

# **PETTAUGH PARISH COUNCIL**

MINUTES of statutory annual meeting  
on **WEDNESDAY 7 MAY 2025**  
at St Catherine's Church, Pettaugh (start time 7.20 pm)

## **Present:**

Councillors Belinda Bulsing, Ruth Crane, Margaret Marlow, 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**

None.

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

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

## **4/05 MINUTES OF MEETING – 6 MARCH 2025**

**RESOLVED** that the Minutes of the meeting of the Parish Council held on 6 March 2025 be approved and confirmed.

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

None received.

## **6/05 PUBLIC PARTICIPATION**

None. The Chairman did however raise a matter on behalf of a local resident who had sought the Parish Council's assistance in dealing with a sewage discharge at her property. It was understood that the Environmental Health Department had previously been contacted, and that advice had been received from specialist contractors in relation to what

appeared to be a faulty or broken disposal system. It was agreed that this was very much a matter for the resident to pursue further with the Environmental Health Department and, if necessary, seek support from the MP and local Ward Councillor.

**7/05 MATTERS ARISING OR REFERRED FROM ANNUAL PARISH MEETING**

None.

**8/05 FINANCE**

The Parish Council considered the following matters:

**(a) Financial Statement and Budget Report**

A final statement for 2024/25 showing the position at 31 March 2025 regarding the Parish Council's bank accounts and reconciliation of recent payments was received and noted. The balance of the Community Account with no unpresented cheques was £6,024.40 and the Business Premium Account was £1,085.53. Expenditure totalled £3,721.11. The balance to be carried forward was £7,109.53. The final budget report for 2024/25 was also received and noted.

**(b) Accounts for payment**

The following accounts were received:

Clerk's salary and expenses (March to May) - £187.75  
St Catherines Church PCC (Use of Church for Meeting) - £18.00  
Suffolk Association of Local Councils (Annual Subscription) – £136.18  
Suffolk Cloud (Hosting/Support/Updating Website) - £240.00

**RESOLVED** that the above accounts be approved for payment.

**(c) Audit of Accounts 2024/25**

It was noted that Heelis and Lodge had been appointed as Internal Auditors.

The Parish Council then received and considered the Annual Governance and Accountability Return (AGAR) for 2024/25, completed by the Clerk and Responsible Financial Officer, which would be published and form the basis of the Internal Audit. 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 2024/25 including the Certificate of Exemption.

## **Minute 8/05 continued**

### **(d) Donations and Financial Assistance**

The Clerk had included this item on the agenda to enable the Parish Council to consider whether it wished to make any donations given that none were made in 2024/25 despite a budget being available. It was agreed that this remains on the agenda for future meetings.

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

It was agreed that a further meeting be arranged with the Liaison Officer to identify and get costed outstanding items including renewal of or additional road surface markings and investigating a suitable location for the SID on the A1120.

### **10/05 PARISH AMENITIES**

The contractor had begun work on the telephone kiosk and had reported that the noticeboard required further repair work. Subject to clearance of the inside of the kiosk an assessment could be made of any internal refurbishment required depending on its future intended use.

### **11/05 OTHER URGENT BUSINESS**

Consideration was given to a possible organised litter pick and Councillor Crane agreed to seek further information on this.

Reference was then made to the recent planning application for Campanella, The Green on which the Parish Council had been consulted. It was agreed that this was minor development and no comment needed to be made. It was however agreed that the Clerk should separately alert the Planning Officer to the apparent conversion of the domestic garage to form part of the residential accommodation of the property.

### **12/05 NEXT MEETING**

It was agreed that the next meeting be fixed for Tuesday 5 August 2025 at the usual time of 6.30 pm.

The Chairman closed the meeting at 8.06 pm.

Chairman  
19 August 2025