

PETTAUGH PARISH COUNCIL

MINUTES of meeting

On **TUESDAY 4 AUGUST 2026**

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

Present:

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

1/08 APOLOGIES FOR ABSENCE

None.

2/08 MINUTES OF STATUTORY ANNUAL MEETING – 14 MAY 2026

RESOLVED that the Minutes of the statutory annual meeting of the Parish Council held on 14 May 2026 be approved and confirmed.

Further to Minute 8/05 – Planning Matters, the Clerk gave an update on the outstanding Freedom of Information request made in connection with the Crowfield Rose PH planning application, and it was agreed that this be discussed with District Councillor N Hardingham.

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

None received.

4/08 FINANCE

The Parish Council considered the following matters:

(a) Financial Statement and Bank Reconciliation

A statement showing the position at 30 July 2026 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 £5,792.24, and the Business Premium Account was now £1,101.43. Expenditure to date totalled £695.51.

(b) Accounts for payment

The following accounts were received:

Minute 408(b) continued

Mr S P Jennings (Clerk's salary and expenses) - £272.43
St Catherines Church PCC (Use of Church for Meeting) £18.00
Mid Suffolk District Council (Dog waste bin emptying service) £185.40
Information Commissioner (Data Protection Fee) - £47.00 (Direct Debit)
Pearspace Ltd/Suffolk Cloud (renewal of Website Domain Registration and maintaining Clerk's mailbox) - £60.00 (confirmation of payment made)

RESOLVED that the above accounts be approved for payment, and the action of the Clerk in consultation with the Chairman in approving the payment to Pearspace Ltd/Suffolk Cloud be confirmed

(c) PAYE Scheme

In line with a recommendation by the Internal Auditor and on the basis of information provided by the Clerk, the Parish Council considered the setting up of a PAYE scheme which could be done and maintained with assistance of the Suffolk Association of Local Councils (SALC). Given the frequency of Parish Council meetings it was likely that SALC would set up a bi-monthly pay schedule at a cost of £8.50 x 6 months (£51 per year + vat).

RESOLVED that the Clerk is authorised to work with SALC to set up a PAYE scheme on the basis and cost as now reported.

5/08 PUBLIC PARTICIPATION

District Councillor N Hardingham had now arrived at the meeting and spoke to his report which had been received and circulated earlier that day.

He mentioned in particular that the telephone kiosk if a K6 type might benefit from the Pride in Your Place grant funding should any further work be contemplated. He also mentioned the potential resource of the React Team and the need for overhanging vegetation to be cleared along the footpath in Debenham Road (between the A1120 junction and the 'bus shelter) was suggested as a possible area of work.

He was concerned to hear that a response to the Parish Council's long outstanding Freedom of Information request had still not been received and agreed to speak to the Council's Head of Operations.

6/08 CONSTITUTIONAL AND RELATED DOCUMENTATION - REVIEW

The Clerk brought this matter before the Parish Council for review. The Asset Register, Risk Management/Assessment and Statement of Internal Controls documents had previously been circulated to Councillors with some minor updating and revisions suggested by the Clerk.

Minute 6/08 continued

It was agreed that the valuation of the village sign be increased to £3,000 in the Asset Register. Subject to this, there was no requirement for any further revision to any of these documents.

The Parish Council then reviewed the position in relation to the adopted Standing Orders and Financial Regulations. It was noted that the latter had been revised and adopted afresh in the last year or so and no further revision was required. With regard to the Standing Orders the Clerk advised that whilst these covered all matters adequately for the Parish Council's purposes, he was prepared to look at refreshing and reproducing them in the light of any up to date model form.

RESOLVED that the Parish Council's constitutional and related documentation as now reviewed be re-adopted.

7/08 TRAFFIC SPEED THROUGH THE VILLAGE AND OTHER RELATED HIGHWAY MATTERS

The Clerk reported that the new post at the approved additional location of the A1120 was due to be installed on 7 August 2026. If there were no matters to be considered as a consequence of this then the Parish Council would be in a position to consider the possible purchase of a new/additional speed indicator device at its next meeting.

The need for the cutting back of vegetation along the Debenham Road footpath was mentioned again together with the damaged/missing village nameplate sign further out along Debenham Road. The Clerk agreed to report these via the County Highways Website.

8/08 NEXT MEETING

It was agreed that the next meeting be fixed for Thursday 15 October 2026 at the usual time and place.

The Chairman closed the meeting at 7.37 pm.

Chairman
15 October 2026