quorum.

3/08 DISCLOSABLE PECUNIARY INTERESTS, OTHER REGISTRABLE INTERESTS AND NON-REGISTRABLE INTERESTS

None received.

4/08 PUBLIC PARTICIPATION SESSION

In the absence of any members of the public this was not held.

5/08 FINANCE

The Parish Council considered the following matters:

(a) Financial Statements

A final financial statement as at 29 June 2024 having been prepared for the scheduled July meeting was brought forward for consideration, there having been no financial activity since. The total actual funds brought forward at 1 April 2024 was £7,440.77. Income to date totalled £1,379.00 and expenditure to date totalled £742.24. The Community Account balance was £7,004.26 and the Business Premium Account balance was £1,073.27. This statement was received and accepted.

(b) Accounts for payment

The following accounts were received:

Clerk's salary and expenses (May-August) - £518.39
Mid Suffolk District Council (Dog Bin emptying 24/25) £209.38
Heelis and Lodge (Internal Audit Fee) £85.00
St Catherines Church PCC (Use of Church for Meetings) £18.00
Information Commissioner (Data Protection Fee) - £40 discounted to
£35 to be collected by Direct Debit on or before 24/9/24

RESOLVED that the above accounts be approved for payment, and that the payment to the Parochial Church Council for use of the Church be doubled to £36.00 to reflect use for both the July and August meetings.

(c) Internal Audit 2023/24

The certificate and report from Heelis and Lodge on the internal audit for 2023/24 was received and noted. Outstanding actions were the introduction of a PAYE system and the recovery of a small amount of VAT. On PAYE, the Clerk had already set up arrangements with the Suffolk Association of Local Councils to undertake this on behalf of the Parish Council for a nominal fee. It was advised that since the Clerk had notified his intention to leave the Parish Council's employ in the near future, it would better to introduce the new system when a new employee was in place.

With regard to the advertisement of public rights to inspect documents etc in connection with the internal audit for 2022/23, the Clerk said that although this had been done the notice was no longer kept as current on the Parish website. In future, outdated notices could perhaps be filed on the website.

RESOLVED that the Internal Auditor's Certificate and Report be received and noted, together with the associated report of the Clerk.

6/08 DISTRICT COUNCILLOR'S REPORT

By this time, Councillor N Hardingham, District Councillor, had arrived at the meeting and the Chairman agreed to let him present his report, which had previously been circulated. In addition to the matters included in his report, Councillor Hardingham gave an update in relation to Stonham Barns and the prospects of enforcement action to deal with any contraventions of planning control at the site.

7/08 FINANCE (continued)

Draft new Financial Regulations for adoption

The Clerk had previously circulated the new model form and had followed this up with a version with suggested revisions and adaptations relevant to the Parish Council. It was agreed that Councillors would need more time to absorb this but would advise the Clerk directly of any views and proposed other changes so that there would be a fully worked up version available to consider for adoption at the next meeting.

8/08 TRAFFIC SPEED THROUGH THE VILLAGE AND OTHER RELATED MATTERS

The Clerk reported on a site meeting he had attended with the Highways Liaison Officer who was prepared to carry out a full review of the signs, lines, speed limit/SID locations with financial input from the Parish Council. If that contribution could be matched by a contribution from the County Councillor's Locality Budget, then a worthwhile amount of improvement work could be achieved. The Clerk asked the Parish Council to consider allocating a sum out of reserves, possibly all or part of the earmarked reserve for a new SID sign, to put into budget for this purpose.

Concern was expressed within the Parish Council that it should not have to pay for work ordinarily expected of the Highway Authority, in particular Officer time to carry out the review. While it was clear what particular signs and lines needed renewing or replacing, it was agreed that the Clerk should seek further clarification of what is proposed before a decision is taken to commit funds to this project.

9/08 PARISH IMPROVEMENTS

Consideration was given to the repair and refurbishment of the Parish Notice Board and the Telephone Kiosk. It was noted that the Parish Council currently shared space on a notice board which in fact belonged to the Church. The Parish Council's own notice board had previously been taken down and was stored in the Church, pending new posts being provided and it being re-erected. Councillors agreed to look at getting assistance to bring its own notice board back into use.

With regard to the telephone kiosk, various items were currently stored within it including some books and publications previously put there for community interest. The Clerk was asked to investigate this with a view to clearing out the kiosk so that plans could be made for its refurbishment.

10/08 PARISH COUNCIL MEMBERSHIP AND THE POST OF CLERK

There was brief discussion as to possible interested and suitable persons who could be approached with a view to being co-opted to fill the outstanding vacancy on the Parish Council.

It was noted that the Clerk had given notice of his intention leave this role due to other commitments and it was agreed that an advertisement be prepared to be sent to the Suffolk Association of Local Councils to help publicise the impending vacancy.

11/08 NEXT MEETING

It was agreed that the next meeting of the Parish Council is fixed for Tuesday 15 October 2024.

The Chairman closed the meeting at 8.07 pm.

Chairman
29 October 2024