

## **PETTAUGH PARISH COUNCIL**

MINUTES of meeting

**TUESDAY 29 OCTOBER 2024**

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

### **Present:**

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

### **1/10 APOLOGIES FOR ABSENCE AND CO-OPTION OF COUNCILLOR TO FILL VACANT SEAT**

All Councillors were present. In attendance was Ruth Crane who had expressed an interest in becoming a Parish Councillor.

**RESOLVED** that Ruth Sarah Crane be co-opted as Councillor to fill the vacant seat on the Parish Council.

Having been co-opted, Councillor Crane joined the meeting and made the statutory Declaration of Acceptance of Office as a Councillor.

### **2/10 MINUTES OF MEETING – 6 AUGUST 2024**

**RESOLVED** that the Minutes of the meeting of the Parish Council held on 6 August 2024 be approved and confirmed.

### **3/10 DISCLOSABLE PECUNIARY INTERESTS, OTHER REGISTRABLE INTERESTS AND NON-REGISTRABLE INTERESTS**

None received.

### **4/10 PUBLIC PARTICIPATION SESSION**

Two members of the public were present and raised issues relating to the planning application for Stonham Barns which was due to be considered by the Parish Council at this meeting. The District Councillor was not present but it was noted that he had submitted a report which the Clerk had circulated to Councillors.

## **5/10 PLANNING APPLICATION**

The Parish Council considered the following planning application:

Ref: DC/24/03740

Proposal: Full Planning Application - Change of use from livery and agricultural land to use as a touring caravan and camping site (including safari tents and shepherds huts) and for the storage of caravans, siting of caravan for use as reception/site office and erection of 4no toilet/shower blocks; Retention of leisure lake and glamping huts; Use of land for siting of caravan for occupation by security guard; and, Use of land for the stationing of 18 holiday lodges. Location: Stonham Barns, Pettaugh Road, Stonham Aspal, Stowmarket Suffolk IP14 6AT

Although Councillors had seen the applicant's planning statement it was difficult to assess the entirety of this proposal without a site plan, and the knowledge as to what extent this application sought to regularise any existing use or development. Concern was expressed at the potential intensification of leisure and residential uses, access by the fire brigade, fire safety/storage of gas cylinders, and public transport links.

**RESOLVED** that the above concerns be conveyed to the District Council and that Councillor Thornton prepares a draft representation for circulation to Councillors for approval.

## **6/10 FINANCE**

The Parish Council considered the following matters:

### **(a) Financial Statement**

A financial statement prepared to date ahead of the meeting scheduled for 15 October 2024, which had been postponed, was brought forward for consideration. Income to date totalled £2,758.01 and expenditure to date totalled £1,626.01. The Community Account balance was £7,580.49 (one cheque for £85.00 unrepresented) and the Business Premium Account balance was £1,077.28. This statement was received and accepted.

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

The following accounts were received:

Clerk's salary and expenses (August-October) - £257.16

Mr S P Jennings (reimbursement to Clerk for Microsoft 365 subsc) - £59.99

St Catherines Church PCC (Use of Church for Meeting) - £18.00

Business Services at CAS Ltd (Insurance Renewal) – 455.40

## **Minute 6/10(b) continued**

The Clerk pointed out that the Microsoft 365 subscription renewal had gone through his personal account back in February this year. He also mentioned that the Norton AntiVirus on the Parish Council laptop had now expired and that he could obtain a further year's cover from TDR Computers Ltd of Maldon, who supplied the laptop, for £30.00.

**RESOLVED** that the above accounts be approved for payment, together with the additional payment to TDR Computers Ltd for £30.00.

### **(c) Draft New Financial Regulations for adoption**

The Parish Council had previously received an edited draft prepared by the Clerk and given that no further comments had been received from Councillors since the last meeting the Clerk was keen to move to a final form of this document which the Parish Council could adopt. He had also previously circulated a schedule of proposed and existing financial limits in relation to procurement arrangements and also authority to spend and to make a payment. The Parish Council looked at these and agreed the following changes from the existing arrangements:

Procurement – the lower limit is set at £250

Individual purchases – the Clerk has delegated authority for any items under £100, and in consultation with the Chairman any items below £500.

Banking and payments – the Clerk has delegated authority to make a payment of up to £100 excluding vat.

**RESOLVED** that the Clerk prepares a final version of the new model Financial Regulations incorporating the above changes to existing arrangements for adoption by the Parish Council.

## **7/10 TRAFFIC SPEED THROUGH THE VILLAGE AND OTHER RELATED MATTERS**

The Clerk reported on a further conversation with County Highways and it was agreed that the Highways Liaison Officer be invited to attend the next Parish Council meeting in an effort to clarify what work to signs and lines the County Council would do and when, and what other improvements the Parish Council might secure with a funding contribution.

Reference was made to signs on the A140 south seeking discouragement of Sizewell C traffic, and concern was expressed at the likelihood of this traffic using the A1120.

**8/10 PARISH IMPROVEMENTS**

The Clerk had obtained a quote from a handyman/person for this work which he had received that evening and reported verbally on it. It was agreed that this be considered at the next meeting.

**9/10 REVIEW OF PARISH COUNCIL CONSTITUTIONAL DOCUMENTS**

The Parish Council reviewed its Standing Orders, Statement of Internal Controls, Asset Register and Risk Assessment which had previously been circulated to each Councillor. No required changes were identified.

**RESOLVED** that the above constitutional documents be re-adopted.

**10/10 MAINTENANCE OF SPEED INDICATOR DEVICE**

Councillor Bulsing reported that Mr Gordon Jansen had advised that he no longer wished to take responsibility for alternating locations for this device, and charging it, which he had done for some time. She said that Mr Mark Bulsing was happy to take on this work.

It was agreed that a letter of thanks be sent to Mr Jansen for his attending to this work in the past.

**11/10 NEXT MEETING**

It was agreed that the next meeting of the Parish Council is fixed for Wednesday 15 January 2025.

The Chairman closed the meeting at 8.32 pm.

Chairman  
11 December 2024