PETTAUGH PARISH COUNCIL

MINUTES of statutory annual meeting
on **THURSDAY 14 MAY 2026**
at St Catherine's Church, Pettaugh (start time 6.45 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 – 12 MARCH 2026

RESOLVED that the Minutes of the meeting of the Parish Council held on 12 March 2026 be approved and confirmed.

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

None received.

6/05 PUBLIC PARTICIPATION

A report was received from a member of the public on a meeting at Crowfield Village Hall the previous evening to discuss the planning application for a travellers' site at the rear of The Rose PH. Councillor Bulsing had attended also.

7/05 MATTERS ARISING OR REFERRED FROM ANNUAL PARISH MEETING

None.

8/05 PLANNING MATTERS

The Clerk explained the action taken since the last meeting to agree informally and submit revised representations of objection to the amended planning application for use of land to the rear of the Crowfield Rose PH as a travellers' site. Councillor Thornton and the Clerk were thanked for their work on this and the Clerk agreed to follow up on the Freedom of Information requests contained in the Parish Council's letters.

Councillor Bulsing reported on her attendance at the public meeting in Crowfield the previous evening which had been organised by Crowfield Parish Council. It was apparent that there was no date as yet for consideration of the application by the District Council and also an unwillingness to consider using legal powers to challenge any current unauthorised use of the site.

RESOLVED that the action to submit revised representations of objection on the amended application for land to the rear of the Crowfield Rose PH be confirmed.

9/05 DISTRICT COUNCILLOR'S REPORT

Councillor N Hardingham had by this time arrived at the meeting and was invited to provide an update on the Crowfield Rose planning application. He speculated on how, given the amended reduction in the number of pitches sought and the fact that the required provision within the area had now been met from other sources, Planning Officers might view this application. It was possible that the application might be referred to the next Planning Committee meeting in July. He also clarified matters relating to public speaking at the Committee, voting by the Ward Member, and pointed out certain flaws and deficiencies remaining with the application.

Councillor Hardingham also provided a brief update on Stonham Barns and Local Government Reorganisation.

10/05 FINANCE

The Parish Council considered the following matters:

(a) Financial Statement and Budget Report

A final statement for 2025/26 showing the position at 31 March 2026 regarding the Parish Council's bank accounts and reconciliation of recent

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payments was received and noted. The balance of the Community Account with no unpresented cheques was £5,112.75 and the Business Premium Account was £1,098.30. Expenditure for the year totalled £3,661.65. The balance to be carried forward was £6,211.05. The final updated budget report for 2025/26 was also received and noted.

(b) Audit of Accounts 2024/25

The Parish Council then received and considered the Annual Governance and Accountability Return (AGAR) for 2025/26, 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.

The Clerk then reported on the Internal Audit for 2024/25, the Internal Auditor's Certificate and Report having been received and previously circulated. It was noted that the need to consider establishing a PAYE Scheme was an outstanding recommendation which had previously been held in abeyance but should now be reviewed. The Clerk said he would report to the next meeting on this.

The Clerk then referred to other matters which the Internal Auditor had noted as not being done or being evidenced and the Clerk said that while he felt all relevant information had been supplied to the Auditor he had not been asked additionally to evidence anything further. The Parish Council was satisfied that on the basis of the financial statements received at each meeting proper reconciliation of bank statements was occurring and evident. In addition, the notices of exercise of public rights in relation to the external audit were being maintained on the website in line with a previous Internal Audit recommendation. The Parish Council would be asked to review its constitutional documentation and also the asset register.

RESOLVED that approval be given to the AGAR for 2025/26 including the Certificate of Exemption, and that Heelis and Lodge be re-appointed as Internal Auditor for the 2025/26 audit.

(c) Accounts for payment

The following accounts were received:

Clerk's salary and expenses (March to May) - £236.56
St Catherines Church PCC (Use of Church for Meeting) - £18.00
Suffolk Association of Local Councils (Annual Subscription) – £140.95
Pear Space Ltd (Hosting/Support/Updating Website) - £240.00

RESOLVED that the above accounts be approved for payment.

11/05 TRAFFIC SPEED THROUGH THE VILLAGE AND OTHER RELATED HIGHWAY MATTERS

The provision by the County Council of a new post on the A1120 for a speed indicator device was still awaited. It was agreed that this together with the possible purchase of a new device be considered at the next meeting.

12/05 PARISH AMENITIES

Suggestions were received as to the possible use of the inside of the telephone kiosk now that it had been refurbished. These included the display of local walks, information and historical extracts from the website etc, and some planted pots. The suggestions were supported and the offer by Councillor Ruth Crane to do something along these lines including the possibility of an organised litter pick was gratefully accepted.

13/05 NEXT MEETING

It was agreed that the next meeting be fixed for Tuesday 4 August 2026 at the usual time of 6.30 pm.

The Chairman closed the meeting at 8.17 pm.

Chairman
4 August 2026