

# **PETTAUGH PARISH COUNCIL**

MINUTES of the statutory annual meeting

**TUESDAY 7 MAY 2024**

at St Catherine's Church, Pettaugh (start time 7.22 pm)

## **Present:**

Councillors Belinda Bulsing, Stephen Rowe (Presiding) and Esther Thornton

### **1/05 ELECTION OF CHAIRMAN**

**RESOLVED** that Councillor Stephen Rowe be re-elected Chairman of the Parish Council for the ensuing Municipal Year.

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

### **2/05 APOLOGIES FOR ABSENCE**

An apology for absence was received from Councillor M Marlow. The Parish Council was mindful that it was now operating at a quorum and this highlighted the need to pursue co-option to fill the outstanding vacancy.

### **3/05 APPOINTMENT OF VICE-CHAIRMAN**

**RESOLVED** that Councillor Belinda Bulsing be appointed Vice-Chairman of the Parish Council for the ensuing Municipal Year.

### **4/05 MINUTES OF MEETING – 19 MARCH 2023**

**RESOLVED** that the Minutes of the meeting of the Parish Council held on 19 March 2024 be approved and confirmed.

### **5/05 DISCLOSABLE PECUNIARY INTERESTS, OTHER REGISTRABLE INTERESTS AND NON-REGISTRABLE INTERESTS**

None received.

### **6/05 PUBLIC PARTICIPATION SESSION**

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

## **7/05 MATTERS ARISING FROM THE ANNUAL PARISH MEETING**

There were no matters arising.

## **8/05 FINANCE**

The Parish Council considered the following matters:

### **(a) Financial Statements**

A final financial statement for 2023/24 was received and accepted. This showed total income being £2,762.72 and total expenditure at £3,302.13. With the bank accounts' reconciliation taking into account unrepresented cheques as at 31/3/24 the total actual funds being carried forward was £7,440.77.

### **(b) Annual Audit of Accounts 2023/24**

The Parish Council received and considered the Annual Governance and Accountability Return (AGAR) for 2023/24, completed by the Clerk and Responsible Financial Officer, which would form the basis of the Internal Audit by Heelis and Lodge. To avoid the necessity for an external audit the Parish Council needed to claim an exemption.

**RESOLVED** that approval be given to the AGAR for 2023/24 including the Certificate of Exemption.

### **(c) Accounts for payment**

Association of Local Councils (annual subscription) - £135.89  
Suffolk Cloud (Website hosting to 31/3/25 and uploading of documentation for 1 year) - £240.00  
St. Catherine's Church PCC (Use of church for May mtg) - £18.00  
Mr S P Jennings (Clerk's claim for hours and expenses) - £348.35

With regard to the claim from the Clerk, a separate total of hours (119.20) claimed since 1/4/23 was included with a view to the Parish Council agreeing to apply the increased rate per hour in line with the 2023 national salary award, as had been indicated at the last meeting.

**RESOLVED** that the above accounts be approved for payment including the backdated application of the new rate per hour (£13.46) for hours claimed by the Clerk and that this applies to future claims.

### **(d) Review of banking arrangements**

The Clerk advised that new model Financial Regulations were soon to become available for adoption and it was anticipated that these would include arrangements for internet banking. It was agreed that this matter be deferred pending consideration of the new model Regulations.

**9/05 TRAFFIC SPEED THROUGH THE VILLAGE AND OTHER RELATED MATTERS**

It was noted that following an informal consultation with the County Highways Department it had been indicated that the proposed location for an additional speed indicator device would not be approved. Until a more acceptable location could be found it was agreed that the Parish Council should pursue an improvement to signs and lines to be considered under agenda item no. 11.

**10/05 REVIEW OF CONSTITUTIONAL DOCUMENTS**

**RESOLVED** that the Parish Council's Standing Orders, Financial Regulations, Statement of Internal Controls, Asset Register and Risk Management documentation be reaffirmed, and formally reviewed in due course.

**11/05 PARISH IMPROVEMENTS**

The Clerk reported that he was due to meet with the County Highways Liaison Officer later that week to look at scope for repair and renewal of necessary of various signs and lines through the village. It was requested that attention be paid to the approaches to the bend and junctions in the centre of the village.

**12/05 NEXT MEETING**

It was agreed that the next meeting of the Parish Council is fixed for Tuesday 2 July 2024.

The Chairman closed the meeting at 8.08 pm.

Chairman  
6 August 2024