**MINUTES OF MEETING OF PETTAUGH PARISH COUNCIL HELD ON**

**13th June 2018 IN ST CATHERINE’S CHURCH AT 6.30 p.m.**

Those present: Councillor Malcolm Owers (Chairman), Councillor Belinda Bulsing and Councillor Gordon Janson. Mrs Margaret Marlow was Acting Clerk. Three parishioners were also present.

**1. Welcome by the Chairman.** Councillor Owers welcomed all to the meeting.

**2. Apologies for Absence.** Apologies had been received from Councillor Stephen Rowe due to work schedules.

**3. The Chairman to sign his Declaration of Acceptance of Office.**  Councillor Malcolm Owers as the elected Chairman signed his Declaration of Acceptance of Office for the year.

**4.** **To receive any declarations of interest.** There were no declarations of interest.

**5. To approve the Minutes of Parish Council Meeting – 1st May 2018.** Councillors voted to approve the Minutes. The Minutes were accepted and signed as a true record.

**6. Matters arising from the Minutes.** There were no matters arising from the Minutes.

**PUBLIC FORUM.** A Parishioner informed the Council that Broadband had now been switched on within our area, but no information to this effect had yet been publicised. Information had to be obtained by going on-line to BT.

**7. To discuss and accept the report of the 2017/18 Internal Audit undertaken by SALC.** Councillors were provided with a copy of the report undertaken by SALC. There were two minor points in the report which the Council was asked to address, and to ensure that the necessary actions were agreed and taken and properly minuted. Councillors agreed to the specified actions being taken. The Councillors then proposed and accepted the SALC Report.

**8. To complete and sign Part 2 of the Annual Governance and Accountability Return prior to submission to LPK Littlejohn.**  Following the return of the Internal Audit and its approval, the Chairman was now required to sign the Accounting Statements for 2017/18 prior to forwarding the completed Annual Governance and Accountability Return to LPK Littlejohn. The form was signed and the Acting Clerk will place the necessary notification of ‘Parishioner’s rights to view’ on the notice board and the documentation will be placed on the Pettaugh website.

**9. To consider Planning Application DC/18/01491 - Midway Cottage, Ipswich Way.** The plans and design statement for this application for the erection of a single storey rear extension to replace an existing conservatory were discussed by Councillors. The Councillors were in agreement that the plan was reasonable and were happy for it to go forward with no comment.

**10. To receive a Financial Statement and report by the Acting Clerk.** The Acting Clerk had prepared a statement of the accounts to date. After authorisation of the presented cheques, the Parish Council has a balance of £2,753.32 in the Current Account and £1,049.62 in the Business Premium Account. The Parish Councillors were asked to authorise the payment of cheque number 100392 for £117.60 to SALC as payment

for the Annual Internal Audit; and cheque number 100393 for £15.00 to St Catherine’s PCC for use of the Church for the meeting, 13th June 2018.

The Clerk reported that our County Councillor for the Thredling Division, Matthew Hicks had recently been elected to take over as the new leader of Suffolk County Council.

The monthly newsletter for June has been received from Councillor Hicks together with his Annual Report.

**11. Any other business.** Councillors discussed the possibility and the hope that a village event could be arranged for the Autumn. The Council is happy to support any initiatives put forward.

Thanks were expressed to the ‘VAS Team’ for their continuing commitment to supervising the VAS sign. Cllr Janson noted that following an event at Helmingham Hall, which caused a large increase in traffic flow through the village, resulted in the battery on the VAS sign going flat after three weeks, rather than the usual four weeks.

**12. Date and time of next meeting.** The next meeting is scheduled for Wednesday 12th September at 6.30 p.m. in the Church.

The meeting closed at 7.10 p.m.